



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: SEPTEMBER 6, 2022**

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

**SUBJECT: MEASURE Z - THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC., IN THE AMOUNT OF \$462,240 WITH A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$46,224 FOR A TOTAL AMOUNT OF \$508,464 FOR A TERM BEGINNING JULY 1, 2022, THROUGH JUNE 30, 2023**

## **ISSUE:**

Approve the Third Amendment to the Professional Services Agreement with West Coast Arborists, Inc. of Anaheim, California, increasing the contract amount to \$462,240 with a 10% change order authority in the amount of \$46,224, for a total contract amount of \$508,464, for a term beginning July 1, 2022, through June 30, 2023.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Third Amendment to the Professional Services Agreement with West Coast Arborists, Inc., increasing the agreement to \$462,240 with change order authority of 10% in the amount of \$46,224 for a total agreement amount of \$508,464, for a term beginning July 1, 2022, through June 30, 2023; and,
2. Authorize the City Manager, or his 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. In order 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.

The PRCSD requests approval to enter into the first extension of the agreement for an additional one-year term. The PRCSD is requesting to increase the amount of the contract to \$180,000 for the first amendment and future extensions

On June 1, 2022, the City entered in to the second 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.

The PRCSD requests approval to amend the agreement to increase the contract amount from \$180,000 to \$462,000 for the term of July 1, 2022, through June 30, 2023, and is requesting to increase the amount of the contract to future term extensions.

## **DISCUSSION:**

Historically, the Parks Division has been severely underfunded in the area of tree trimming. In Fiscal Year 2019 the Parks Division had a General Fund annual tree maintenance budget of \$47,500 and has been able to re-allocate resources to increase General Fund Budget to \$180,000 for Fiscal year 2022. High winds can cause up to \$30,000 in damages to park trees, a regular tree trimming schedule will assist in mitigating high wind damages. Measure Z funds of \$250,000 has been allocated to the PRCSD for tree trimming services. Measure Z funding will assist the PRCSD implement a grid schedule. In addition to Measure Z funds, the Department assessed it's needs, and has decided to fund tree trimming out of the Golf Course and Riverwalk Landscape Maintenance District Budgets, to continue to maintain our facilities and parks in those areas.

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 California Pepper trees on Mt. Rubidoux, etc. In order to maintain consistency within the parks, and based on their proven work history, Staff is recommending that the attached third amendment to increase the to the agreement to expand tree trimming services to maintain trees in local parks with WCA be approved.

Per Purchasing Resolution 23812, Section 1104 Change Orders, “Change Orders which cumulatively exceed the following will require Awarding Entity approval: (c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that this purchase is compliant with the Purchasing Resolution No. 23812, Section 1104(c).

### **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 the action is \$508,464 for a period ending June 30, 2023. Funds are budgeted and available as outlined in the chart below.

| <b>Fund</b>    | <b>Account Name</b>                     | <b>Account No.</b> | <b>FY 2022/23</b> | <b>FY 2023/24</b> |
|----------------|---|--------------------|-------------------|-------------------|
| General Fund   | Parks Tree Maintenance Contract         | 5215000-421205     | \$185,000         | \$185,000         |
| Measure Z Fund | Measure Z Park and Recreation Trees     | 8003002-421205     | \$250,000         | \$250,000         |
| General Fund   | Golf Course Professional Services       | 5215400-421205     | \$22,240          | \$22,240          |
| Riverwalk LMD  | Riverwalk LMD Tree Maintenance Contract | 9760375-421205     | \$5,000           | \$5,000           |
|                | <b>Contract Amount</b>                  |                    | <b>\$462,240</b>  | <b>\$462,240</b>  |
|                | 10% Change Order Authority              |                    | \$46,224          | \$46,224          |
|                | <b>Total Contract Amount</b>            |                    | <b>\$508,464</b>  | <b>\$508,464</b>  |

Prepared by: Pamela Galera, Parks, Recreation and Community Services Director  
 Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer  
 Approved by: Kris Martinez, Assistant City Manager  
 Approved as to form: Phaedra A. Norton, City Attorney

Attachment: WCA Amendment