



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF PUBLIC WORKS

DATE: JUNE 19, 2012

SUBJECT: **RECOMMENDATION TO APPROVE AWARD OF CONTRACT FOR FISCAL YEAR 2012/2013 TREE TRIMMING SERVICES**

FISCAL
IMPACT: EXPENSE: NOT TO EXCEED \$265,000
BUDGETED IN: (ACCOUNT #: 103655-6115)

SUMMARY:

In response to City Council's request to resume responsibility for the maintenance of residential street trees, staff issued a Notice Inviting Proposals for tree trimming services. Proposals were received on April 26, 2012 from seven (7) contractors. Award of the proposed contract will allow for trimming of all 4225 residential street trees, 1465 palm trees, one trimming of vines planted along the City's arterial roadways, and provide for minimal response to emergency and/or unexpected needs during the next fiscal year. This action will award an agreement to West Coast Arborists Inc. (WCA) for provision of tree trimming services as directed by the City for the 2012/2013 fiscal year.

RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Award an agreement, in a form approved by the City Attorney, to WCA for tree trimming services, and
2. Authorize the City Administrator to sign the required documents in a form approved by the City Attorney.

DISCUSSION:

The City Council directed Staff to resume responsibility for the maintenance of residential street trees and provide firm costs for trimming of all 8,882 trees located within the public right-of-way or on public owned property including residential street trees (4,225 trees). Staff prepared and issued a Request for Proposals (RFP). After receiving initial proposals and recognizing the difficulty of funding all work in one fiscal year, supplemental questionnaires were sent to all

4.C.

June 19, 2012

respondents. The supplemental questionnaire asked for additional information should the project be split over a two-year period rather than attempting to complete all work in one fiscal year. The recommendation being presented in this report represents a hybrid approach to the original concept where over half of all trees located on public property combined with critical annual work can be accomplished. A total of seven (7) proposals and supplemental questionnaires were received. Proposals were evaluated based on the following criteria:

1. Background and Experience of Proposer

- A. Length of time the proposer has been providing tree trimming services.
- B. Qualifications of firm.
- C. Number of employees.
- D. Age and type of equipment.
- E. Employee training program.
- F. Dependability of past service
- G. Condition of equipment.

2. Technical

- A. Proposer's understanding of the scope of work.
- B. Qualifications and experience of Proposer's personnel assigned to the contract.
- C. Identify other similar tree trimming service contracts the proposer is currently performing.
- D. Completeness and presentation of proposal packet.

3. Cost Estimate

- A. Is the estimate adequate to provide appropriate equipment?
- B. Is the estimate adequate for proposer to meet personnel and operations costs?
- C. Does the estimate provide adequate supervision?
- D. Are the proposed rates competitive with the average market rates for similar services?

4. Management Plan

- A. Number of crews and on-site qualified arborists assigned.
- B. Performance schedule and methodology.
- C. Describe process the Proposer will follow in responding to complaints.

The City's evaluation committee is comprised of the Public Works Director, the Maintenance Superintendent, and the Sr. Management Analyst. Based on detailed evaluation of proposals submitted regarding company background, ability to provide requested services, experience in providing tree trimming services, cost, and ability to meet contract requirements, the evaluation committee is recommending the most qualified proposer having the most responsive proposal and in their professional judgment, providing the best value to the City for this project. The recommended contractor is WCA. While their cost is not the lowest, their overall rating is highest. This recommendation is based on all proposal evaluation criteria not on cost alone. Award of this contract will allow for the trimming of all 4,225 residential street trees, 1,465 palm trees, one trimming of vines planted along the City's arterial roadways, and provide for minimal

Tree Trimming Services Award Of Contract

June 19, 2012

Page 2 of 2

response to emergency and/or unexpected tree related needs during the next fiscal year. The following table lists proposal ranking and the base, per tree trimming rate.

Contractor	Rate Per Tree	Proposal Score	Proposal Rank
West Coast Arborists Inc.	\$39.00	4.1	1
Great Scott Tree Services, Inc.	\$42.50	3.9	2
Parga Tree Service, Inc.	\$32.00	3.65	3
George Salinas Tree Preservation	\$69.00	3.6	4
Tree Elements, Inc.	\$52.00	3.55	5
TLC-Tree Trimming Land Co., Inc.	\$48.00	2.4	6
Rob's Tree Service	\$110.00	.2	7

FISCAL IMPACT:

Funding for this project is proposed in the Fiscal Year 2012/2013 general fund budget, account number: 103555-6115.

Submitted by:



Steve Drinovsky
Director of Public Works

Reviewed and approved:



Troy L. Butzlaff ICMA-CM
City Administrator

Attachments: As Stated