



Item Number: 36

**City Council / Board of Directors**

**Written Communications**

**Meeting of: August 20, 2024**

**Submitted By:**

Doug Mathews, Director of Public Works and Water

**Subject:**

Tree Trimming and Maintenance Services Contract, Project CC24-091

**Recommendation:**

That the Honorable City Council approve the award of a Tree Trimming and Maintenance Services Contract for Project CC24-091 to West Coast Arborists, Inc. in the amount not to exceed \$134,475.00.

**Fiscal Impact:**

The total expenditure of \$134,475.00 for tree trimming and maintenance services has been allocated in the Fiscal Year 2024/2025 budget under the following account codes:

3705501-52300 - LMAD 1 – Contract Services - \$2,000.00
3705502-52300 - LMAD 2 – Contract Services - \$6,972.00
3705503-52300 - LMAD 3 – Contract Services - \$19,236.00
3705505-52300 - LMAD 5 – Contract Services- \$2,320.00
3705506-52300 - LMAD 6 – Contract Services - \$19,572.00
3705507-52300 - LMAD 7 – Contract Services - \$250.00
3705508-52300 - LMAD 8 – Contract Services - \$1,225.00
3705530-52300 - DFAD 1 – Contract Services - \$1,000.00
3705531-52300 - DFAD 2 – Contract Services - \$250.00
3705532-52300 - DFAD 3 – Contract Services - \$500.00
3705550-52300 - MAD 1 – Contract Services - \$800.00
3705551-52300 - MAD 2 – Contract Services - \$350.00
2505007-52300 - Open Space – Contract Services - \$20,000.00
4250700-52300 - Sewer – Contract Services - \$10,000.00
1006000-52300 - Parks – Contract Services - \$50,000.00

**Strategic Plan Goal:**

This item aligns with Goal E, Invest in Infrastructure, which focuses on creating a healthy and livable community by maintaining the City's assets through investment in infrastructure and innovations. By having a qualified contractor for tree trimming and maintenance services, the City ensures the safety and aesthetic values of its public spaces and facilities.

**Background:**

The City has over 8,400 trees within various Landscape Maintenance Assessment Districts, Drainage Facilities Assessment Districts and Maintenance Assessment Districts (LMADs/DFADs/MADs), open space, public right-of-ways, parks and other City facility areas, that are funded by various assessment districts and general fund budgets. To effectively maintain these trees, the Public Works Department and Community Services Department utilize outside contractors for tree trimming and maintenance services due to the specialized equipment and expertise required for the job.

Staff conducted a competitive proposal solicitation using informal procedures in accordance with Victorville Municipal Code Section 2.28.200. On May 2, 2024, a Request for Proposal (RFP) for qualified tree trimming and maintenance contractors was distributed to seven (7) contractors via email and posted on the City of Victorville's website and ebidboards. A mandatory pre-bid meeting was held on May 14, 2024, and proposal submittals were due on May 29, 2024. The City received proposals from the following contractors:

- Mariposa Tree Management (Irwindale, Ca)
- West Coast Arborists Inc. (Ontario, Ca)
- Integrity Arborist and Ecoscape (Riverside, Ca)

**Discussion:**

A selection committee consisting of three City staff members conducted a thorough review of the proposals submitted. The evaluation criteria included qualifications and experience, references, services and equipment, GPS asset management, schedule of compensation, and quality and completeness of the proposal.

The contractors were evaluated based on the following criteria:

- **Qualifications (20 points)**
  - Qualifications and experience of the firm and its staff
  - Demonstrated ability to perform like services for comparable agencies
  - Licensing required to perform various tree maintenance and arborist services
  - Training of staff and safety record
  - Ability of the firm to provide bonding and the proper insurance coverage
- **References (15 points)**

- Verified references from past and present clients
- **Services & Equipment (20 points)**
  - Proposed approach to perform annual tree trimming and maintenance, GPS inventory asset management and arborist inspection services
  - Ability of the firm to provide services to the City
  - List of equipment
  - Location of office from which the work will be provided
- **GPS Asset Management (15 points)**
  - Ability to provide a database of all City maintained trees
  - Method for completing and updating the tree inventory
  - Have a current functional database system with current clients
  - Quality of database software, Internet accessibility
  - Technical support for software and data management
  - Plan for migrating existing City database into proposer's software
- **Schedule of Compensation (15 points)**
  - Evaluation of the firm's fee schedule
  - Completeness of services offered to the City
- **Quality and Completeness of Proposal (15 points)**
  - Relevance and conciseness of Bid Proposal and Statement of Qualifications

Using these criteria, the contractors were ranked as follows:

<b>Contractor</b>	<b>Evaluator No. 1</b>	<b>Evaluator No. 2</b>	<b>Evaluator No. 3</b>	<b>Average</b>	<b>Ranking</b>
Mariposa Tree Mgmt.	82	94	87.5	87.8	<b>2</b>
West Coast Arborists Inc.	90	95	95.5	93.5	<b>1</b>
Integrity Arborist and Ecoscape	62	88	70.5	73.5	<b>3</b>

In accordance with Victorville Municipal Code (VMC) section 2.28.200, the City Council may award the construction contract to the best value bidder, with VMC 2.28.040, outlining the criteria for determining the best value bidder. West Coast Arborists, Inc. (WCA) emerged as the top-ranked bidder due to the following criteria items:

- VMC 2.28.040(a)(2) - The bidder's ability, capacity and skills to provide the goods and/or services in accordance with bid specifications;
- VMC 2.28.040(a)(5) - The bidder's ability to provide future maintenance, repair, parts and service for the use of the goods purchased or facility constructed, if appropriate; and
- VMC 2.28.040(a)(6) - The bidder's favorable record of performance under prior contracts with the city (if any) and other purchasers where such bidder has previously been awarded such contracts;

Accordingly, staff recommends that the Honorable City Council award the Tree Trimming and Maintenance Services Contract to WCA in an amount not to exceed \$134,475.00. Public Works staff and Community Services staff recommend awarding the Construction Agreement to WCA due to their comprehensive proposal and demonstrated ability to meet all requirements.

Staff remains available for any questions the Council may have.

Attachments:      A. Construction Agreement  
                             B. Cost Proposals