



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** October 11, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ann Mottola, Community Services Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute a Four-Year Contract With West Coast Arborist, Inc. for the Annual Pruning and Pollarding of Street Trees and Tree Removal Related to Fire and Hazard Mitigation in an Amount Not to Exceed \$1,093,865

**BACKGROUND:** The City's Municipal Code Sections 8.24 and 8.25 seek to protect and preserve the City's urban forest canopy through routine maintenance of publicly owned trees, regulation of the removal and pruning of public and privately owned Heritage Trees, and planting of new private and public trees. The City's care of the urban forest has several specific components:

1. Annual pruning and pollarding (pruning in which the upper branches of a tree are removed promoting new and more dense foliage and branches) of all City street trees on a four-year cycle to ensure that each street tree is addressed once every four years, to ensure the structural integrity and health of the trees, and to support a safe and healthy urban forest.
2. Year-round pruning and removal of trees located at City parks, medians, and facilities to ensure the structural integrity and health of the trees and to support a safe and healthy urban forest.
3. Response to community requests to evaluate and address publicly owned street trees that are not scheduled for pruning in that year's annual pruning cycle and open space trees adjacent to residences.
4. Emergency call-out tree pruning, roadway clearing, and removals.
5. Sidewalk Repair Program street tree root pruning and removals.
6. New street, park, and public facilities tree planting.
7. Administration of the City's Heritage Tree Permit Program regulating the pruning and removal of privately owned Heritage Trees.
8. Annual fire and hazard mitigation tree pruning and removals in City open spaces.

While many of the components are performed by Parks Staff, since fiscal year 2017-18, the City

has contracted services for pruning and pollarding of City street trees; and tree-related fire and hazard mitigation in City open spaces, that cannot be accessed with City equipment.

**DISCUSSION:** The City issued a Request for Proposals (RFP) on August 2, 2022, for Tree Pruning and Removal Services. Interested parties were asked to provide pricing on the following annual services:

1. Annual pollarding of the sycamore and mulberry street trees in each year of the City's four-year tree pruning program.
2. Annual street tree structural/safety pruning in each year of the City's four-year street tree pruning program.
3. Parks, medians, and open space tree pruning, tree removal, and stump grinding, as needed.
4. Sidewalk Repair Program tree root pruning, tree removal, and stump grinding, as needed.
5. Emergency services to respond for pruning or removing trees that present an imminent danger, as needed.

Staff received five proposals and conducted an evaluation based on several criteria in addition to cost:

- Demonstrated ability, capacity, experience, and skill to perform the services in accordance with the RFP specifications.
- Demonstrated ability to perform the services promptly or within the time specified, without delay.
- The equipment, facilities, and resources of such capacity and location to enable it to perform the services.
- Demonstrated record of satisfactory or better performance under prior contracts with the City and other purchasers; and
- Compliance with laws, regulations, guidelines, and orders governing prior or existing contracts.

There were four complete proposals ranging from \$923,606 to \$2,187,584 for a total 4-year cost of pruning and pollarding. (All proposals included annual increases for the second through fourth years of the contract.) There was also a fifth, incomplete proposal from a company that did not provide requested safety record information. The cost of the incomplete proposal was \$753,053. Their experience was of smaller scope. They also lacked depth with field staff that could potentially present challenges in maintaining a rigorous annual pruning schedule.

Proposer	Base Cost Year 1	Annual Increase Years 2 thru 4	Total Cost 4-Years
<b>Complete Proposals</b>			
West Coast Arborist	217,500	4%-4%-4%	923,606
Capak	400,000	3%-6%-9%	1,724,745
The Professional	467,500	0%-2%-3%	1,903,006
Kingsborough Atlas	448,000	10%-15%-20%	2,187,584
<b>Incomplete Proposal</b>			
Arborist Now	180,000	3%-3%-3%	753,053

West Coast Arborist, Inc. provided the lowest-cost complete proposal. West Coast Arborist, Inc. has seven offices located in two states and employs over 750 full-time employees. Their local office is located in San Jose, California. They have a sound safety record and strong qualifications for the work the City seeks to be performed. West Coast Arborist performed this service under a prior four-year agreement. Staff has been very satisfied with their services. They also prepared the City's first comprehensive tree inventory in 2010 and own the proprietary Arbor Access software used by City staff to track and manage publicly owned street, median, and park trees.

**FISCAL IMPACT:** A total of \$240,000 has been allocated in the FY 2022-23 Parks Maintenance Operating Budget for pruning and pollarding services, and an additional \$40,000 for tree related fire and hazard mitigation in open space areas that City equipment cannot access.

Funding for the first year of the West Coast Arborist, Inc. proposal is recommended at a total of \$257,500. This includes the base amount of \$217,500 and \$40,000 for fire and hazard tree removal.

Funding for the following three years of the contract in the amount of \$226,600 (year two), \$235,248 (year three), and \$244,658 (year four), and an additional \$41,600 (year two), \$43,264 (year three), and \$44,995 (year four) for tree related fire and hazard mitigation annually will be appropriated as part of the development of future years' annual operating budgets.

CONTRACT ELEMENT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Pruning & Pollarding	217,500	226,600	235,248	244,658
Fire & Hazard Mitigation	40,000	41,600	43,264	44,995
<b>TOTAL ANNUAL COST</b>	<b>257,500</b>	<b>268,200</b>	<b>278,512</b>	<b>289,653</b>
<b>TOTAL FOUR-YEAR CONTRACT COST</b>				<b>1,093,865</b>

**ENVIRONMENTAL IMPACT:** The action is not a project subject to CEQA.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to Execute a Four-Year Contract with West Coast Arborist, Inc. for the Annual Pruning and Pollarding of Street Trees and Tree Removal Related to Fire and Hazard Mitigation in an Amount Not to Exceed \$1,093,865.

**ALTERNATIVES:**

1. Direct further review of submitted proposals for selection of a different service provider.
2. Direct staff to issue a new request for proposals and modify the scope of work as directed by the City Council.

**ATTACHMENTS:**

1. Resolution