

CITY OF YUBA CITY
STAFF REPORT

Date: May 21, 2019
To: Honorable Mayor & Members of the City Council
From: Community Services Department
Presentation By: Brad McIntire, Community Services Director

Summary

Subject: Urban Forest Management Plan

Recommendation: A. Award a Professional Services Agreement to Davey Resource Group of Kent, OH in the amount of \$226,234 to develop an Urban Forest Management Plan and perform a comprehensive tree inventory, with the finding that it is in the best interest of the City.

B. Authorize the City Manager to enter into an agreement with Davey Resource Group on behalf of the City, in substantial compliance with the grant criteria and Scope of Work provided in the RFP process, subject to review and approval by the City Attorney.

Fiscal Impact: \$226,234 – CIP Account No. 901264

Purpose:

To develop an Urban Forest Management Plan and perform a comprehensive tree inventory.

Background:

At the May 15, 2018 Council meeting, Council adopted a resolution authorizing staff to apply for the California Department of Forestry and Fire Protection (CAL FIRE) Urban and Community Forestry Grant Program. Staff received grant funds in the amount of \$376,240 in September 2018. The grant focuses on the use of trees to provide multiple benefit solutions to the community. The projects funded through the program result in a net greenhouse gas (GHG) reduction, which plays a significant role in meeting the State's GHG emission-reduction targets.

Community Services' grant application included the following items:

- Develop a comprehensive Urban Forest Management Plan that includes a City owned tree inventory and a Citywide canopy assessment, a forty-year management plan, an update of tree ordinances, and provide the opportunity for community engagement.
- Plant 500 trees located in low-income areas throughout the City. In partnership with Yuba City Unified School District 100 of the 500 trees will be planted at schools in low-income areas.

The City's Tree Ordinance was last updated in 1968 and the last tree inventory was completed in 2002.

Grant funds received must be exhausted by March 30, 2022.

Analysis:

Community Services staff collaborated with the Finance Department to develop a Request for Proposal (RFP19-06). Notification was sent to four (4) vendors and the following two (2) proposals were opened on March 21, 2019.

<u>Vendor</u>	<u>Bid Amount</u>
1. Davey Resource Group of Kent, OH	\$226,234.00
2. ArborPro, Inc. of Yorba Linda, CA	\$ 68,400.00

The RFP specified that certain criteria, such as interview, cost, compliance with RFP, and field information (including references and past deliverables from other jurisdictions) would be used to evaluate potential consultants. A committee of three (3) City staff members evaluated the proposals.

Per the grant requirements, the Scope of Work provided from Davey Resource Group will be as follows: tree inventory, tree management software and training to City staff, development of a forty-year Urban Forest Management Plan for the trees maintained by the City (public trees) and a GIS canopy assessment for the entire City (public and private trees), as well as updating the City Tree Ordinance and assisting in community engagement.

City staff conducted an interview with Davey Resource Group to discuss their specific processes and procedures. An interview was not conducted with ArborPro Inc. due to the fact ArborPro's bid did not provide all items required as outlined in the RFP specifications, such as a forty-year Urban Forest Management Plan for trees maintained by the City and the GIS canopy assessment for the entire City. ArborPro's bid also did not include updating of the City Tree Ordinance or assisting with community engagement.

Based on the proposal review and interview, staff recommends award of a Professional Services Agreement to Davey Resource Group of Kent, OH based on their overall ability to provide the services required, the quality of their work, and their level of experience.

Fiscal Impact:

\$226,234 – CIP Account No. 901264

Alternatives:

- 1) Reject all proposals and request a new RFP.
- 2) Direct staff to utilize a different consultant that meets the RFP criteria.

Recommendation:

A. Award a Professional Services Agreement to Davey Resource Group of Kent, OH in the amount of \$226,234 to develop an Urban Forest Management Plan and perform a comprehensive tree inventory, with the finding that it is in the best interest of the City.

B. Authorize the City Manager to enter into an agreement with Davey Resource Group on behalf of the City, in substantial compliance with the grant criteria and Scope of Work provided in the RFP process, subject to review and approval by the City Attorney.

Attachments:

1. Proposed Scope of Work

Prepared By:

[/s/ Brad McIntire](#)

Brad McIntire
Community Services Director

Submitted By:

[/s/ Diana Langley](#)

Diana Langley
Interim City Manager

Reviewed By:

Finance

City Attorney

[RB](#)

[SLC by email](#)

Proposal Costs

Projected pricing for this project is based on our interpretation of Yuba City’s RFP, our past experience in developing plans, and examining what we believe will be needed to satisfactorily complete the City’s tree inventory and urban forest master plan. Each task within each phase is priced separately. Adjustments can be made to the budget based on the number of interviews, and hours of research committed to the project. We would be happy to discuss our pricing to ensure it fits your budget parameters to develop a plan that fits the needs of the city.

