



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: JUNE 11, 2024**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**      **WARDS: ALL**

**SUBJECT: MEASURE Z - SIXTH AMENDMENT TO THE AGREEMENT WITH WEST COAST ARBORISTS, INC., FOR PARK TREE MAINTENANCE SERVICES FOR \$577,240 WITH A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$57,724 FOR A TOTAL AMOUNT OF \$634,964 USING PURCHASING RESOLUTION NO. 24101 SECTION 702(h) FOR THE TERM JULY 1, 2024 THROUGH JUNE 30, 2025**

## **ISSUE:**

Approve the Sixth Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc. of Anaheim, California, using Purchasing Resolution No. 24101 Section 702(h) in the amount of \$577,240 with a 10% change order authority in the amount of \$57,724 for a total contract amount of \$634,964, for the term of July 1, 2024, through June 30, 2025.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Sixth Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc., increasing the agreement to \$577,240 with change order authority of 10% in the amount of \$57,724 for a total agreement amount of \$634,964, for the term of July 1, 2024, through June 30, 2025; and,
2. Authorize the City Manager, or designee, to execute the Agreement with West Coast Arborist, Inc., including making minor and non-substantive changes and to extend the term, for up to one additional one-year period, subject to the same terms and conditions and availability of funds.

## **BACKGROUND:**

On February 14, 2018, Request for Proposal No. 1775 (RFP No. 1775) was issued by the Public Works Department to solicit proposals from qualified tree maintenance contractors to provide tree maintenance services for the City of Riverside, including optional pricing to service Parks, Recreation and Community Services Department's (PRCSD) 35,000 park trees.

On March 19, 2018, the City received three proposals in response to RFP No.1775. To identify

the most qualified service provider, a selection committee consisting of Public Works Department and PRCSD representatives evaluated the proposals based on criteria set forth in the RFP. After extensive evaluation of each proposal, West Coast Arborist, Inc. (WCA) was selected as the most qualified.

On June 12, 2018, City Council approved the agreement between WCA and Public Works Department. The report gave PRCSD the option to contract with WCA based on RFP No. 1775, when the Department's current agreement with WCA expired. The Department elected to enter into a new agreement with WCA based on RFP No. 1775.

On February 11, 2020, City Council approved the agreement with WCA for the period of January 1, 2020, through June 30, 2021, with the option to extend for three one-year periods or one three-year period.

On July 6, 2021, City Council approved the first amendment to the agreement with WCA for the period of July 1, 2021, through June 30, 2022, increasing the amount of the contract to \$180,000 a year for the first extension and future extensions.

On June 1, 2022, the City entered into the second amendment to the agreement for the period of July 1, 2022, through June 30, 2023.

On June 21, 2022, City Council approved the Fiscal Year 2022-2024 budget, which included Measure Z funds for tree trimming services, in which \$250,000 were allocated for the PRCSD.

On September 6, 2022, the City entered into the third amendment to the agreement for the period of July 1, 2022, through June 30, 2023, increasing the annual amount from \$180,000 to \$462,240 with 10% change order authority.

On May 18, 2023, City Manager executed the fourth amendment to the agreement for the period of July 1, 2023 - June 30, 2024.

On April 23, 2024, City Council approved the fifth amendment to the agreement to increase the contract amount from \$462,240 to \$580,000 for the term of July 1, 2023, through June 30, 2024.

Public Works will be completing a Request for Proposal in Fiscal Year 2024/2025 for tree maintenance services, the RFP will include a scope of work for the Parks Division. To continue services, the PRCSD is asking for a one-year extension for the term of July 1, 2024 through June 30, 2025, under the same terms, conditions and pricing per Purchasing Resolution No. 24101, Section 702(h), and Section 1104(d).

