

**REPORT TO THE
CITY COUNCIL**
City of Salinas, California

DATE: October 18, 2016

FROM: Gary E. Petersen, C.A.E.
Public Works Director

THRU: Francisco A. Aguayo, P.E.

BY: Phavana Aramkul, Junior Engineer

SUBJECT: **JOB ORDER CONTRACTING FOR MISCELLANEOUS TREE
TRIMMING/MAINTENANCE SERVICES, CIP No. 9237**

RECOMMENDATION:

It is recommended that City Council:

- 1) Approve a resolution awarding Job Order Contracting (JOC) for Miscellaneous Tree Trimming/Maintenance Services CIP No. 9237 to West Coast Arborist, Inc. for a minimum amount of \$40,000; and to Smith & Enright Landscape, Inc., for a minimum amount of \$40,000; with a \$500,000 maximum per year, if additional funds become available. The maximum amount is not guaranteed; and
- 2) Authorize the Public Works Director, in consultation with the City Attorney, to execute any amendments or addendums to these Contracts, and to execute individual Job Work Order contracts, as determined necessary.

DISCUSSION:

On August 18, 2016, City Engineer approved plans and specifications and solicitation of bids for the Job Order Contracting (JOC) for miscellaneous tree trimming and other related tree maintenance services to include planting new trees, within the City’s right-of-way and City-owned properties and electronically track trees asset and tree pruning inventory. The JOC system will allow the City to expeditiously issue individual work orders to the two awarded contractors to work on the backlog of City’s Urban forestry maintenance needs. This project is a continuation of the City’s effort to trim and/or maintain city’s Urban forest. The City’s forestry crew utilizes the City’s “*myTreeKeeper*” database software, currently consisting of over 31,000 trees, to determine area for grid-tree pruning, and to address the high priority tree area’s needs.

Bids were opened on September 27, 2016, with the following results (see attached Bid Tabulation Sheet for details):

Rank	Contractor	Total Adjustment Factor (Item No. 3)
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1	West Coast Arborist, Inc	0.7700
2	Smith & Enright Landscape, Inc.	1.1850

The two lowest responsive bidders are West Coast Arborist, Inc. with a total Adjustment Factor rate of 0.7700 and Smith & Enright Landscape, Inc. with a total Adjustment Factor rate of 1.1850. Staff recommends awarding the project to the two lowest bidders, West Coast Arborist, Inc. and Smith & Enright Landscape, Inc., each of which will be issued an annual minimum Job Order Contract of \$40,000, and an undetermined maximum amount, which will be determined by availability of funds and job performance.

The Project Specifications, specifically in the “Notice to Bidders” section, informed bidders that the City may award this contract to three lowest responsive bidders, allowing the city to simultaneously issue work orders to contractors to work in different locations within City limits.

The Project will provide on-going tree trimming/maintenance contracts over the next 5 years. The term of this contract is 1 year with 4, 1-year renewal options.

LOCAL PREFERENCE:

The “Local Purchasing Preference Ordinance” did not apply in the determination of the lowest responsible bidders because only two contractors submitted bids.

ISSUE:

Shall City Council approve a resolution awarding contracts for the Job Order Contracting (JOC) for Miscellaneous Tree Trimming and other related tree maintenance services to West Coast Arborist, Inc., and Smith & Enright Landscape, Inc. for a minimum amount of \$40,000 each; and authorize the Public Works Director, in consultation with the City Attorney, to execute amendments and addendums to the contracts if additional funds become available, and to execute individual Job Order contracts as necessary?

FISCAL IMPACT:

The current budget for street tree trimming project includes \$300,000 from Measure G funds, a projected funding of \$300,000 annually for FY: 16-21, for a total five-year aggregate of \$2.1M of Measure G Funds. To date \$4,900 has been spent and encumbered on preliminary engineering, leaving an unencumbered balance of \$295,000 for this year.

Below is a summary of the projected costs:

5 FISCAL IMPACT		
	Annually (FY 16-21)†	Total Projected Improvements (FY16- 21)†
Contract amount	218,978	\$1,313,868
Inspection (7% or 75,000 max)	15,328	\$91,971
Contingencies (10% or 50,000 max)	21,898	\$131,387
* City License / Development Fee (5%)	10,949	\$65,693
Total Estimated Project Costs	\$300,000	\$1,800,000

* Development Fee and City License Fee for Gordian Group per Job Work Order.

† Assuming a total Annual Budget of \$300,000.

Based on the Engineer’s program estimate, sufficient funds are available to proceed and begin issuing Job Work Orders.

TIME CONSIDERATIONS:

If approved, project quote requests and subsequent construction work is expected to begin in early December 2016.

ALTERNATIVES/IMPLICATIONS:

Council may elect to reject all bids and postpone the project. This is not recommended because Street Tree Trimming Funds are available for the project, tree maintenance is needed to maintain acceptable service levels and funds need to be spent in a timely manner.

CITY COUNCIL GOALS:

This project addresses the current City Council’s Goals of “Safe, Livable Community”, “Excellent Infrastructure”, and “Enhance Quality of Life”. The project creates a safer community for pedestrian travel, enhances the streetscape aesthetics, and addresses tree safety throughout the city, thereby promoting safer pedestrian opportunities along City streets and within neighborhoods, and encourage walking trips.

CONCLUSIONS:

At its meeting on October 18, 2016, the City Council is requested to: 1) adopt a resolution approving award of two contracts for the Job Order Contracting (JOC) for Miscellaneous Tree Trimming and other related tree maintenance services to West Coast Arborist, Inc. for the minimum amount of \$40,000, and to Smith & Enright Landscape, Inc. for the minimum amount of \$40,000, with a not guaranteed maximum limit of \$500,000 if additional funds become available; and 2) Authorize the Public Works Director, in consultation with the City Attorney, to execute Amendments to the contract, and execute individual Job Work Order Contracts as determined necessary.

Back up Pages:
Resolution
Bid Tabulation Sheet