



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: OCTOBER 28, 2022**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E./ PUBLIC WORKS DIRECTOR, CITY ENGINEER  
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE MANAGER**

**SUBJECT: RECOMMEDATION TO APPROVE A THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH NEWBURY PARK TREE SERVICE, INC. FOR TREE SERVICE OF CITYWIDE STREET TREES, CITY PARKS, LLAD/LMD DISTRICTS 21, 22, 24, 27, & 32 AND FOR FIRE PREVENTION AND RESILIENCY PROJECTS ON AN AS NEEDED BASIS IN AN AMOUNT NOT TO EXCEED \$1,402,267.00**

**MEETING DATE: NOVEMBER 9, 2022**

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**SUMMARY RECOMMENDATION:**

Recommedation to award a three year professional services agreement (PSA) to Newbury Park Tree Service, Inc. for tree service of Citywide Street Trees, City Parks, LLAD/LMD Districts 21, 22, 24, 27 & 32 and for Fire Prevention and Resiliency Projects on an as needed basis in an amount not to exceed \$1,402,267.00 plus Consumer Price Index (CPI) increases.

**BACKGROUND:**

Newbury Park Tree Service, Inc. has been the City's street tree, LMD & LLAD 22, 24, 27, & 32, and CBA tree maintenance service provider for several years. Because the current (3) three-year professional services agreement was expiring it was determined that a Request for Proposals (RFP) was needed. Since this was

occurring, it was also decided that it would be beneficial to add in Fire Prevention and Resiliency Project unit price list to address the removal of dead hazardous trees left from the Woolsey Wild Fire and other hazardous trees that pose an imminent threat to additional wildfires.

The new contract will be for three (3) years. Staff prepared the documents, project bid schedules, and work area maps.

**DISCUSSION/ANALYSIS:**

In general, the scope of work consists of, but not limited to, tree care services for City Parks, Public Street Rights-of-Way, Street Medians, & Parkways. There is also LLAD/LMD 21, 22, 24, 27, & 32 areas. This is to address requested/required services that include but are not limited to, tree installation, tree trimming, crown cleaning, tree removal, stump grinding, and treatment for trees with diseases or pest. Within the prepared documents, there is also a unit price list to provide services for unforeseen emergencies such as: wild fires, rain events, wind events and other emergencies that may occur.

The RFP also has a Fire Prevention and Resiliency Projects unit price sheet. These projects are to address and remove hazardous trees that currently pose an imminent wildfire threat to life and property. The funding for these projects will be based on grant monies awarded to the City.

On October 17<sup>th</sup> 2022, the Request for Proposal (RFP) was issued. Potential tree contractors were notified and provided documents who were on the City’s contact list. The RFP was also posted with the documents for any additional interested tree contractors. Within the RFP a mandatory information session was held. On Thursday, October 27<sup>th</sup> 2022, the City received four proposal packets. The Proposers were: Mariposa Tree Maintenance, Inc., Newbury Park Tree Service, Inc., West Coast Arborists, Inc., and BrightView Tree Care Services. The proposal summary is below:

<b><u>PROPOSER</u></b>	<b><u>PROPOSAL AMOUNT</u></b>
BrightView Tree Care	\$367,975.00
Mariposa Tree Maintenance, Inc.	\$412,355.00
<b>Newbury Park Tree Service, Inc.</b>	<b>\$257,089.00</b>
West Coast Arborists, Inc.	\$282,665.00

After reviewing all proposal documents, phone references, verifying licenses, and discussion, it was determined that Newbury Park Tree Service, Inc. would be the best qualified to provide service to The City of Calabasas.

Newbury Park Tree Service, Inc. has provided tree service for the City in the past as well as many of the Homeowners Associations. They have provided excellent work, safety record and response time to emergencies. The contractor has a productive relationship with both city staff and many members of the Calabasas community.

	<b>Annual Cost</b>	<b>Total 3-Year Cost</b>
Citywide Tree Maintenance	\$257,089.00	\$771,267.00
Estimated Tree Work LLAD/LMD HOA Zones	\$100,000.00	\$300,00.00
Estimated Fire Prevention & Resiliency Projects	\$131,000.00* * \$100,000 for FY23/24 and FY24/25	\$331,000.00
<b>TOTAL PRICE</b>	<b>\$488,089.00</b>	<b>\$1,402,267.00</b>

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding for tree maintenance services has been allocated within the City’s Operating Budget. The budgeted funding exists in Funds 10, 21, 22, 24, 27, and 32. The Fire Prevention and Resiliency Project (Grant Funded) exists in Fund 46.

**REQUESTED ACTION:**

Recommendation to award a three (3) year professional services agreement to Newbury Park Tree Service, Inc. for tree service of Citywide Street Trees, City Parks, LLAD and LMD Districts 21, 22, 24, 27, 32, and for Fire Prevention and Resiliency Projects, in an amount not to exceed \$1,402,267.00 plus Consumer Price Index (CPI) increases.

**ATTACHMENTS:**

Exhibit A – Award Letter

Exhibit B – Professional Services Agreement