



CITY COUNCIL AGENDA REPORT

MEETING DATE: MAY 6, 2014

ITEM NUMBER: _____

SUBJECT CHANGE ORDER - WEST COAST ARBORISTS, INC.

DATE: APRIL 22, 2014

FROM: PUBLIC SERVICES/ MAINTENANCE SERVICES DIVISION

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: BRUCE HARTLEY, MAINTENANCE SERVICES MANAGER
(714) 754-5123

RECOMMENDATION

1. Approve Contract Change Order No. 1 (Attachment 1) to the Professional Services Agreement authorizing payment for additional work in the amount of \$100,000 for tree planting services with West Coast Arborists, Inc., 2200 E. Via Burton Street, Anaheim, California 92806.
2. Authorize the CEO to execute the Contract Change Order.

BACKGROUND

On August 7, 2012, the City awarded a tree maintenance contract to West Coast Arborists, Inc., (WCA) in an annual amount of \$420,000. The contract was for a five-year initial term, with three optional 1-year extensions.

Currently, the agreement and contract amount provides for scheduled trimming of all park and street trees on a 3 year rotation; annual trimming of all palm trees; root pruning and root barrier installation; emergency services and tree planting as needed.

ANALYSIS

The City Council adopted as part of the 2013-14 Fiscal Year Capital Improvement Program, a Tree Planting Program to replant vacant parkway tree locations throughout the City. The intent of this program is to begin consistent re-forestation of the City to improve the appearance of neighborhoods and to take advantage of all the environmental benefits that trees provide.

Traditionally, the Maintenance Services Division plants replacement parkway trees when one dies or is removed, or when a property owner makes the request to have a tree planted where there is a vacant site. Additionally, trees are planted annually in City parks. The total of these plantings typically results in an average of 100-125 new trees planted each year. The tree

plantings are either performed by City staff or are completed by WCA, the City's tree maintenance contractor.

In the past, the Public Services Department has taken a pro-active approach to replanting entire streets or neighborhoods with new parkway trees. This process involves surveying all the potential locations, determining if trees would be appropriate, accurately locating utilities, contacting residents on acceptance and species selection, planting with volunteers, and follow-up maintenance. This very time consuming and labor intensive process has resulted in successful projects. However, it has not allowed staff to plant a large number of trees each year due to the required commitment of sufficient resources to coordinate the tree planting programs and the volunteer efforts.

To implement the proposed Tree Planting Program and achieve consistent progress, staff considered various alternatives. Volunteers, while a viable alternative and certainly a component in the proposed planting program, require oversight and coordination. Shifting existing staff away from park maintenance and other duties to perform the necessary coordination and planting would reduce service levels to parks, parkways and sports facilities. However, utilizing the City's existing tree maintenance contractor would be an expeditious method of achieving the results the City is looking for. West Coast Arborists, Inc. (WCA) would provide site identification and assessment; communication/outreach/mailings to the neighborhoods; tree planting; young tree care; electronic inventory management and a warranty. See Attachment 2. By having WCA perform these services, approximately 445 trees would be planted this spring. Although there would be general coordination and oversight by the City, WCA would perform all the necessary tasks to complete the project. Volunteers may be utilized to complete neighborhood planting projects at a reduced cost with coordination by WCA if desired by the City.

ALTERNATIVES CONSIDERED

The planning, implementation and follow-up care services required to successfully complete the Tree Planting Program could be procured through a Request for Proposal process or a formal competitive bid. Although either of those processes have the potential to yield a competent contractor to complete the range of services desired at a competitive price, utilization of the City's existing tree maintenance contractor to complete the project would be the most expeditious method; completing the process within 2-3 months, requiring the least amount of City administration, and assuring the maximum utilization of the City's electronic tree inventory (Arbor Access) to identify vacant sites and to add the new trees to the data base. The inventory is currently provided through the existing contract with WCA; with the inputting of all the relevant tracking data (species, location/GPS, size, history, photographs, etc.) included in the cost of any new tree. The addition of 445 trees to the City by another contractor would necessitate the additional trees to be inventoried and input into the Arbor Access database at an additional expense.

FISCAL REVIEW

Funding for this Contract Change Order is included in the Fiscal Year 2013-2014 Capital Improvement Program budget.

The requested contract change order would award an additional \$100,000 to WCA to perform the public outreach, coordination, planting and maintenance of an estimated 445 parkway trees throughout the City, as specified in the attached Scope of Work.

LEGAL REVIEW

No legal review of this item is required.

CONCLUSION

The City Council approved funding to create a Tree Planting Program that would begin to address over 5,000 vacant tree locations throughout the City. The most expeditious method of implementing the program is to utilize the knowledge, experience and resources of a qualified contractor. The City has successfully contracted with West Coast Arborist, Inc. for over seventeen years for various tree maintenance services. The work of WCA has always met the standards set by the City at very competitive prices. WCA has the resources and working knowledge of the City's urban forest and the electronic inventory of trees and vacant planting sites necessary to complete the project in an expeditious manner, and has a history of providing excellent customer service to the City and its residents.

It is recommended that Council approve Contract Change Order No. 1 to the existing contract with West Coast Arborists, Inc., to provide for a Tree Planting Program as included in the FY 2013-14 budget, and authorize the CEO to execute the Change Order.

BRUCE HARTLEY
Maintenance Services Manager

ERNESTO MUNOZ
Public Services Director

- ATTACHMENTS: 1. [Change Order No. 1](#)
 2. [Scope of Services](#)