



DATE: February 21, 2007

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

SUBJECT: **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR STREET TREE MAINTENANCE**

**SYNOPSIS**

Staff recommends that the City Council approve a professional services agreement with California Tree Service, Inc., of Escondido in an amount not to exceed \$250,000 for the period from the date of Council approval through December 31, 2008, for basic street tree maintenance and as-needed tree stump removal and miscellaneous tree work that may be required as a result of storms, accidents, disease, etc.; and authorization for the City Manager to execute the agreement.

**BACKGROUND**

The street tree maintenance program consists primarily of trimming over 5,000 trees throughout the City. The program also accounts for tree stump removal as needed and any miscellaneous tree work that may be required as a result of storms, accidents, disease, etc. The City routinely contracts for these services. In December the City solicited proposals from qualified private companies to perform street tree maintenance for the next year.

**ANALYSIS**

A staff panel consisting of the field manager, contract manager and a service specialist reviewed each proposal. Proposals were compared on a competitive negotiation basis. Proposing firms' overall qualifications, including the qualifications of key personnel, prior service experience, availability of personnel and ability to provide the required services were considered critical. While cost was a very important consideration, it was not the deciding factor. The staff panel used the City's standard evaluation form for proposal ratings to rank the proposals. Exhibit A lists the seven proposals with their bid amounts.

The panel ranked California Tree Service first and they were also the low bidder.

The agreement is for the trimming of 5,154 trees throughout the City for the period from the date of Council approval through December 31, 2008, for the base agreement price of \$143,487.36. Included in the agreement is a guaranteed price for additional tree trimming,

stump removal, diseased or storm-damaged tree removal and any miscellaneous tree-care work that the City may request, which could potentially increase the agreement value to \$250,000.

**FISCAL IMPACT**

Funding for the street tree maintenance program is included in the approved Public Works Department CIP budget in the Gas Tax Fund (213.755249). Current approved funding and funds scheduled to be appropriated for this program are:

<b><u>Fiscal Year</u></b>	<b><u>Budget Appropriation</u></b>
2006-07	\$150,000 approved
2007-08	\$200,000 to be requested
2008-09	\$200,000 to be requested

The contract will cover approximately 3 months of FY06-07; 12 months of FY07-08 and 6 months of FY08-09. Therefore there are sufficient funds available for the program.

**INSURANCE REQUIREMENTS**

The City's standard insurance requirements will be provided.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

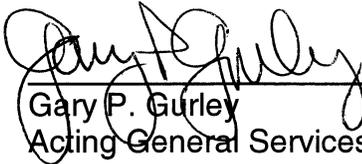
The referenced documents have been reviewed by the City Attorney and approved as to form.

**RECOMMENDATION**

Staff recommends that the City Council approve a professional services agreement with California Tree Service, Inc., of Escondido in an amount not to exceed \$250,000 for the period from the date of Council approval through December 31, 2008, for basic street tree maintenance and as-needed tree stump removal and miscellaneous tree work that may be required as a result of storms, accidents, disease, etc.; and authorization for the City Manager to execute the agreement.

PREPARED BY:

SUBMITTED BY:

  
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Gary P. Gurley  
Acting General Services Manager

  
\_\_\_\_\_  
Peter A. Weiss  
Interim City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Joseph Arranaga, Acting Deputy Public Works Director

H. Kiel Koger, Maintenance and Operations Manager

  
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HCK FOR

Exhibit A

**PROFESSIONAL SERVICES AGREEMENT  
FOR STREET TREE MAINTENANCE**

**BID SUMMARY**

1.	California Tree Service	\$143,487.36
2.	Great Scott Tree Service	\$198,429.00
3.	O'Connell's Tree Service	\$257,700.00
4.	Arbor West	\$322,626.00
5.	Anton's Tree Services	\$507,669.00

# MEMORANDUM

**DATE:** February 21, 2007  
**TO:** Honorable Mayor and Councilmembers  
**FROM:** Patricia Allison, City Manager's Office  
**SUBJECT: ATTACHMENT FOR THIS ITEM**

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A further attachment for this item will be distributed separately.