

REPORT TO CITY COUNCIL

DATE: MARCH 26, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: RAMIRO ADEVA, CITY ENGINEER

SUBJECT: AUTHORIZATION TO SOLICIT PROPOSALS FOR PROFESSIONAL TREE MAINTENANCE SERVICES

Staff has prepared a Request for Proposals (RFP) to procure a qualified firm to administer professional tree maintenance services.

Recently, staff has taken a closer look at the existing citywide tree maintenance program, and determined there is a need for improvement. Currently, this service is lumped into the citywide landscape maintenance contract. This new contract proposes to separate the two services, since tree maintenance requires a great deal of individual attention to ensure detailed maintenance logs and an inventory are updated regularly resulting in decreased liability for the City and an overall increase in the health of City trees and public safety.

The scope of work of the contract will include, but not be limited to: tree pruning, tree removal, stump removal, tree planting, emergency crew rental, tree watering, and tree inventory program.

Therefore, staff is seeking proposals from a qualified firm to administer a citywide tree trimming maintenance program. The tree trimming specifications within the contract call for a citywide tree inventory and subsequent Tree Master Plan that would provide the City Council with quantifiable data regarding inventory, health and hazards that would establish maintenance costs and related maintenance frequency rates for City owned trees.

It is anticipated that a citywide tree maintenance program will cost \$210,000. Staff intends to divide the costs of this maintenance contract over a three-year timeframe which equates to \$70,000 per year. The final contract award is anticipated for June 2008, with the contract going into effect July 1, 2008.

RECOMMENDATION

Staff respectfully recommends the City Council authorize staff to solicit proposals for professional tree maintenance services.