



Folsom City Council Staff Report

MEETING DATE:	10/11/2022
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10927 – A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with West Coast Arborists, Inc. for On-Call Tree Trimming and Removal Services
FROM:	Public Works Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works Department recommends that the City Council pass and adopt Resolution No. 10927 – A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with West Coast Arborists, Inc. for On-Call Tree Trimming and Removal Services.

BACKGROUND / ISSUE

The City is responsible for the ongoing maintenance of trees located along the public right of way and on various City owned properties, including City parks and within Landscape and Lighting Districts. The Public Works Department and the Parks and Recreation Department have worked collaboratively to determine tree maintenance needs specific to each department and have identified these needs in the solicitation of proposals for this work. To better streamline the efficiency of this work, it was decided to proceed with one contract for both departments.

Folsom has been designated as a “Tree City”. As such, the health and upkeep of trees within the City is critical in maintaining this designation. While City crews do perform routine small-scale tree maintenance, there are many cases where staff does not have the adequate equipment or training to perform work on large trees, around structures, or near utilities. Typical items of work that will be utilized under this contract include general canopy trimming, maintaining vertical clearance over roadways, large limb removal, tree removal, stump removal, and emergency tree needs. Staff coordinates with the City Arborist for all large-scale pruning or

removal of trees.

POLICY / RULE

Section 2.36.080, Award of Contracts of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of \$66,141 or greater shall be awarded by City Council.

ANALYSIS

On August 17, 2022, staff publicly advertised a Request for Proposals to provide On-Call Tree Trimming and Removal Services for a period of five years. On September 8, 2022, proposals were received from West Coast Arborists, Inc., Fallen Leaf Tree, Tree Services Unlimited, Atlas, and Capax.

The City has had an On-Call Tree Trimming contract with West Coast Arborists, Inc. since July 2017. The funds for that contract have been expended and the term of the contract has expired. Staff has been pleased with the professionalism, prompt scheduling, and quality of tree services that West Coast Arborists, Inc. has provided.

A proposal review panel consisting of two Public Works staff members and one Parks and Recreation staff member separately reviewed and ranked all proposals received. The scoring of each proposal is included in the chart below. In summary, the chart shows that West Coast Arborists was rated highest by all three reviewers with a total score of 270; the next highest score was 243 by Tree Service Unlimited.

Tree Company	Reviewer 1	Reviewer 2	Reviewer 3	Total Score
West Coast Arborists, Inc.	90	93	87	270
Tree Service Unlimited	80	84	79	243
Atlas	80	81	73	234
Capax	83	79	71	233
Fallen Leaf Tree	70	86	57	213

FINANCIAL IMPACT

The City Council’s approval of Resolution No. 10927 would authorize the execution of a Consultant and Professional Services Agreement with West Coast Arborists, Inc. for a yearly amount of \$289,360, for a total not-to-exceed contract amount of \$1,446,8000 over five years. A contingency will not be required for this contract.

The yearly funding amounts for the contract will be divided as shown below; in summary, the table shows that Public Works will allocate \$150,000 from Fund 023 and Parks and Recreation will allocate \$79,360 from various L&L Districts as well as \$60,000 from Park Maintenance:

Public Works

	Fund Number	Amount
Roadside Landscape Maintenance	023 (276)	\$ 100,000
Landscape/Weed Abatement	023 (276)	\$ 50,000
	Sub-Total	\$ 150,000

Parks and Recreation (Landscape and Lighting)

ARC�2 (CFD)	267	\$ 5,000
ARC�3	275	\$ 10,000
Broadstone Unit No. 3 (CFD)	266	\$ 13,000
Broadstone Unit No. 4	282	\$ 3,000
Cobble Ridge	234	\$ 600
Cobble Ridge II / Reflections	214	\$ 1,000
Folsom Heights	281	\$ 2,000
Islands	283	\$ 5,500
Natoma Shores	213	\$ 1,000
Los Cerros	204	\$ 1,500
Natoma Station	207	\$ 2,500
Natoma Valley	232	\$ 200
Prairie Oaks Ranch	215	\$ 4,000
Sierra Estates	231	\$ 300
Steeplechase	251	\$ 1,500
The Residences	271	\$ 600
Willow Creek East	284	\$ 4,000
Willow Creek South	252	\$ 3,000
Willow Springs	262	\$ 8,000
Prospect Ridge	285	\$ 1,660
CFD 18	288	\$ 9,000
CFD 19	289	\$ 2,000
	Sub-Total	\$ 79,360

Parks and Recreation (Facilities Maintenance)

Park Maintenance	010	\$ 60,000
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Total \$ 289,360

There are funds budgeted and available in each of the funds designated for this contract for Fiscal Year 2022-23. Funds for the remaining four years of this contract will be appropriated during the budget process for each of the additional years.

ENVIRONMENTAL REVIEW

These services have been deemed categorically exempt from environmental review.

ATTACHMENT

Resolution No. 10927 - A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with West Coast Arborists, Inc. for On-Call Tree Trimming and Removal Services

Submitted,

Mark Rackovan, PUBLIC WORKS DIRECTOR

Lorraine Poggione, PARKS AND RECREATION DIRECTOR

RESOLUTION NO. 10927

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR ON-CALL TREE TRIMMING AND REMOVAL SERVICES

WHEREAS, the City of Folsom desires to supplement the maintenance of City owned trees through the on-call services of a professional tree company; and

WHEREAS, a Request for Proposals was publicly advertised on August 17, 2022 and on September 8, 2022, proposals were received from West Coast Arborists, Inc., Fallen Leaf Tree, Tree Services Unlimited, Atlas, and Capax; and

WHEREAS, the proposals were individually reviewed by a proposal review panel consisting of two Public Works staff members and one Parks and Recreation staff member, with West Coast Arborist, Inc. being chosen as the most qualified firm by all reviewers; and

WHEREAS, the City of Folsom desires to enter into a five-year on-call contract with West Coast Arborists, Inc. to maintain consistency of tree trimming and removal services; and

WHEREAS, funds in the amount of \$150,000 are available in the Measure A Fund (Fund 276) for the Public Works Department for Fiscal Year 2022-23; and

WHEREAS, funds in the amount of \$79,360 are available in various Landscape and Lighting Funds for Fiscal Year 2022-23; and

WHEREAS, funds in the amount of \$60,000 are available in the Parks and Recreation Division of the General Fund (Fund 010) for Fiscal Year 2022-23; and

WHEREAS, funds for the remaining four years of this contract will be appropriated during the budget process for each of the additional years; and

WHEREAS, a contingency is not required for this contract; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute a Consultant and Professional Services Agreement with West Coast Arborists, Inc. for On-Call Tree Trimming and Removal Services for an annual amount of \$289,360, for a total not-to-exceed amount of \$1,446,800 over five years.

PASSED AND ADOPTED this 11th day of October 2022, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Kerri M. Howell, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK