



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: APRIL 9, 2024

DEPARTMENT: PUBLIC WORKS – URBAN FORESTRY

FROM: DAVID JACOBS, PUBLIC WORKS DIRECTOR

BY: VICTOR BAEZ, LANDSCAPE DISTRICTS/ FORESTRY MGR.

TITLE: MASTER SERVICE AGREEMENTS FOR TREE MAINTENANCE
AND ON-CALL SERVICES

RECOMMENDED MOTION:

A motion to approve a Resolution:

1. Awarding the Tree Maintenance and On-call services Agreement to both Smith & Enright Landscaping, Inc. and West Coast Arborists, Inc. in an amount not to exceed \$1,500,000 annually;
2. Authorizing the Interim City Manager to enter into such agreements on behalf of the City; and
3. Authorizing the Public Works Director to approve certain change orders up to the amount of \$50,000.

EXECUTIVE SUMMARY:

The Tree Maintenance and On-Call Services project allows the City to manage routine maintenance of the urban forest and emergency services through a contracted labor force and will be awarded to two contractors. This will allow City crews to focus on other tree maintenance tasks and to be more responsive in the event of an emergency.

BACKGROUND:

The City of Salinas manages an Urban Forest of approximately 31,500 trees. Tree pruning at regular intervals is recommended to preserve the health of the existing tree canopy throughout the City. This is typically done on a grid basis, where each grid is approximately 350 trees. The City also finds it of interest to have crews available for on-call emergency services and to dispatch contracted crews for miscellaneous tree maintenance services. In February 2019, the Tree Maintenance and On-Call Services RFP was drafted as the mechanism to procure these services. At that time, two contractors were selected for a three-year term with an option to extend the contract for an additional two years. Original agreement will expire in April of 2024.

In February 2024, a new Bid request was posted for Tree Maintenance and On-Call services for a new three-year term. As a result of the current RFP, two contractors were selected based on

evaluation criteria and being the lowest responsive qualified bidders. Upon Council approval, Smith & Enright Landscaping, Inc. and West Coast Arborists, Inc. will be awarded the Tree Maintenance and On-Call Services Agreement for a “Maximum” yearly contract Value of One Million Five Hundred Thousand (\$1,500,000) Dollars. Contracted Services will start in April 2024 following end date of current agreement in April 2024.

CEQA CONSIDERATION:

Categorical Exemptions. The City of Salinas has determined that the project is exempt from the California Environmental Quality Act (CEQA) Guidelines (Section 15301 (h), Class 1) because the project proposes the maintenance of existing landscape and native growth within the city limits.

STRATEGIC PLAN INITIATIVE:

The Tree Maintenance contract falls in line with the City’s Strategic Plan of Infrastructure and Environmental Sustainability by improving the Urban Canopy.

Trees directly improve the Quality of Life for Salinas residents. Detailed information about the benefits trees provide is provided on the City’s website, linked below:

<https://www.cityofsalinas.org/Your-Government/Find-a-Department/Public-Works/PW-Maintenance-Services/Urban-Forestry/Why-Trees-Matter>

DEPARTMENTAL COORDINATION:

This work is an ongoing partnership between divisions within the Public Works Department. Public Works Maintenance Services divisions execute the agreements and oversee the day-to-day operations and ensure compliance and guidelines are being met.

FISCAL AND SUSTAINABILITY IMPACT:

The table below identifies the funds and appropriations made in the prior and current fiscal years to fund the services recommended as part of this staff report.

FY 22-23					
Project	G/L	Funding Source	Appropriations	Spent / Encumbered as of 3/15/24	Available Budget
Tree Maintenance	Street Tree Trimming: 1200.50.5239	Measure G	\$589,000.00	\$35,303.08	\$553,696.92
Tree Maintenance		Total	\$589,00.00	\$35,303.08	\$553,696.92

FY 23-24					
Project	CIP Number	Funding Source	Appropriations	Encumbered as of 3/15/24	Available Budget
Tree Maintenance	Tree Stock Materials 9016	Gas Tax	\$270,000.00	\$270,000.00	\$270,000.00
Tree Maintenance	Street Tree 9105	Gas Tax	\$52,144.62	\$52,144.62	\$52,144.62
Tree Maintenance	Tree Replacement Storm Damage 9183	Insurance Reimbursement	\$8,097.78	\$8,097.78	\$8,097.78
Tree Maintenance		Total	\$330,242.40	\$330,242.40	\$330,242.40

ATTACHMENTS:

Resolution
RFP
Bid Comparison Sheet
Agreement – Smith & Enright Landscaping, Inc.
Agreement – West Coast Arborists, Inc