



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: APRIL 23, 2024**

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

SUBJECT: FIFTH AMENDMENT INCREASING THE AGREEMENT WITH WEST COAST ARBORISTS, INC., FOR PARK TREE MAINTENANCE SERVICES IN THE AMOUNT OF \$117,760 WITH A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$58,000 FOR A TOTAL AMOUNT OF \$638,000 FOR THE TERM ENDING JUNE 30, 2024

ISSUE:

Approve the Fifth Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc., of Anaheim, California, increasing the agreement by \$117,760 including a 10% change order authority in the amount of \$58,000 for a total amount of \$638,000, for the term ending June 30, 2024.

RECOMMENDATIONS:

That the City Council:

1. Approve the Fifth Amendment to the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc., increase the compensation of the extended term of the agreement by \$117,760, increasing the total contract amount of the extended term to \$580,000 with change order authority of 10% in the amount of \$58,000 for a total amount of \$638,000 for the remaining term of the agreement ending June 30, 2024; 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. 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.

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.

The PRCSD requests approval to amend the agreement to increase the contract amount from \$462,240 to \$580,000 for the term of July 1, 2023, through June 30, 2024.

The PRCSD will process a sixth amendment for July 1, 2024, through June 30, 2025, in the near future. The amendment requires a purchasing exemption to extend beyond the allowable term of the RFP and requires it to be completed as a separate amendment. The extension will allow for the Department to proceed with an RFP for a new vendor.

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 damages to park trees, a regular tree trimming schedule will assist in mitigating high wind damages, but emergency trims are still required. The prior agreement approved by City Council with WCA allocated up to \$462,000 for emergency trims, new plantings and grid pruning, this agreement was approved prior to the increase of the General Fund budget, in order to fully utilize the division's allocated budget. The increase in contracted services will allow tree trimming services to continue until June 30, 2024, which is the end date of the current amendment.

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

Purchasing Resolution No 23914 Section 1104 (c) states that Awarding Entity approval will be required if a total contract or PO amount exceeds "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." In addition, Section 1104 (d) states that Awarding Entity approval will also be required if there is "a contract amendment which extends the term of the agreement beyond the original expiration date.":

The Purchasing Manager concurs that the recommendations are in accordance with Purchasing Resolution 23914 Section 1104 (c) and Section 1104 (d).

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 \$175,760, which includes Change Order Authority of \$58,000 for the period ending June 30, 2024. The funds for the contract extension are budgeted and available in the programs and accounts listed in the table below.

Fund	Account Name	Account No.	FY 2023/24
General Fund	Parks, Tree Maintenance Contract	5215000-421205	\$164,960
	Golf Course, Professional Services	5215400-421000	\$10,800
Total			\$175,760

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 Amendment No. 5