

**City of Culver City, California
Agenda Item Report**

Meeting Date: 05/23/2011		Item Number: <u>C-12</u>	
CITY COUNCIL AGENDA ITEM: Approval of a New Professional Services Agreement with West Coast Arborists for Citywide Tree Trimming Services for a Term of Five Years.			
Contact Person/Dept.: Eric Mirzaian/Public Works		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Agenda and Meetings - City Council (05/19/11); West Coast Arborists, Inc and Audubon Society (05/16/11)			
Department Approval: Charles D. Herbertson(05/12/11)		City Attorney Approval: Carol Schwab (by H. Baker) (05/18/11)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/18/11)		City Manager Approval: John M. Nachbar (05/19/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a new five year Professional Services Agreement with West Coast Arborists (WCA) for citywide tree trimming services. <u>BACKGROUND:</u> Since 1996, the City has maintained a contract with WCA for citywide tree trimming. The current contract with WCA was extended in 2006 by action of the City Council and is due to expire on June 30, 2011. Up until last year, the current contract covered the trimming of approximately 80% of the City's trees, as well as, a variety of additional services; while an in-house crew handled the remaining 20% of the tree trimming. The City Council amended the current contract in June 2010 to increase the amount of the contract by \$171,663 to bring the total annual cost for this current fiscal year to \$651,979. The amendment increased the scope of work performed by WCA after the work done by the in-house crew was contracted out to WCA as part of last fiscal year's budget reductions. <u>DISCUSSION:</u> WCA has presented a proposal to the City for a new five-year agreement. In their proposal, WCA agrees to hold the current prices for all services for fiscal years			

City of Culver City, California
Agenda Item Report

2011/12 through 2013/14; while applying a cost adjustment of three percent for each of fiscal years 2014/15 through 2015/16 to account for inflation. Additionally, as part of the new agreement, WCA will complete a GPS street and parkway tree inventory at no additional cost. This feature, called Arbor Access, is already utilized by City staff to view the urban forest's inventory and work history; however, the inventory information is over ten years old. WCA will update the inventory and will include new information pertaining to tree grates and sidewalk damage caused by City trees which will provide additional valuable information to the Public Works Department. Additionally, WCA will assist the City in updating its urban forestry website at no additional cost. This enhanced website will allow residents to review maintenance/trimming schedules for their areas and look up certain tree information, such as tree species type, tree planting specifications, and FAQ's. This enhanced website will obtain information from the aforementioned Arbor Access system so that the information available to the public will be current.

Staff has worked with representatives of the local Audubon Society to develop a tree trimming schedule and practices that will be more protective of birds and other wildlife. The proposed agreement will indicate that no scheduled tree pruning will take place during March and April in order to avoid disturbing bird nests during this peak nesting period. WCA will continue to inspect all trees for active nests. Trees that are found to have active nests will not be trimmed until a later date when the nest is no longer active.

Per Culver City Municipal Code Section 3.07.085, professional services are exempt from competitive bidding provided the contract is based on competitive quotations whenever practical, as determined by the City Manager. Given the recent increases in labor and fuel costs, this proposal is highly competitive. When the existing agreement was amended in June of 2010, staff conducted research to compare the unit prices proposed for Culver City to those of other nearby municipalities. The proposed unit prices provided by WCA to Culver City (~\$40-172 per tree trimmed depending on tree diameter) was favorable compared to Beverly Hills (~\$40-200 per tree trimmed depending on tree diameter), and considerably lower than Santa Monica (~\$144 per tree trimmed) and West Hollywood (~\$65-195 per tree trimmed). Over the years, staff has been impressed with WCA's professionalism and high quality tree maintenance services. Additionally, WCA's tenure with the City has resulted in a vast knowledge of the City's tree population.

FISCAL ANALYSIS:

Should the City Council approve this proposal, the contract amount will be \$651,979 per year. The cost adjustment to account for inflation will be added for the fourth and fifth years making the contract amounts for those two years \$671,539 and

City of Culver City, California
Agenda Item Report

\$691,685 respectively. Funding has been requested as part of the City Manager's Proposed Budget for Fiscal Year 2011/2012 in the Tree Maintenance-Other Contractual Services account (10161600.619800).

ATTACHMENTS:

1. March 21, 2011 letter from WCA to the City of Culver City
2. WCA pricing schedule

MOTION:

That the City Council:

1. Approve a five year professional services agreement with West Coast Arborist in the amount of \$651,979 per year for the first three years, \$671,593 in year four and \$691,685 in year five; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.