



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Grant Gabler

Approved By: Manny A. Hernandez

Subject: Maintenance Services Agreement Award: On-Call City-wide Tree Maintenance Services

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Authorize the City Manager to execute an agreement with West Coast Arborists, Inc. in the amount not to exceed \$110,000 annually for On-Call City-wide Tree Maintenance Services and tree evaluations.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

Does City Council want to continue to utilize an on-call tree maintenance contractor to help City Maintenance staff with tree care on city-responsible trees?

FISCAL IMPACT

The following action will not exceed \$110,000 per year and is currently included in the 2024/25 Parks & Recreation operation budget.

ENVIRONMENTAL REVIEW

Categorically exempt pursuant to CEQA Section 15301: Class 1 (b) "existing facilities"

PREVIOUS COUNCIL CONSIDERATION

Not Applicable

DISCUSSION/ANALYSIS

The City's Parks & Recreation Department is responsible for maintaining all City-owned trees in Los Altos. The Parks Division tree crew has a large number of trees to evaluate and maintain City-Wide. Contracted tree services allow the maintenance staff to properly maintain all city trees in addition to having access to arborist and urgent response services that the department may not have the in-house ability to do.

A Request for Proposal (RFP) for City-wide tree maintenance services was prepared and issued on May 20, 2024 with the goal of retaining a qualified company which could supplement the City's on-going tree evaluation and conduct tree maintenance work that is not currently performed by in-house staff due to equipment and staff limitations.

On June 13, 2024, six (6) proposals were received before the time due for the On-Call City-wide Tree Maintenance Services Request for Proposal (RFP). Each proposal was evaluated by an RFP Evaluation Committee for its responsiveness to the RFP and responsibility in providing the needs and requirements of the City. All six firms were deemed responsive.

The six firms were rated for their qualifications, project team, references and rates for services. The highest scoring firm was West Coast Arborists, Inc. West Coast Arborists has also worked with the City as the on-call tree maintenance contractor through the recent two agreements and has performed well.

ATTACHMENTS

1. Resolution