



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/21/2022

ITEM NO: 6

DATE: June 16, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with Monarch Consulting to Provide Services as Arborist Consultant to the Town.

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Consultant Services with Monarch Consulting to provide services as Arborist Consultant to the Town.

BACKGROUND:

In 2017, the Town Council approved a contract with Monarch Consulting to serve as Arborist Consultant to the Town. Since that time, the arborist peer review consultant process continues to be a successful component of the planning process.

The Town distributed a Request for Qualifications in March 2022 and received six proposals from: Monarch Consulting (Attachment 1); Walter Levison; Lucchesi Plant and Soil Consulting; Doug Anderson; Davey Resource Group; and Dudek. Staff determined that Walter Levison and Monarch Consulting were the most qualified to serve as Arborist Consultants to the Town, based on the quality of the proposals and past services provided. Please see separate report for this Council agenda regarding Walter Levison.

DISCUSSION:

The Consulting Arborist reviews tree impacts relative to development proposals, prepares arborist reports, provides peer review of arborist reports submitted by applicants, and makes recommendations to Town staff for the preservation and maintenance of trees. Typical tasks that the Consulting Arborist may provide include the following:

PREPARED BY: Alexa Nolder
Executive Assistant

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Finance Director

DISCUSSION (continued):

- Conducting site visits and inspections as needed;
- Evaluating proposed tree removals and impacts associated with development proposals;
- Reviewing proposed tree removals for compliance with the Town's Tree Preservation Ordinance;
- Preparing arborist reports for development proposals;
- Conducting peer review of arborist reports submitted by applicants;
- Meeting with Town staff and/or applicants as needed; and
- Attending public hearings as needed.

Optional work may include the following:

- Review of landscape plans for commercial and Planned Development projects and
- Review of landscape plans for compliance with Wildland Urban Interface (Very High Fire Hazard Areas) standards.

CONCLUSION:

Monarch Consulting was determined to be among the best candidate firms to continue serving as one of the Town's Consulting Arborists for the following reasons:

- Extensive knowledge of site analysis and preparation of reports for proposed development projects and
- Experience working with the Town of Los Gatos.

COORDINATION:

The draft Agreement for Consultant Services (Attachment 2) was prepared in coordination with the Town Attorney.

FISCAL IMPACT:

Arborist review is a cost recovery activity as part of the development review process. Applicants pay a fee to the Town to cover the consultant costs to prepare arborist documents. An administrative fee of 10 percent is also charged by the Town. The purpose of the administrative fee is to reimburse the Town's cost of administering the peer review.

ENVIRONMENTAL ASSESSMENT:

This action is not a project defined under CEQA, and no further action is required.

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SUBJECT: Consulting Arborists: Monarch Consulting

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Attachments:

1. Monarch Consulting Proposal
2. Draft Agreement for Consulting Services

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