



CITY COUNCIL STAFF REPORT



July 26, 2022

ITEM TITLE

Agreement: Award a Cooperative Agreement to West Coast Arborist, Inc for Citywide Tree Maintenance Services

Report Number: 22-0197

Location: Citywide

Department: Public Works

Environmental Notice: The Project qualifies for a Categorical Exemption pursuant to the California Environmental Quality Act State Guidelines Section 15301 Class 1 (Existing Facilities) and Section 15304 Class 4 (Minor Alterations to Land).

Recommended Action

Adopt a resolution awarding a cooperative agreement for tree maintenance services to West Coast Arborist, Inc.

SUMMARY

Section 2.56.140 of the Chula Vista Municipal Code authorizes the City to contract for goods or services through a cooperative purchase arrangement provided the goods or services were purchased through a competitive process that the Purchasing Agent determines to be consistent with the goods purchase practices. Staff recommends that Council award a cooperative agreement for City-wide tree care and maintenance services to West Coast Arborist, Inc. with an initial term through June 30, 2024 and a not-to-exceed amount of \$1.5 million for the initial term. The proposed agreement also contains two one-year options to extend upon demonstrated satisfactory performance. If both extensions are exercised, the total not-to-exceed amount of the agreement would be \$3.0 million over the full term of the agreement.

ENVIRONMENTAL REVIEW

The Director of Development Services has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that the project qualifies for a Categorical Exemption pursuant to State CEQA Guidelines Section 15301 Class 1 (Existing Facilities) and Section 15304 Class 4 (Minor Alterations to Land) because the proposed project would not result in a significant effect on the environment, create a cumulative impact, damage a scenic highway, or cause a substantial adverse change in the significance of a historical resource. Thus, no further environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not Applicable.

DISCUSSION

On May 3, 2021, the County of Orange issued a request for proposals (RFP) to solicit tree care and maintenance services. The County of Orange received three proposals in response to the RFP. The proposals were evaluated by a four-member panel comprised of three OC Parks staff (involved in maintenance inspection, integrated pest management and tree care services) and one maintenance supervisor from OC Public Works. The written proposals were rated based on the following predetermined criteria:

- Approach and Understanding of Scope of Work 30%
- Technical Expertise and Qualifications 30%
- Company Experience 30%
- Cost Proposal 10%

Qualified proposers on the written proposal were invited to participate in oral interviews. West Coast Arborists, Inc. (WCA) received the highest score and was ultimately awarded a contract by the County of Orange. Key provisions of the County of Orange contract include, but are not limited to, the following

- Perform trimming of each of the four segments of the annual contract (i.e. Broadleaf trees, Pine trees, Eucalyptus trees and Palm trees).
- General pruning
- Full pruning
- Crown raising
- Tree and Stump removal
- Root pruning
- Tree pest treatment
- Tree planting
- Provide Emergency Work and Call Out

Section 2.56.140 of the Chula Vista Municipal Code authorizes the City to contract for goods or services through a cooperative purchase arrangement provided the goods or services were purchased through a competitive process that the Purchasing Agent determines to be consistent with the good purchasing practices. Upon review of the County of Orange RFP process, the Purchasing Agent has determined their process to be consistent with good purchasing practices and agrees with moving forward with a cooperative purchasing contract with WCA. Further, the Purchasing agent found the contract with WCA and Orange County offers competitive pricing and authorizes cooperative purchasing arrangements.

Staff recommends utilizing a cooperative purchase agreement process to enter into an agreement with WCA. The proposed initial term of the agreement is through June 2024, with two one-year options to extend. If the extensions are executed, the total term of the agreement is approximately four years. The budget includes approximately \$500,000 for routine tree maintenance of City owned trees in the right of way and City parks. There is an additional \$100,000 budgeted for the removal of dead and dying trees. The agreement includes a \$150,000 contingency amount to allow for emergencies or should additional funds become available. The

not to exceed amount for the initial term of the agreement is not-to-exceed \$1.5 million and if both options to extend are exercised, the total value of the agreement would be not-to-exceed \$3 million.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and, consequently, the 500-foot rule found in California Code of Regulation Title 2, section 18702.2(a)(11) is not applicable to this decision for purpose of determining a disqualifying real property- related financial conflict of interest under the Political Reform Act (California Government Code § 87100, et seq.).

CURRENT-YEAR FISCAL IMPACT

Funding for the contract is included within the Fiscal Year 2022-2023 Public Works budget as well as the Community Service budget.

ONGOING FISCAL IMPACT

The annual contract cost will be included in the annual budgets for Public Works and Community Services.

ATTACHMENTS

Two Party agreement with West Coast Arborist, Inc.

Staff Contact: Steve Padilla, Public Works Streets Division Manager