



City of Santa Clara

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Agenda Report

18-788

Agenda Date: 6/12/2018

REPORT TO COUNCIL

SUBJECT

Action on Citywide Tree Service Agreements

BACKGROUND

The Public Works Department (department) maintains approximately 11,000 residential street trees and 2,500 trees planted in medians, parkways, and other properties. The department utilizes contractors to provide tree trimming, removal, planting, and emergency services to supplement the efforts of a small in-house tree maintenance crew.

The department will spend approximately \$704,000 to maintain these trees in FY 2018/19 as recommended in the proposed operating budget. The FY 2018/19 budget contains allocations of \$424,000 for tree trimming, \$130,000 for tree removals, \$120,000 for emergency call-outs, and \$30,000 for tree planting. These tree maintenance agreements will enable the City to maintain a trimming cycle of every three to six years, depending on the specie of tree.

Proactive tree trimming encourages trees to grow with strong branch structure, reduces the risk of branch and whole-tree failure during high winds by reducing end weight, and provides clearance for vehicles and pedestrians. The City forest is aging and some trees are reaching the end of their life span. These trees need to be removed to minimize the risk of injury to the public and damage to property. The planting of new trees helps replenish the City forest and plays a key role in reducing climate change effects by absorbing carbon dioxide. Santa Clara was named a Tree City USA by the Arbor Day Foundation in honor of its ongoing commitment to effective urban forest management for 31 consecutive years.

This item was originally brought before City Council and considered at a meeting on May 22, 2018, Item 2.1 (Attachment 1). City Council did not approve the item and directed Staff to revisit the contract amount being recommended for West Coast Arborists, Inc. a local Santa Clara company, to see if it could be increased. Staff coordinated with the Finance Department and revisited the budget, determining that an additional \$200,000 could be added to the West Coast Arborist, Inc. Agreement. This increase made the West Coast Arborist, Inc. Agreement the second highest dollar amount of the four agreements. The amounts on the other three agreements did not change.

DISCUSSION

A Request for Proposal (RFP) selection process was utilized to solicit proposals for city wide tree trimming, planting, removal, and emergency tree services. The RFP was open for three weeks with proposals due on March 21, 2018. Nine contractors submitted proposals. Of the nine received, one was rejected as nonresponsive due to not being registered with the Department of Industrial Relations at the time of proposal submittal as required to be in compliance with State prevailing wage law. The qualifications of the proposers were evaluated by the Public Works Department staff. A

summary outlining the costs from each proposer is included in Attachment 2 entitled, 'Citywide Tree Services Proposal Summary'.

Staff is recommending approval of three-year agreements with West Coast Arborists, Inc. (Attachment 3), Rhino Enterprises, Inc. dba Commercial Tree Care (Attachment 4), Bay Area Tree Specialists (Attachment 5), and Chriso's Tree Trimming (Attachment 6). The recommended value of the agreements with the contractors is based on the amount projected to be spent on each maintenance service relative to the proposal price submitted by each contractor. Multiple agreements enable the City to utilize contractors with the most competitive prices for specific services (meaning that staff was able to select the most cost effective price for each needed service) and provide consistency that is necessary to most effectively schedule work, particularly for emergency services. This approach allows the City to maximize the service provided to the residents within the available funds. Therefore, staff requests that the City Manager be authorized to amend agreement not-to-exceed amounts as long as the cumulative total does not exceed \$2,313,000, the total three-year cumulative contract amount for the three contractors, subject to annual appropriations.

West Coast Arborists, Inc. will be utilized for tree trimming, planting, and emergency services. Commercial Tree Care will be utilized for tree trimming and tree removal services. Bay Area Tree Specialists will be utilized for tree trimming and emergency services. Chriso's Tree Trimming will be utilized for tree removal and tree planting services. The not-to-exceed value in each contract is based on the projected value of work over a three-year period. A copy of each agreement can be viewed on the City's website or at the City Clerk's Office during normal business hours.

ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA"). Tree trimming is exempt pursuant to CEQA Guidelines section 15301(h) "Existing Facilities" as it consists of the maintenance of existing landscaping. Tree planting is exempt pursuant to CEQA Guidelines section 15304(b) "Minor Alterations to Land" as it constitutes new landscaping. Tree removal is also exempt pursuant to CEQA Guidelines section 15304 "Minor Alterations to Land," which authorizes tree removal, provided that the removal is not of a "healthy, mature, scenic" tree. In the event a "healthy, mature, scenic" tree is proposed for removal, additional environmental analysis may be undertaken at that time.

FISCAL IMPACT

The amount to be paid to contractors for citywide tree services over the three-year term of these agreements is estimated to be \$2,313,000, subject to future budget appropriations. The amounts to be paid to West Coast Arborists, Inc. shall not exceed \$410,000, Commercial Tree Care shall not exceed \$1,273,000, Bay Area Tree Specialists shall not exceed \$405,000, and Chriso's Tree Trimming shall not exceed \$225,000 over the three-year terms of each respective agreement. Funds to begin tree maintenance services in FY 2018/19 are in the Public Works Department's Parkways & Boulevards Division's Contractual Services account in the proposed FY 2018/19 Annual Operating Budget.

COORDINATION

This report has been coordinated with the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve and authorize the City Manager to execute agreements for the Performance of Services with West Coast Arborists, Inc. (\$410,000), Rhino Enterprises, Inc. dba Commercial Tree Care (\$1,273,000), Bay Area Tree Specialists (\$405,000) and Chriso's Tree Trimming (\$225,000) to perform citywide tree trimming, planting, removal, and emergency tree services for a combined amount not-to-exceed \$2,313,000 over the three-year term of the agreements; and
2. Authorize the City Manager to amend agreement not-to-exceed amounts as long as the cumulative total does not exceed \$2,313,000 subject to annual appropriations and make minor modifications to the agreements, if necessary.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Agenda Report 18-391 May 22, 2018
2. Citywide Tree Services Proposals Summary
3. Agreement with West Coast Arborists, Inc.
4. Agreement with Commercial Tree Care
5. Agreement with Bay Area Tree Specialists
6. Agreement with Chriso's Tree Trimming