



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: January 21, 2020

TO: Christine Daniel, City Manager

FROM: Christine Daniel, Acting Public Works Director

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Two And A Half Year Maintenance Contract In The Amount Of \$366,000.00 With West Coast Arborist Incorporated For The Maintenance Of Trees Subject To City Jurisdiction, In The Prorated Amounts Of \$91,000.00 For FY 2019-20, \$135,000.00 For FY 2020-21, And \$140,000.00 For FY 2021-22 And Authorizing The City Manager To Execute Up To Two (2) Additional One Year Extensions In The Amount Of \$144,900.00.00 For FY 2022-23 And \$149,971.00 For FY 2023-24 Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Years For A Total Contract Amount Not To Exceed \$660,871.00**

RECOMMENDATION

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

BACKGROUND

The City's current Capital Improvement Program includes project number ST-07, the Street Tree Program. This project is intended to create an on-going program to plant trees in treeless wells, replace diseased and/or damaged trees, and provide cyclical pruning maintenance to enhance and improve the City's appearance and quality of life.

The City issued a Request for Proposals ("RFP") for Tree Maintenance Services and received three responses from the following companies: The Professional Tree Care Company, Bay Area Tree Specialists, and West Coast Arborists Incorporated. After a thorough evaluation, the proposal from West Coast Arborists was selected based upon credentials, experience, qualifications, and cost. The adopted budget is sufficient to fund the proposed contract through Fiscal Year 2021-2022. West Coast Arborists' proposal will provide tree maintenance service based upon a four-year tree pruning cycle with the City segmented into four quadrants. This methodology is described in Exhibit A to the proposed contract.

DISCUSSIONS

The approval of this contract would allow for tree maintenance to occur for two and a half years, with the option to execute up to two additional one-year extensions for a total contract value not to exceed \$660,871.00. The two additional one-year extensions are contingent upon Council appropriation of funding.

FISCAL IMPACT

There is sufficient funding included in the approved five-year Capital Improvement Program Budget through Fiscal Year 2021-2022 to cover the initial cost of the tree maintenance contract. CIP ST-07 is comprised of funding from two funds: Fund 251 (Urban Forestry) \$135,000 and Fund 475 (General Capital Fund) \$251,000. The total current funding available in CIP ST-07 is \$386,000.

The rate sheet included in the proposed contract will be adjusted beginning in Fiscal Year 2021-2022 to provide the contractor with a cost of living adjustment based on the Bay Area Consumer Price Index (CPI), assumed at an annual CPI of 3.5%. The table below identifies the projected costs associated with this contract by fiscal year:

Contract Year	Amount	Included CPI
2019/2020	\$ 91,000.00	No CPI- Prorated amount
2020/2021	\$ 135,000.00	No CPI (WCA agrees to hold their price through the end of next FY)
2021/2022	\$ 140,000.00	3.50%
Contract Extension Years Contingent on Approval		
2022/2023	\$ 144,900.00	3.50%
2023/2024	\$ 149,971.00	3.50%
Total Contract Amount Not To Exceed	\$660,871.00	

STAFF COMMUNICATION WITH THE PUBLIC

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

CONCLUSION

Staff recommends that the City Council approve the resolution and authorize execution of the contract for tree maintenance services.

PREPARED BY: Joseph Aguilera, Public Works Operations and Facilities Manager

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Tree Maintenance Contract
- Exhibit A