

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 7, 2017

**To:** Honorable Mayor & Members of the City Council

**From:** Community Services Department

**Presentation By:** Matthew Langley, Parks and Grounds Superintendent

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**Summary**

**Subject:** Tree Maintenance Services (RFP18-08)

**Recommendation:**

A. Award a contract to Richard's Tree Service of Yuba City, CA not to exceed \$220,000 for one (1) year of citywide tree maintenance service as needed, with the option of three (3) one (1) year extensions.

B. Authorize the City Manager to approve the extensions if it is in the best interest of the City.

**Fiscal Impact:** Total impact \$220,000 from accounts listed below;

\$120,000 allocated to Streets Accounts

911051-65501 – \$100,000

931187-65501 – \$ 20,000

\$100,000 allocated to Landscape Maintenance Districts Accounts

3130-63684 – \$ 5,000

5115-62701 – \$12,000

6110-66001 – \$25,000

6120-66001 – \$10,000

6130-66001 – \$30,000

6160-66001 – \$10,000

6162-66001 – \$ 8,000

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**Purpose:**

To provide proper care and maintenance to the City's urban forest.

**Background:**

The City has over 12,000 trees that the Parks Department oversees. Of those 12,000 trees, approximately 2,000 trees are located in our current parks and facilities, which are maintained by Park Maintenance staff.

Over the past nine (9) years, citywide tree maintenance has been deferred. In the last two (2) years, we have contracted tree maintenance as it related to emergency situations and critical needs. Tree maintenance is vital for the safety of the public, for the overall health of the trees and supports the City's goal of the Clean and Safe initiative. With the drought in recent years and heavy rainfall last season, City trees have grown exponentially with heavy limbs that create potential hazards.

In addition to safety concerns, in order to maintain our Tree City USA status that the City has held for over seventeen (17) years, City trees must be continuously and properly cared for. City trees are a vital part of Yuba City's unique atmosphere.

**Analysis:**

A formal proposal was developed and advertised. Proposal notifications were issued to nine (9) vendors and three (3) proposals were received on September 20, 2017. The RFP specified that the criteria outlined below would be used to evaluate and rank potential contractors.

<u>Evaluation Criteria</u>	<u>Maximum Score</u>
Cost	25 points
Compliance with RFP	15 points
Capability, Experience, Qualifications	35 points
References	25 points

A committee of three City staff members independently evaluated and ranked the proposals according to the criteria outlined above. Proposal rankings are below:

<u>Vendor</u>	<u>Score</u>
Richard's Tree Service, Yuba City, CA	95.25*
West Coast Arborist, Anaheim, CA	95.00
Arbor Works, Oakhurst, CA	74.79

\*awardee

Staff recommends award of contract to Richard's Tree Services of Yuba City, Ca based on their overall ability to provide the services required and their quality and experience.

**Alternatives:**

- 1) Reject all proposals and request new proposal process.

**Recommendation:**

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- B. Authorize the City Manager to approve the extensions if it is in the best interest of the City.

Prepared By:

*/s/ Brad McIntire*  
Brad McIntire  
Community Services Director

Submitted By:

*/s/ Steven C. Kroeger*  
Steven C. Kroeger  
City Manager

Reviewed By:

Finance  
City Attorney

SM  
TH by email