



## Staff Report

---

File #: REPORT 18-0420, Version: 1

---

**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of July 10, 2018**

**AWARD OF CONTRACT FOR CITYWIDE TREE INVENTORY,  
GPS MAPPING, CONDITION AND HAZARD ASSESSMENT**  
(Public Works Director Glen W.C. Kau)

**Recommended Action:**

It is recommended that the City Council:

1. Re-appropriate funds in the amount of \$75,672 from Capital Improvement Funds FY 2017-18 to FY 2018-19;
2. Award Professional Services Agreement to Davey's Resource Group to provide Tree Inventory GPS Mapping, Condition and Hazard Assessment services for all city maintained trees in parks, medians, and the Greenbelt in the amount of \$65,672;
3. And approve a 5 year subscription for Tree Keeper software in the amount of \$10,000.

**Background:**

City Council requested and approved funds in FY 2017-18 to acquire an inventory of all city maintained trees in in our parks, medians, planters, and Greenbelt. This request was warranted by a recent history of tree loss due to either disease or environmental conditions. The City has not conducted a thorough tree inventory by a certified arborist team in the past, and has not performed an assessment for any hazardous conditions that our trees may pose to the public. The hazard and condition assessment is the priority of this project and will identify conditions that may recommend immediate removal of trees and the monitoring of trees as they may become potentially hazardous in the future. The City was seeking services that could provide the tools necessary to not only have immediate information, but to provide a long term means of managing our trees.

**Analysis:**

Staff published a Notice Inviting Proposals in local newspapers and contacted arborist services. On January 29, 2018 a mandatory pre-bid Meeting was conducted.

A total of 7 bids were received for the Tree inventory GPS Mapping and Condition and Hazard Assessment on March 5, 2018 with the following results:

<u>Bidder</u>	<u>Bid Amount</u>
Davey's Resource Group	\$ 65,672
Dudek	\$ 72,688
Environmental Intelligence	\$ 77,615
American Arbor Care	\$ 95,000
Sun Beam Consulting	\$199,639
West Coast Arborist	Non-responsive (Did not provide a total costs)
Arbor Pro	Non-responsive (Did not provide a costs)

Staff reviewed and evaluated the proposal of Davey's Resource Group and found it to be responsive and qualified. A review of their references provided positive feedback for previous work performed. As part of Davey's Resource Group's proposal to acquire and track the tree inventory, they proposed to will use Treekeeper Tree Management software to assist with tree inventory, trimming schedules, hazard identification/mitigation and condition monitoring. The software (\$2,500/year) has been included for a one year use as part of their proposal. Multi-year subscriptions are available for terms of three years (\$6,250) and five years (\$10,000) per Attachment 2. Staff recommends approval of the five year subscription to allow for proper management, tracking, to and establish scheduling and maintenance of the City's tree inventory.

Therefore, staff recommends awarding a contract to Davey's Resource Group for the subject services under this project.

**Fiscal Impact:**

Funding in the amount of \$100,000 was appropriated per the approved FY2017-18 budget under Capital Improvement Fund (301-4202-4201) for these services. Staff requests to re-appropriate funds in the amount of \$75,672 to FY 2018-19 to adequately fund these contract services and the five-year software subscription.

**Attachments:**

1. Request for proposal: RFP No.18-01
2. Consultant's Proposal and Fee
3. Draft - Professional Services Agreement

**Respectfully Submitted by:** Ells Freeman, Public Works Superintendent

**Concur:** Glen W.C. Kau, P.E., Director of Public Works/City Engineer

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** John Jalili, Interim City Manager