

Agenda Report

September 19, 2016

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE PLANTING SERVICES FOR AN AMOUNT NOT TO EXCEED \$289,140

RECOMMENDATION:

It is recommended that the City Council:

1. Find the project (Contract of Tree Planting) to be categorically exempt under Section 21084(a) of the California Environmental Quality Act ("CEQA") in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the guidelines (maintenance of existing landscape) and authorize the City Clerk to file a Notice of Exemption for the project with the Los Angeles County Clerk;
2. Accept the bid dated August 11, 2016 submitted by West Coast Arborists, Inc. in response to project specifications for citywide tree planting; reject all other bids received; and, authorize the City Manager to enter into a three-year contract not to exceed \$289,140, which includes the base contract amount of \$275,370 and a contingency of \$13,770 to provide for any necessary change orders; and
3. Authorize the City Manager to extend the contract for up to two additional one-year terms not to exceed an annual amount of \$96,380 per year for an additional total amount of \$192,760 for a maximum contract length of five years.

BACKGROUND:

The City of Pasadena's Tree Replacement/Planting Program consists of purchasing, planting, and watering street trees in the City's urban forest. In an effort to replenish the City's street tree vacancies, trees are planted annually from October through May. Over the last three years, the Department of Public Works has planted between 700 – 800 trees annually. This contract will require the planting, watering, and maintaining approximately 600 trees annually. During each planting season, the new tree planting contractor will be responsible for the following:

- Watering all newly planted trees weekly;
- Tree maintenance (weekly, and as needed);
- Tree replacement and replanting should the tree not survive

A finding of compliance with the General Plan was previously made and is shown on page 10.1 of the FY 2017-2021 Capital Improvement Program Budget.

The Department of Public Works prepared specifications for this program in accordance with Section 4.08.045: Bidding-Competitive of the Pasadena Municipal Code.

On July 28, 2016, the Notice Inviting Bids was published in *The Pasadena Journal*. In addition, the City's Purchasing Division notified vendors registered in the Planet Bid system. Six vendors attended the mandatory pre-bid meeting on August 3, 2016.

Following advertising, bids were received on August 11, 2016, and are as follows:

Bidder	Annual Amount (\$)
1. West Coast Arborists, Inc., Anaheim	91,790
2. BMC Landscaping, Chatsworth	95,320
3. Calgreen Landscape, Woodland Hills	199,470
4. Flintridge Tree Care, Pasadena	Non-Responsive

West Coast Arborists, Inc. was the lowest responsive bidder that met all of the required specifications for citywide tree planting services. Since 2012, BMC Landscaping has been the tree planting provider for the City. Mariposa Landscape, Inc. performed the tree planting service from 2009 to 2011.

It is recommended that the City Council authorize the City Manager to enter a three year contract for an amount not-to-exceed \$289,140 (annual cost of \$96,380) to West Coast Arborists, Inc. for citywide tree planting services for three years from the date of execution of the contract by the City. Staff requests authorization to extend the contract for up to two additional one-year periods totaling an amount not -to -exceed \$481,900 through the maximum contract length of five years, subject to the approval of the City Manager and without further City Council action.

The proposed contract with West Coast Arborists, Inc. fully complies with the Living Wage Ordinances and with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 15, 2014.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure; support and promote the quality of life and local economy; and ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is categorically exempt from the provisions of the California Environmental Quality Act ("CEQA") of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping).

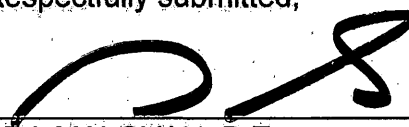
FISCAL IMPACT:

The cost of this contract is \$289,140 and the total cost of this action will be \$334,140. Funding for this project will be addressed by the utilization of State Environmental Enhancement Mitigation Grant funding appropriated in the Tree Replacement/Planting – Citywide FY 2017 – 2021 CIP project (budget account 78958). It is anticipated that all of the costs will be spent during fiscal years 2017, 2018, and 2019.

The following table represents a contract summary.

Base Bid	\$	275,370
5% Contingency	\$	13,770
Contract Administration/Inspection	\$	45,000
Total Fiscal Impact	\$	334,140

Respectfully submitted;




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Approved by:



STEVE MERMELL
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