



File #: 2021-866, **Version:** 1

Report to Mayor and City Council

Tuesday, November 16, 2021

Consent

SUBJECT:

CONSIDER APPROVAL OF AMENDMENT NO. 3 TO THE AGREEMENT (18-097) WITH WEST COAST ARBORIST, INC., FOR TREE MAINTENANCE SERVICES TO THE CITY AND CONSIDER RESOLUTION NO. NO. 21-156, AMENDING THE FISCAL YEAR 2021-22 BUDGET IN THE AMOUNT OF \$750,000 (CITY COUNCIL).

I. SUMMARY

On December 5, 2017, a Request for Proposals (RFP) notice was published to solicit qualified firms for tree maintenance services. A total of three firms responded and submitted their proposals, which were opened on January 8, 2018. After review and evaluation of the proposals, it was determined that West Coast Arborists, Inc. was the most qualified to provide tree maintenance services to the City.

As part of the contract, three one-year extensions were allowed with Council's approval. The contract had been twice amended, first to add a Tree Planting Project and the second time to extend the contract for two additional months thereby extending the expiration date to November 30, 2021. Now, staff is requesting that the contract be extended for (1) one additional year from December 1, 2021 through December 31, 2022 at an additional cost of \$656,588.03 bringing the increased contract sum to \$2,796,204.09, to allow contractor to continue meeting supplemental tree service requests for Carson residents and businesses as the City makes a concerted push to catch up on tree maintenance needs that have fallen behind over the past several years.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Amendment No. 3 to the Agreement for Contract Services by and between the City of Carson and West Coast Arborists, Inc. to increase the contract sum by \$656,588.03 for one additional year to provide tree maintenance services such that the total cost of the Contract Agreement does not exceed \$2,796,204.09.

2. AUTHORIZE a contingency, if necessary, in the amount of \$91,922.32 (14%) for change orders and any unforeseen problems that may arise.
3. WAIVE further reading and ADOPT Resolution No. 21-156, "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2021-22 BUDGET."
4. AUTHORIZE the Mayor to execute the contract after approval as to form by the City Attorney.
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III. ALTERNATIVES

1. DO NOT AWARD an extension to West Coast Arborist, Inc.
2. TAKE any other action the City Council deems appropriate and consistent with the law.

IV. BACKGROUND

The Public Works Department is responsible for the care and maintenance of approximately 18,652 trees located throughout the City in various public parkways, medians, parks, and City facilities. On October 2018, the City Council awarded West Coast Arborists, Inc. ("WCA") a three-year contract to provide tree maintenance services for the period of October 1, 2018 through September 30, 2021, with three optional one-year extensions at the City's sole election.

The contract had been twice amended, first to add a Tree Planting Project and the second time to extend the contract for two additional months thereby extending the expiration date to November 30, 2021.

Tree maintenance has not been sufficient in the City over the last several years. Earlier this year, the City Council directed staff to trim all City owned trees in one year. Therefore, staff recommends that the City Council allow for the extension of the contract to WCA for (1) one additional year from December 1, 2021 through December 31, 2022, at an additional cost of \$656,588.03 bringing the increased contract sum to \$2,796,204.09. The recommendation for the extension will assist in meeting additional tree service requests from residents and businesses for service requests, fruit removals, tree planting, and other maintenance requirements. Trees need to be properly pruned to assist in the ongoing good health of Carson's urban forestry program. Furthermore, West Coast Arborist has agreed to hold the rates the same for this next contract, forgoing an increase based on the Consumer Price Index. A contingency of 14% is needed for any unforeseen circumstances that the City might encounter.

V. FISCAL IMPACT

Funds for this project were not included in the FY 2021/22 budget; therefore, if the contract amendment is awarded, the budget will need to be increased by \$750,000.00. Funds should be appropriated from the unreserved, undesignated general fund balance to account no. 101-80-840-106-6004.

VI. EXHIBITS

1. West Coast Arborist Contract (pgs. 4-9)
2. Budget Resolution No. 21-156 (pgs. 10-11)

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