



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: May 7, 2024

TO: Paul Buddenhagen, City Manager

FROM: Mohamed Alaoui, Public Works Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Three (3) Three Year Contract In The Amount Of \$420,000 With West Coast Arborist, Incorporated, For Tree Maintenance For FY2024-25 In The Amount Of \$140,000.00, FY2025-26 In The Amount Of \$140,000.00, And FY2026-27 In The Amount Of \$140,000.00 And Authorizing The City Manager To Execute Up To Two (2) Additional One Year Extensions In The Amount Of \$147,000.00 For FY2027-28 And \$154,350.00 For FY2028-29 Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Years For A Total Contract Amount Not To Exceed \$721,350

RECOMMENDATION

Staff recommends that City Council adopt the above-entitled resolution.

BACKGROUND

The City of Emeryville maintains an on-call contract for the purpose of tree trimming with qualified firms, for both planned maintenance and emergency response. This is due to the small size of City maintenance staffing, the specialized skill needed in large scale tree trimming, and the specialized equipment such as bucket trucks that the City does not possess.

Emergency response has become particularly important over the past two years as winter storm events have become more severe. This has caused the loss of more than 100 trees citywide. Our on-call tree trimming contractor has been an indispensable part of this response and is a critical component of our emergency response capability as a city.

DISCUSSIONS

The City's Existing On Call Tree Trimming Contract expires on June 30, 2024. As a result, staff commenced a contract procurement process to ensure a new contract is in

place by July 1, 2024. Accordingly, the City issued a Request for Proposals (“RFP”) for Tree Maintenance Services on February 22, 2024, and received three responses. Proposals were received from the following companies: The Professional Tree Care Company, West Coast Arborists, Incorporated, and California Tree Solutions.

The proposals were reviewed for completeness, responsiveness to the RFP, and overall cost. Proposals received from all submittals included a Statement of Qualifications which provided detailed information about each company’s business size, stability, and capacity. West Coast Arborist, Incorporated and demonstrated all required experience set forth in the RFP and submitted the most responsive and lowest cost proposal. The approval of this contract would allow for tree maintenance to occur for three years for a total of \$420,000, with the option to execute up to two additional one-year extensions bringing the total not to exceed contract amount to \$721,350. The two additional one-year extensions are contingent upon Council appropriation of funding as part of the biannual operating budget.

1. Routine City-Wide Tree Maintenance Services: \$360,000.00 at \$120,000 per year over three years. This amount includes the total annual cost for routine maintenance based on work tasks listed in Exhibit “A” of the Maintenance Contract.
2. An annual allowance in the amount of \$20,000 for “extra work” to be completed in accordance with the terms of the Contract. The “extra work” will be scoped, bid and approved by the City in writing on a Task Order basis. Examples of extra work include, but are not limited to, providing Tree Trimming, and Tree Removal Services for all seasons and services. This type of work is necessary typically as a result of unique storm events or conditions.

Contract Year	Amount	Included CPI
2024/2025 (Routine +Allowance)	\$ 140,000.00	No CPI
2025/2026 (Routine +Allowance)	\$ 140,000.00	No CPI
2026/2027 (Routine +Allowance)	\$ 140,000.00	No CPI
Initial Subtotal for 3 year Contract	\$ 420,000.00	
Contract Extension Years Contingent on Approval by City Manager		
2027/2028	\$ 147,000.00	CPI or 5.0% Max
2028/2029	\$ 154,350.00	CPI or 5.0% Max
Total 5 Contract Amount Not To Exceed	\$721,350	

The rate sheet included in the proposed contract will be adjusted beginning in Fiscal Year 2027-2028 to provide the contractor with a cost-of-living adjustment based on the Bay Area Consumer Price Index (CPI), or 5% whichever is lower. The table below identifies the projected costs associated with this contract by fiscal year:

The following is the list of companies that submitted bid proposals in response to this RFP:

Company	Amount	Comments
The Professional Tree Care Company	\$118,020.00	Lacked tree care experience & clear scope
West Coast Arborists Incorporated	\$119,648.00	Provided full scope of services
California Tree Solutions	\$392,043.00	

FISCAL IMPACT

There is sufficient funding in the operating budget for fiscal year 2024/2025. Continuation of the contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal years. If the contract is extended two additional years, the rate sheet will be adjusted each fiscal year providing the Contractor with a cost-of-living adjustment based on the Bay Area Consumer Price Index, to a maximum of 5% per year.

STAFF COMMUNICATION WITH THE PUBLIC

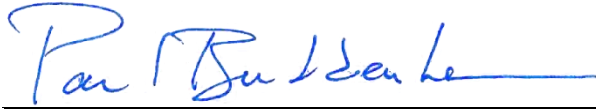
There was no staff communication with the public regarding this item.

CONCLUSION

Staff recommends that the City Council authorize the City Manager to enter into a three-year maintenance contract with West Coast Arborist Incorporated and execute up to two additional one-year extensions for a total contract amount not to exceed \$721,350 for tree maintenance services.

PREPARED BY: Daniel Gonzales, Public Works Facilities Maintenance & Operations Manager

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Paul Buddenhagen, City Manager

ATTACHMENTS

- Draft Resolution
- Tree Maintenance Contract + Exhibits