

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

Meeting Date: 7/14/2014		Item Number: <u>C-7</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Artecho in an Amount Not-to-Exceed \$84,965 for the Preparation of the City of Culver City Urban Forest Management and Tree Succession Plan.			
Contact Person/Dept.: Eric Mirzaian/PW		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification (E-mail) Meetings and Agendas-City Council (07/09/14); Artecho, Davey Resource Group, Community Forest Consultants, AHBE Landscape Architects, Lawrence Moss & Associates on 7/7/2014 (via letter)			
Department Approval: Charles D. Herbertson (07/03/14)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/08/14)		City Manager Approval: John M. Nachbar (07/08/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Artecho for an amount not-to-exceed \$84,965 for the preparation of the City of Culver City Urban Forest Management and Tree Succession Plan. <u>BACKGROUND:</u> In 2002, the City Council adopted the Culver City Street Tree Master Plan (STMP). To date, the STMP has been utilized to identify a specific tree species for each street block in the City. As the City's urban forest has aged and become more susceptible to environmental factors such as adverse weather, diseases, and pests, the Public Works Department identified a need to update the STMP into a long-term comprehensive planning document for managing the City's urban forest. This plan will be developed with significant community input and will promote species diversification, disease resistance, and ensure site specific planting suitability and appropriateness. At its January 13, 2014 meeting, the City Council authorized the release of a Request for Proposal for preparation of the proposed urban forest management plan, as well as, approved a budget amendment appropriating \$75,000 in grant funds to undertake this project. The grant funding source is through Cal Fire's Urban Forest Management Plan Grant Program.			

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DISCUSSION:

On February 20, 2014, Public Works received the following proposals for preparation of the urban forest management and tree succession plan:

Davey Resource Group.....	\$82,320.00
Artecho.....	\$84,965.00
Community Forest Consultants.....	\$88,300.00
Lawrence Moss & Associates.....	\$89,750.00
AHBE Landscape Architects.....	\$89,941.50

The proposals were reviewed and evaluated by staff from the Public Works and Parks, Recreation, and Community Services Departments. Staff has determined Artecho provided the most responsive proposal in terms of services provided, project knowledge, and references. Though Artecho's proposal did not represent the lowest proposal amount amongst all proposers, staff determined that their proposal was superior to the others and represents the best value for the City. Other factors in Artecho's favor is that they are a local firm based in nearby Venice, and they have recent experience preparing the urban forest management plan for the City of Santa Monica whose urban forest is similar to Culver City's with many of the same issues and challenges. Besides their knowledge and familiarity of the Westside's urban forest population, their proposed approach to this project best represents the approach favored by the Public Works Department with regards to how the public engagement process will be approached, understanding/knowledge of the City's previous landscape projects, and innovative techniques to utilize the urban forest to protect watersheds such as Ballona Creek. It is for these reasons that Artecho's proposal represents the best value to the City.

FISCAL ANALYSIS:

The total grant amount is \$75,000 and requires a 25% grant match which will come from \$10,000 in staff time associated with management and oversight of the project as well as a \$15,000 monetary match. There are sufficient funds available in the City Council Adopted Budget for Fiscal Year 2014/2015 - Capital Improvement Project PO-001, Urban Forest Management and Succession Plan (42080000.) for the monetary match. Funding is available in Tree Maintenance Departmental Special Supplies (10160220.514100) to cover a ten percent contingency amount.

ATTACHMENTS:

Artecho's proposal and fee schedule can be accessed via the following link
<http://www.culvercity.org/en/Government/PublicWorks/CouncilItems>

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MOTION:

That the City Council:

1. Approve a professional services agreement with Artecho in an amount not-to-exceed \$84,965.00 for the preparation of the City's Urban Forest Management and Tree Succession Plan; and,
2. Authorize the Public Works Director/City Engineer to approve change orders in the amount not to exceed \$8,496.00; and
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.