## **DISCUSSION:**

Historically, the Parks Division has been underfunded in the area of tree trimming. In Fiscal Year 2024, the Parks Division allocated \$305,000 to its General Fund budget to address the lack of funding for tree trimming. In addition, Measure Z funds of \$250,000 were allocated to the Parks Division to begin a grid pruning schedule at parks. High winds can cause up to \$30,000 in damage to park trees, a regular tree trimming schedule will assist in mitigating high wind damages, but emergency trims are still required. The fifth amendment to the agreement approved by City Council with WCA allocated up to \$580,000 for emergency trims, new plantings, and grid pruning. The sixth amendment for FY 24/25 is requesting \$577,240 for tree trimming services, with 10% change order authority of \$57,724 for emergencies that may be

above the original contracted amount.

WCA is familiar with the City's park tree trimming methods and requirements. In addition, WCA is accustomed to dealing with the special needs of the Department, i.e., maintenance history of the Montezuma Cypress trees in Fairmount Park; the specimen trees in the botanical garden at White Park; the Peruvian Pepper trees on Mt. Rubidoux, etc. To maintain consistency within the parks, and based on their proven work history, staff is recommending that the attached sixth amendment to the agreement with WCA for FY 24/25 tree trimming services be used to maintain trees in local parks.

The Public Works Department will conduct an RFP in Fiscal Year 2024/2025 and will include the Parks Division scope of work in the RFP. The Parks Division reached out to WCA and requested terms and pricing remain the same, which is required to extend the agreement to Fiscal Year 2024/2025 while an RFP is being conducted. The extension will ensure tree services continue to be provided while the competitive bidding process is being conducted.

Purchasing Resolution No. 24101 Section 702(h) states "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in the following circumstance: When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so." In addition, Section 1104(d) states that Council approval is needed for "A Contract amendment which extends the term of the agreement beyond one year of the original expiration date."

Staff have negotiated terms with West Coast Arborist, Inc. and they have agreed to extend the current agreement while maintaining the same rates. In consideration of these terms, staff recommends approval of the attached agreement with West Coast Arborist, Inc. for annual landscape maintenance services covering the period of July 1, 2024, to June 30, 2025.

The Purchasing Manager concurs the recommendation complies with Purchasing Resolution No. 24101, Section 702(h), and Section 1104(d)

The Public Works Director concurs with this report.

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 1 – Arts, Culture, and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

This item supports **goal 1.3**, Improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs.

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** - Well maintained parks serve the public interest, benefit the City's diverse populations, and result in greater public good. Maintaining trees contributes to public safety by preventing personal and property damage from branches falling, due to unkempt trees.

2. **Equity** - Well maintained parks make parks accessible to the public for use and contribute to public safety when utilizing parks.
3. **Fiscal Responsibility** – Tree trimming on a grid schedule will reduce costs of emergency trims during high wind season.
4. **Innovation** - The Agreement ensures that parks are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Well maintained parks preserve parks ensuring they are maintained and preserved for future use.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$634,964, which includes a 10% change order authority in the amount of \$57,724 for the period of July 1, 2024, through June 30, 2025, accounts are outlined in the chart below. The funding amounts and sources listed in the table below have been incorporated into the upcoming two-year budget that will be brought forward to City Council for adoption in June 2024.

<b>Fund</b>	<b>Account Name</b>	<b>Account</b>	<b>Amount</b>
General Fund	Parks, Tree Maintenance Contract	5215000-421205	\$300,000
	Golf Course, Professional Services	5215400-421000	\$22,240
Measure Z	Measure Z, PRCS Tree Maintenance	8003002-421205	\$250,000
Riverwalk LMD	Riverwalk LMD, Tree Maintenance Contract	9760375-421205	\$5,000
<b>Contract Amount</b>			<b>\$577,240</b>
10% Change Order Authority			\$57,724
<b>Total Contract Amount</b>			<b>\$634,964</b>

Prepared by: Gabriella Garcia, Administrative Services Manager  
 Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Kris Martinez, Assistant City Manager  
 Approved as to form: Phaedra A. Norton, City Attorney

Attachment: WCA Sixth Amendment