



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 6, 2021**

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

SUBJECT: FIRST AMENDMENT TO THE AGREEMENT WITH WEST COAST ARBORISTS, INC., FOR PARK TREE MAINTENANCE SERVICES IN THE AMOUNT OF \$180,000 FOR A TERM OF JULY 1, 2021 THROUGH JUNE 30, 2022

ISSUE:

Approve the First Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc. of Anaheim, California, in the amount of \$180,000, for a term of July 1, 2021, through June 30, 2022.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc. in the amount of \$180,000, for a term of July 1, 2021 through June 30, 2022; and,
2. Authorize the City Manager, or his designee, to execute the First Amendment to Agreement with West Coast Arborist, Inc., including making minor and non-substantive changes and executing future agreement extensions, subject to the original terms of the agreement 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 the 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 the Public Works Department and PRCSD representatives evaluated the proposals based on criteria set forth in the RFP. After an extensive evaluation of each proposal, West Coast Arborist, Inc. (WCA) was selected as the most qualified.

On June 12, 2018, the City Council approved the agreement between WCA and Public Works Department. The report provides the 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, the 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. 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 all subsequent extensions.

DISCUSSION:

WCA has provided excellent tree trimming/maintenance services to the City since 1997. The Parks Division had an annual tree maintenance budget of \$47,500 in Fiscal Year 2019-2020 that only covered emergency trims. The needs of the PRCSD were greater than the \$47,500 and the Department previously used savings from other areas to pay for tree trimming services. To date, for Fiscal Year 2020-2021 the Division has budgeted \$127,500 and expended \$120,000 on tree trimming services. It is estimated the Department will expend approximately \$180,000 for Fiscal Year 2020/21. The \$180,000 estimate continues to be for emergency tree trimming services. High winds can cause up to \$30,000 in damages to park trees per incident. The Department continues to utilize Department savings from other line items or other division's budget to supplement its tree budget.

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. To maintain consistency within the parks, and based on their proven work history, Staff is recommending that the attached first amendment to the agreement with WCA be approved.

FISCAL IMPACT:

The total fiscal impact of the recommendation is \$180,000. \$127,500 of funds will be available in Fiscal Year 2021/22 budget in the General Fund, Tree Maintenance Account No. 5215000-421205. The Department will reallocate \$52,500 of funds from the Neighborhood Maintenance Contracts Account No. 5215000-421204 to the Tree Maintenance Account No. 5215000-421205.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment: WCA agreement