



## **CITY OF MENIFEE**

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SUBJECT: Agreement with West Coast Arborist, Inc. for City-wide Tree Trimming and Maintenance Services

MEETING DATE: January 18, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Community Services Director

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager (or his designee) to execute a Professional Services Agreement with West Coast Arborist, Inc. for citywide tree trimming and maintenance services in the amount not-to-exceed \$176,402 for the remainder of Fiscal Year (FY) 2022/2023; and
2. Authorize the City Manager to execute agreement amendment(s) for the remainder of FY 2022/2023, and an additional four one-year amendments for annual services, at the City's discretion, and contingent on availability of the corresponding budget.

### **DISCUSSION**

The City of Meniffee's Community Service Department, Parks Division, oversees the ongoing trimming and maintenance of approximately 8,000 trees of varied species. The trees are located at different locations throughout the City including parks, right-of-way, and city facilities.

On October 20, 2022, staff issued a Request for Proposal (RFP) No. 2023-4 for Citywide Tree Trimming Services. The services would include, at minimum, all labor, equipment, materials, tools, and services necessary for tree pruning, tree removal, stump grinding, and emergency services.

The City received five proposals from the following firms:

- Community Tree Service
- Integrity Arborist and Ecoscape
- Mariposa Tree Management
- Stay Green
- West Coast Arborist, Inc.

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, the firms were evaluated based on the criteria set forth in RFP 2023-4 which included the experience/qualifications of the firm, references, project/services experience, cost proposal, and quality of responsiveness of the proposal.

Following the evaluation process and reference checks, City staff determined that West Coast Arborist, Inc. was the most qualified to conduct the requested services.

All the tabulated results from the evaluations are listed in Table 1 below:

**Table 1 – RFP Evaluation Summary**

<b>Firm Name</b>	<b>Evaluation Score</b>
<b>West Coast Arborist, Inc.</b>	<b>86.67</b>
Mariposa Tree Management	83.00
Community Tree Service	56.00
Integrity Arborist and Ecospace	41.00
Stay Green	34.00

## **STRATEGIC PLAN OBJECTIVE**

Safe and Attractive Community

## **FISCAL IMPACT**

The current fiscal impact for this item is \$176,402 for the remainder of FY 2022/2023. Funding is available within the current FY Budget as summarized in Table 2 below.

**Table 2 – Fiscal Year 2022/2023 Funding Availability**

<b>Fund / Department</b>	<b>Account Number</b>	<b>Available Balance</b>	<b>Amount Requested</b>
General / Parks	100-4663-52607	\$55,000	\$55,000
CSA 145	480-4554-52608	\$17,500	\$17,500
CFD 2012-2	491-4558-52608	\$3,100	\$3,100
CFD 2017-1	674-4558-52608	\$8,000	\$8,000
CFD 2015-2	630-4558-52608	\$6,299	\$6,299
CFD 2015-2	636-4558-52608	\$7,000	\$7,000
Zone 3, 89-1C	370-4557-52607	\$16,540	\$16,540
Zone 27, 89-1C	372-4557-52607	\$1,052	\$1,052
Zone 37, 89-1C	373-4557-52607	\$6,000	\$6,000
Zone 38, 89-1C	374-4557-52607	\$4,500	\$4,500
Zone 47, 89-1C	376-4557-52607	\$2,700	\$2,700
Zone 69, 89-1C	380-4557-52607	\$800	\$800
Zone 77, 89-1C	382-4557-52607	\$1,500	\$1,500

Fund / Department	Account Number	Available Balance	Amount Requested
Zone 81, 89-1C	383-4557-52607	\$1,020	\$1,020
Zone 133, 89-1C	391-4557-52607	\$2,000	\$2,000
Zone 167, 89-1C	393-4557-52607	\$1,000	\$1,000
AMR, CFD 2012-1	490-4558-52607	\$30,000	\$30,000
Town, CFD 2014-1	492-4558-52607	\$2,000	\$2,000
Zone 1, CFD 2017-1	494-4558-52607	\$6,760	\$6,760
Zone 9, CFD 2015-2	638-4558-52607	\$320	\$320
Zone 14, CFD 2015-2	643-4558-52607	\$100	\$100
Zone 15, CFD 2015-2	644-4558-52607	\$60	\$60
Zone 17, CFD 2015-2	646-4558-52607	\$250	\$250
Zone 19, CFD 2015-2	648-4558-52607	\$750	\$750
Zone 21, CFD 2015-2	651-4558-52607	\$400	\$400
Zone 23, CFD 2015-2	653-4558-52607	\$200	\$200
Zone 28, CFD 2015-2	658-4558-52607	\$1,551	\$1,551
<b>TOTALS</b>		<b>\$176,402</b>	<b>\$176,402</b>

Annual pricing for years 1 through 3 shall remain the same, unless otherwise formally amended by an executed amendment(s) modifying the scope of work. At the end of the first three years, the contractor may apply for a cost adjustment of the CPI not to exceed 5%. Future fiscal years will be funded in the corresponding fiscal year's budget. No additional budget appropriation action is required.

## **ATTACHMENTS**

1. Agreement with West Coast Arborist, Inc.