



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 21, 2025

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSAL NO. 2432 – AWARD A PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH PLANIT GEO, INC., OF WHEAT RIDGE, COLORADO, FOR THE DEVELOPMENT AND MAINTENANCE OF A CLOUD BASED URBAN FORESTRY INVENTORY AND MAINTENANCE TRACKING SOFTWARE PROGRAM, IN THE AMOUNT OF \$159,250.00 AND AUTHORIZE A 25% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$39,812.50, FOR A TOTAL CONTRACT AMOUNT OF \$199,062.50, FOR A TERM THROUGH MARCH 1, 2029

ISSUE:

Approve a Professional Consultant Services Agreement (Technology Services) for Request for Proposal No. 2432 with PlanIt Geo, Inc., of Wheat Ridge, Colorado, for the development and maintenance of a cloud based urban forestry inventory and maintenance tracking software program for a total contract amount of \$159,250.00, for a term through March 1, 2029.

RECOMMENDATIONS:

That the City Council

1. Approve a Professional Consultant Services Agreement (Technology Services) for Request for Proposal No. 2432 to PlanIt Geo, Inc., of Wheat Ridge, Colorado, in the amount of \$159,250.00;
2. Authorize a 25% Change Order Authority in the amount of \$39,812.50 to allow for unanticipated costs and services;
3. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement, including making minor and non-substantive changes; and
4. Authorize the City Manager, or designee, to execute optional term extensions to the agreement, provided that the annual amounts are included in the subsequent approved budgets.

BACKGROUND:

On June 1, 2023, the City of Riverside Public Works Department submitted a grant proposal to the United States Department of Agriculture – Forest Service requesting \$8,314,439.55, including dollar for dollar in-kind matching, to create a city-wide tree inventory and canopy assessment, development of a tree management database, completion of an urban forest management plan, planting 1,500 trees and a suite of outreach and educational activities to support these efforts. TreePeople, a Southern California nonprofit, was designated as a key partner, along with numerous local organizations. The project prioritized the city’s disadvantaged neighborhoods to enhance their access to the urban forest and provide environmental justice.

On September 14, 2023, the Public Works Department received notification from the USDA-FS that we were awarded \$1,000,000. This was a highly competitive grant process and Public Works received one of 43 awards made to entities in California. All federal grant funds are to be matched at least equally dollar for dollar with non-federal match which may include allowable and allocable in-kind contributions (i.e. personnel salary, fringe, and indirect costs; services, materials, supplies, equipment donations; and volunteer assistance), and private and public (non-federal) monetary contributions.

On December 19, 2023, the Public Works Department went to City Council to accept a grant award from United States Department of Agriculture – Forest Service in the amount of \$1,000,000 to create a comprehensive tree inventory and develop an in-house database/inventory management system, with an in-kind match of City funds in the amount of \$1,000,000.

DISCUSSION:

On December 17, 2024, Request for Proposal (RFP) No. 2432 for Cloud-Hosted Urban Forestry Inventory and Maintenance Tracking Software Program was posted on the City’s online bidding system, Planet Bids, seeking prospective bidders. On January 30, 2025, the City received 2 proposals in response to the RFP. One of the proposals received was deemed non-responsive by the Purchasing Department due to submitting an incomplete proposal.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	186
Vendors who downloaded the RFP	39
Proposals received	2

A non-mandatory pre-proposal meeting was held on January 7, 2025, with 5 vendors in attendance. A five-member panel comprised of staff from Public Works, Office of Sustainability, Parks and Recreation, and Innovation & Technology (IT) evaluated the proposal for one round , which resulted in PlanIT Geo, Inc. being ranked No. 1. PlanIT Geo, Inc. is a software and services company specializing in urban forestry, arboriculture, software development, management planning, GIS, and urban tree canopy assessments. Public Works staff working with IT and various other departments, will oversee, inspect and review the work. The evaluation criteria, total points and ranking for the evaluation round is summarized in the tables below.

Evaluation Criteria	Total Points
Quality / Completeness of proposal	5%
Qualifications	30%
Pricing	20%
Experience (projects of Similar size and scope)	25%
Professional References	10%
Approach and Methodology	10%

Evaluation Results

Vendor	Location	Total Cost	Total Point	Rank
PlanIT, Geo, Inc	Wheat Ridge, CO	\$159,250	815.00	1

Purchasing Resolution 24101, Section 508(c) Awards states, "Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications".

The Purchasing Manager concurs that the recommendation to approve complies with Purchasing Resolution 24101 508(c).

FISCAL IMPACT:

The total fiscal impact of the action is \$199,062.50, which includes a 25% Change Order Authority of \$39,812.50. Sufficient funds are budgeted and available in the Grants & Restricted Programs Fund, USDA-FS Inflation Reduction-Professional Services/Internal account number 9280400-421001 for this purchase.

Prepared by:	Robert Filiar, Urban Forestry Manager
Approved by:	Gilbert Hernandez, Public Works 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:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Professional Consultant Services Agreement
2. Award Recommendation