



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 6/11/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-143: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DAVEY RESOURCE GROUP, INC, FOR URBAN FORESTRY SERVICES FOR THE PARKS AND RECREATION DEPARTMENT AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In the FYE 23 Capital Improvement Plan, the funds were allocated for a project to hire a company to provide several services to support the Forestry Division of the Parks Department. The initial plan was to find a company to review our existing Tree Ordinance, perform a street tree inventory of the urbanized parts of Norman, and work with staff to produce an Urban Forest Master Plan (UFMP) to help guide the work plan for our City Forester for the next decade and beyond.

In April 2023, the Parks Department received proposals from four companies to provide these services. Staff evaluated the proposals and pricing and hired DAVEY Resource Group, Inc. (DAVEY) to work on the tasks. Once work began, it was determined that the budget available would only cover the costs associated with the Tree Ordinance Review task. It was decided to proceed with that work and then request additional funding for the other desired project tasks (tree inventory; production of UFMP) in future budget years. The Tree Ordinance Review cost was below the amount that required City Council approval (\$14,650—Exhibit A, Attached), and work began in July 2023 on the Ordinance Review process between DAVEY and City Staff from Parks and Recreation/Forestry, the Planning Department and the Legal Department.

DISCUSSION:

The approved FYE 2023-24 budget included additional funding for Urban Forestry services for a tree inventory and work on a UFMP. During the Tree Ordinance Review process that started in July 2023, we worked with DAVEY to define which category of trees would be most logical for an inventory process once we were ready to award that work. All additional tasks would be awarded through a contract addendum to the original agreement between DAVEY and The City of Norman for the Tree Ordinance Review Project (K- 2324-143, Attached). The original Tree Ordinance Review work will be presented for review by the Council in August 2024. While the

Ordinance Review is being completed, we would like to hire DAVEY to proceed with a Public Park and Public Property Tree Inventory, as described in Exhibit B (Attached), for \$41,850.

Once the Ordinance Review and Inventory tasks are completed, it will be time to move on to creating the UFMP, as described above. The scope of that work (Exhibit C) will be reviewed before the final award, as the number of public meetings and information from the Inventory are inserted into the schedule and plan. As shown, Exhibit C's work shall not exceed a total amount of \$109,092 (final amount to be determined), although it may be less than that amount. The attached contract documents include the work plans and more detailed breakdown of each task (Contract K-2324-143, including Exhibits A-C).

Staff recommends awarding Contract K-2324-143 to DAVEY Resource Group, Inc., for Professional Forestry Services. "Exhibit A" costs were already awarded to DAVEY during FYE2023. The proposed funding for each remaining task, as it is granted, will come from the existing capital project account established for the annual Tree Program.

RECOMMENDATION: It is recommended that the City Council approve Contract K-2324-143 to DAVEY Resource Group, Inc., for the work described in "Exhibit B" (\$41,850) and "Exhibit C" (TBD, Not-To-Exceed \$109,092). Funding is available from the annual Tree Planting Program, Design account (Account 50799966-46201; project PR0212).