Task	Estimated Total
Tree Inventory	
Collect CALFIRE attributes on 12,000 public trees 2 certified arborist 7 weeks	50,000
Software	
Delivered in TreeKeeper. First year free. \$2,500 per year thereafter. Training and upgrades included	Included
Part A: Management Plan Services	
Ordinance, policy, program, budget and tree list review and recommendations. Stakeholder Interviews.	44,336
Public Meetings (4 community, 2 council, 1 tree board, 1 Parks Board)	30,300
Community Survey with analysis	3,500
Web-Based Story Map	7,650
UFMP Development and review (Draft 1, Draft, Final)	29,000
Training - provide training to City staff to administer UFMP	12,000
Preparation of Greenhouse Gas Emissions Calculations (Thirteen (13) GHG quarterly reports)	2,000
Part C: Urban Tree Canopy Assessment	
Advanced Resource Analysis (i-Tree Streets)	6,200
Urban Tree Canopy Assessment/Analysis (UTC)	
<ul style="list-style-type: none"> Land cover mapping/editing (5-class) 	10,000
<ul style="list-style-type: none"> Land cover metrics 	1,770
<ul style="list-style-type: none"> Ecosystem Services (Benefits) 	1,600
<ul style="list-style-type: none"> Stormwater Pollution Assessment 	1,765
<ul style="list-style-type: none"> Priority Planting Analysis 	5,000
<ul style="list-style-type: none"> Canopy Change 	5,300
<ul style="list-style-type: none"> Socio-Economic and Demographic Analysis 	4,400
<ul style="list-style-type: none"> Tree Canopy Health Assessment 	1,765
<ul style="list-style-type: none"> Forest Fragmentation 	1,120
<ul style="list-style-type: none"> Climate Vulnerable Green/Grey Infrastructure 	7,058
<ul style="list-style-type: none"> Canopy Percent By Right-of-Way 	1,470
Total	\$226,234

Attachment A

Minimum Data Collection Attributes for CAL FIRE Grant-Funded Urban Tree Inventories

Davey Resource Group will collect the following data attributes requires for Yuba City to fulfil its CALFIRE grant. Additional considerations will be discussed during the project Kick- off meeting

- **Mapping coordinate.** X and Y coordinate locations (latitude and longitude). Each tree and planting site will be located using GIS and/or GPS equipment.
- **Block side.** The location of each street tree and planting site so that they can easily be identified for future work. Street trees and planting sites will be located using a street name, side of lot, tree number, and block side information (on street, from street, and to street).
- **Location.** The tree's physical location in relation to public Right of Way and/or public space will be recorded.
- **Species.** Trees will be identified by *genus* and *species*, and by common name.
- **Diameter.** Tree trunk diameter will be recorded. This should be to the nearest 1- inch.
- **Stems.** The number of stems a tree has will be recorded.
- **Condition.** In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- **Maintenance need.** The following maintenance categories (*or similar approved by CAL FIRE prior to collection*) will be collected:
 1. **Priority 1 Removal.** Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category will have a large percentage of dead crown, and pose an elevated level of risk for failure. Any hazards that could be seen as potential dangers to persons or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.
 2. **Priority 2 Removal.** Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as "Priority One" trees are removed.
 3. **Priority 3 Removal.** Trees that should be removed, but that pose minimal liability to persons or property, will be identified in this category.
 4. **Priority 1 Prune.** Trees that require priority one pruning are recommended for trimming to remove hazardous deadwood, hangers, or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying, or diseased limbs or leaders greater than four inches in

diameter.

5. Priority 2 Prune. These trees have dead, dying, diseased, or weakened branches between two and four inches in diameter and are potential safety hazards.
 6. Large Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
 7. Small Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
 8. Training Prune. Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering, or objectionable branches in order to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
 9. Stump Removal. This category indicates a stump that should be removed.
 10. Plant Tree. During the inventory, vacant planting sites will be identified by street and address. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.
- **Clearance Required.** Trees, which are causing or may cause visibility or clearance difficulties for pedestrians or vehicles, will be identified, as well as those trees blocking clear visibility of signs or traffic signals.
 - **Hardscape Damage.** Damage to sidewalks and curbs by tree roots are noted. Notes on potential fixes for the problem are encouraged (redesign options etc....)
 - **Overhead Utilities.** The inventory indicates whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.
 - **Grow space.** The area within the growing space is categorized as:

T	Tree Lawn
W	Well/Pit
M	Median
P	Raised Planter
O	Open/Unrestricted
I	Island
U	Unmaintained Area
 - **Space Size.** The narrowest dimension of the Grow Space, in feet. (I.e., 3'x3' cut-out, 4' parkway strip, open parkland, etc.....)
 - **Notes.** Additional information regarding disease, insects, mechanical damage, etc. can be included in this field.

Limited Warranty

The Davey Tree Expert Company, its divisions, agents, representatives, operations, and subsidiaries (collectively “Davey”) provides this Limited Warranty as a condition of providing the services outlined in the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Services”).

Davey provides the Services utilizing applicable standard industry practices and based on the facts and conditions known at the point in time the Services are performed. Facts and conditions related to the subject of the Services may change over time. Davey cannot predict or determine developments concerning the subject of the Services and will not be liable for any developments, changes, or conditions that occur, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, conditions not discoverable using the means and methods used to perform the Services, or acts of God or nature or otherwise. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis. Davey will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that items will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition. Davey may have reviewed publicly available or other third-party records or conducted interviews, and has assumed the genuineness of such documents and statements. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any information obtained from any third-party or publicly available source.

To the extent permitted by law, Davey does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness, accuracy, or current nature of the information contained in the Services or the reports or findings resulting therefrom beyond that expressly contracted for by Davey in the agreements between the parties, including but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using applicable standard industry practices. Davey disclaims any warranty of fitness for any particular purpose. Davey’s warranty is limited to one year from the date Services are performed. Davey’s liability for any claim, damage, or loss, whether direct, indirect, special, consequential, or otherwise, caused by or related to the Services shall be limited to the Services expressly contracted to be performed by Davey.