



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: June 26, 2018

Subject: Professional Services Agreement: On-Call City-wide Tree Maintenance Services

Prepared by: Theresa Yee, Project Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

Staff

Previous Council Consideration:

FY 2018/2019 Operating Budget and Adopted FY 2018/2022 5-year Capital Improvement Plan (CIP).

Fiscal Impact:

Based on the lowest responsive and responsible proposal, the project costs of not-to-exceed \$100,000 are within the budget of the current Operating Budget.

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301; Class 1 (b) "existing facilities," Santa Clara County file number ENV21537.

Policy Question(s) for Council Consideration:

None.

Summary:

- On-Call City-wide Tree Maintenance Services will enable the City to provide tree maintenance services in locations throughout the City consistent with International Society of Arboriculture (ISA) best practices

Staff Recommendation:

Move to authorize the City Manager to execute an agreement with West Coast Arborists, Inc. in the amount of \$100,000 for On-Call City-wide Tree Maintenance Services



Subject: Professional Services Agreement: On-Call City-wide Tree Maintenance Services

Purpose

Authorize the City Manager to execute a contract on behalf of the City with West Coast Arborists, Inc. in the amount of \$100,000 for On-Call City-wide Tree Maintenance Services in locations throughout the City.

Background

A Request for Proposal (RFP) for City-wide tree maintenance services was prepared and issued on April 16, 2018. The goal is to retain a qualified company which could supplement the City's on-going tree evaluation and conduct tree maintenance work that is not currently performed by in-house staff due to equipment limitations.

On May 4, 2018, representatives from eight (8) firms appeared for a non-mandatory pre-bid conference at the City's Municipal Services Center. Addendum No. 1 was issued on April 26, 2018 and Addendum No. 2 was issued on May 9, 2018.

The City's Purchasing Policy requires contracts for maintenance services to be awarded to the lowest priced responsible and suitable bidder taking into consideration quality, service, fitness or capacity to the particular requirements of the City, and price.

Discussion/Analysis

On May 16, 2018, five (5) proposals were received before the time due for the On-Call City-wide Tree Maintenance Services Request for Proposal (RFP). Each proposal was evaluated by an RFP Evaluation Committee for its responsiveness to the RFP and responsibility in providing the needs and requirements of the City.

Two firms were deemed non-responsive and not responsible as the proposals exhibited elements of not including all information required by the RFP, not demonstrating the ability to provide the type of service requested by the City, or did not demonstrate the ability to provide the staffing needed for the work.

The remaining three firms were rated for their references, of which all received the maximum scoring. The lowest crew rate was proposed by West Coast Arborists, Inc., followed by Professional Tree Care Specialists, and the highest rate proposed by Bay Area Tree Specialists.

Taking into consideration quality, service, fitness or capacity to the particular requirements of the City, and price, the proposal provided by West Coast Arborists, Inc. has been verified as the lowest responsive and responsible.



Subject: Professional Services Agreement: On-Call City-wide Tree Maintenance Services

Options

- 1) Award a contract to West Coast Arborists, Inc. in the amount of \$100,000 for On-Call City-wide Tree Maintenance Services and authorize the City Manager to execute this contract on behalf of the City

Advantages: An on-call contract would enable Staff to contract tree maintenance services in locations throughout the City consistent with International Society of Arboriculture (ISA) best practices. This contract would supplement the City's ability to provide services where unavailable by city-owned equipment and enable a more efficient response

Disadvantages: None

- 2) Do not award a contract for on-call City-wide tree maintenance services

Advantages: None

Disadvantages: Failure to maintain city trees may result in harm and/or damage to life and property, damage and/or interruption of infrastructures and services, and not allow for maintenance of the trees themselves

Recommendation

Staff recommends Option 1.