



## Item No. 17 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**FROM: SALLY BENTZ, TOWN ARBORIST**

**DATE: JULY 20, 2022**

**SUBJECT: APPROVAL OF A TREE MAINTENANCE SERVICES AGREEMENT; DIRECT THE CITY ATTORNEY TO PREPARE THE AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE TOWN**

#### **RECOMMENDATION**

Approve an agreement with West Coast Arborist, Inc. for Tree Maintenance Services for the Town of Atherton; direct the City Attorney to prepare the agreement; and authorize the City Manager to execute the agreement on behalf of the Town.

#### **BACKGROUND**

The Town entered into an agreement with West Coast Arborists, Inc. for Tree Maintenance Services in June 2018. The original contract was for a single year with two, single year extensions expiring in June 2021. Then in December of 2021, the Town approved a contract amendment extending the agreement through FY 2021/22, in an amount not to exceed \$100,000 for annual maintenance for public trees.

The Tree Maintenance Services Agreement ended on June 30, 2022. Per the FY 2022/23 Public Works budget, \$110,000 has been allocated for Tree Maintenance Services. The Town desires to enter into an agreement with a tree maintenance services provider for two (2) years with the possibility of up to three (3) one-year extensions.

The tree maintenance services desired as part of the contract include:

- Tree pruning
- Tree and stump removal
- Tree planting and watering
- Crew rental
- Milled wood
- Emergency response: debris removal from the road, pruning and

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| <ul style="list-style-type: none"> <li>removal of dangerous trees along the ROW</li> <li>• Small tree care</li> <li>• Root pruning</li> <li>• Specialty equipment</li> <li>• Arborist services to include Level 1, 2 and 3</li> </ul> | <ul style="list-style-type: none"> <li>inspections and arborist reports</li> <li>• Arborist staff coverage</li> <li>• Integrated Pest Management and foliar and pesticide treatments</li> <li>• Data entry and GPS Tree inventory</li> </ul> |
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Staff released an RFP soliciting proposals for Tree Maintenance Services on June 10, 2022, with a closing date of July 6, 2022.

**ANALYSIS**

A total of two proposals were received. The two companies that submitted proposals were Professional Tree Care Company and West Cost Arborists, Inc.

The RFP stated that the Town is seeking to hire the contractor who provides the “Best Value” to the Town including evaluation of price, responses to technical questions, and interview (if necessary). The determination of “Best Value” were based on the following categories:

- 40 points – Qualifications, Experience, References (Based upon “Response to Technical Questions” Form, References & Interview – if needed)
- 60 points - Tree Maintenance Service Costs (Based upon Bid Schedule)

The Town evaluated, and ranked proposals based on the 40-point selection criteria for Qualifications, Experience, and References provided in the RFP as follows:

15 points	Previous experience in providing a superior level of tree maintenance service at like-sized public and/or private facilities.
10 points	Assessments of work quality, performance and working relationships by current and recent clients that indicate high levels of satisfaction and effectiveness.
5 points	Qualifications of staff proposed to provide tree maintenance services at City Facilities.
10 points	Well organized communication systems and electronic reporting capabilities that demonstrate an ability to complete tasks efficiently and effectively and do not require constant supervision by the City.

As outlined in the RFP, proposals that receive less than 30 points were eliminated from further consideration. The proposals receiving 30 points or more would then be reviewed based on cost. Staff reviewed the proposals and scored the companies based on below system as stated in the RFP. Both West Coast Arborist, Inc. and Professional Tree Care Company met the minimum score of 30 points in the qualification section.

Staff scored West Coast Arborists, Inc. higher based on their skillset, service, work quality and database usage. West Coast Arborist has demonstrated that they are to be capable, competent, and very professional in their duties been responsive to the Town's needs during the previous agreement. In reviewing the cost proposals presented by both companies West Coast Arborists, Inc. costs were lower in the majority of service categories that the Town will employ.

Staff is recommending approval of a Tree Maintenance Services agreement with West Coast Arborists.

### **POLICY FOCUS**

The Town has historically contracted for tree maintenance services.

### **FISCAL IMPACT**

Funds for the maintenance of public trees, including required pruning and removal of dead trees, are located within the Public Works Budget. Funds are used on an "as needed" basis and the FY 2022-23 Budget includes \$75,000 for public street trees and \$35,000 for public park trees.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal F- Be Forward-Thinking, Well-Managed, and Well-Planned

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.