



**Department:** Public Works  
**Cost Center:** 5004  
**For Agenda of:** 6/15/2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director

**Prepared By:** Greg Cruce, Interim Maintenance Operations Manager

**SUBJECT:** AUTHORIZE ADVERTISING A REQUEST FOR PROPOSAL FOR TREE MAINTENANCE SERVICES

### RECOMMENDATION

1. Authorize the advertisement of Requests for Proposals (RFP) for on-call tree maintenance; and
2. Authorize the City Manager to award the tree maintenance contract to the selected company.

### DISCUSSION

#### Background

The City of San Luis Obispo has a longstanding history of contracting out tree pruning services to maintain the City's urban forest. The City's on-call pruning contractor is selected through the Request for Proposal process, through which City Staff selects the most qualified contractor based on company history, ability to perform work, and value to the City.

In 2016, the City of San Luis Obispo issued a formal Request for Proposal (RFP) for tree maintenance services to assist the Urban Forest and Natural Resources Programs with tree maintenance tasks in the City's Parks, Public Right-of-Way, and Open Space. This process resulted in the City obtaining the lowest cost services provided by contractors capable of completing these services in compliance with the City's Purchasing Policy. This contract term was for four (4) years with an optional two-year extension and was set to expire in August 2022.

Due to rising overhead cost, the City's Tree Maintenance Contractor, Bunyon Bros. recently informed the City they can no longer perform work at the contracted rate. Due to this recent development, the City must advertise a new RFP for tree maintenance services.

This RFP is for on-call tree maintenance services, which are primarily used by Public Works and Natural Resources. Although not regularly used by other departments, this contract will provide contracted rates to other departments should an unforeseen need arise. The main scope of this contract is for on-call services to assist the City with emergency tree work, minor pruning request, tree removals, stump grinding, and tree plantings.

**Policy Context**

The City’s purchasing policy designates maintenance services as a General Services Purchase and requires issuance of a formal RFP document approved by the City Council for services with a cost greater than \$150,000. Because trees are dynamic and are impacted by meteorological conditions, there will be years the City’s cumulative contract amount exceeds \$150,000.

**Public Engagement**

No public engagement is necessary as this is considered to be an administrative item.

**CONCURRENCE**

The Office of Sustainability, Parks and Recreation, and Community Development departments concur with these recommendations.

**ENVIRONMENTAL REVIEW**

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a “Project” under CEQA Guidelines Sec. 15378.

**FISCAL IMPACT**

Budgeted: Yes

Budget Year: 2020-21

Funding Identified: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Total Budget Available</b>	<b>Current Funding Request</b>	<b>Remaining Balance</b>	<b>Annual Ongoing Cost</b>
General Fund PW & Natural Resources	\$315,000	\$150,000	\$165,000	\$150,000
State				
Federal				
Fees				
Other:				
<b>Total</b>	<b>\$315,000</b>	<b>\$150,000</b>	<b>\$165,000</b>	<b>\$150,000</b>

Public Works funding for tree pruning services is found in the 2020-21 Urban Forest budgets. The funding level within Urban Forest is expected to remain consistent during the next Financial Plan. The remaining Urban Forest contract funding will be used in a separate forthcoming RFP for large-scale area pruning.

Natural Resources funding is used for tree pruning and fuel reduction projects. The program anticipates an increase of \$20,000 during the 2021-23 Financial Plan to address hazardous tree removals in creeks and open spaces; however, this amount was not included in the fiscal impacts because the next financial plan has not been approved by the City Council. The remaining Natural Resources contract funding will be used for fuel reduction projects.

### **ALTERNATIVES**

***Deny, or reduce work scope.*** The Council may choose to deny authorization for the Request for Proposal. Staff does not recommend this alternative as this would reduce the City's ability to respond to trees related and the frequency of maintenance, which increases the City's risk of liability.

### **ATTACHMENTS**

A – Request for Proposals, Urban Forestry Pruning Services No. 5004-2021-UFP