

**APPROVED**  
MAY 20 2009

REPORT OF GENERAL MANAGER

NO. 09-138

DATE May 20, 2009

**BOARD OF RECREATION  
and PARK COMMISSIONERS**

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **PARKLAND TREE TRIMMING AND REMOVAL SERVICES -  
REQUEST FOR PROPOSALS**

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	*F. Mok	<u>NDW</u>
S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the Request for Proposals (RFP) for Parkland Tree Trimming and Removal Services, for a three (3) year contract, with two (2) one-year options to renew exercisable at the sole discretion of the General Manager, substantially in the form on file in the Board Office, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFP to the City Attorney for approval as to form; and,
3. Authorize staff to advertise the RFP and conduct the RFP process, subsequent to City Attorney review and approval as to form.

SUMMARY:

The Department of Recreation and Parks requires additional tree trimming personnel each year on an as-needed basis to assist with timely tree trimming and removal of unstable park trees for safety purposes. This work had previously been performed through contracts for tree trimming (TruGreen Landcare, Contract No. 3172) and tree removal services (West Coast Arborists, Inc., Contract No. 3173) which were approved by the Board on September 14, 2005 (Board Report No. 05-233). An Amendment was approved on October 18, 2006 (Board Report No. 06-287) which extended the term and amount of the contracts. The contracts expired on November 15, 2008.

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On November 7, 2008, the Board approved contracts for a term of one (1) year with Andre Landscape Service, Inc., Davey Tree Surgery Company, and West Coast Arborists, Inc., for emergency tree trimming and removal services (Board Report No. 08-307).

Due to the continuing need for Citywide tree trimming and tree removal services for public safety purposes, and the shortage of Department staffing available to perform this service, staff recommends conducting a RFP process in order to select a responsible and qualified contractor for a multi-year Personal Service Contract. The scope of services for the RFP will include specific tree trimming and removal procedures and techniques.

Staff has developed and is now ready to release, at the direction of the Board, an RFP which will be advertised in several periodicals; available on the Department's website; and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by the Department. The Forestry Division, which oversees the parkland urban forest for the Department, has reviewed the RFP and provided input.

A pre-proposal conference will be held approximately one month after the release of the RFP in order to provide potential proposers with a review of the submittal documents, compliance documents, and requirements for the Good Faith Effort Subcontractor Outreach as required by Executive Directive No. 2001-26, Riordan Series and the Board's policy (Board Report No. 177-89).

### Evaluation Process

Proposals will be evaluated in two Levels. Level I will be a check and review by staff for required compliance and submittal documents. Level II will be a comprehensive evaluation of the proposals by a panel of City employees. Proposers must successfully pass Level I to proceed to Level II.

For the purpose of evaluation, the responsive proposals to Level I will be evaluated on the criteria below (Level II):

- 1) Experience and Qualifications (50 points);
- 2) Tree and Palm Trimming or Pruning Pricing Plan (25 points);
- 3) Tree Removal Pricing Plan (25 points);

The selected proposer will be recommended to the Board for a three (3) year contract, with two (2) one (1) year options to renew, at the sole discretion of the General Manager, in an amount not to exceed \$500,000 per year. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The services that the Department

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is requesting shall be on an as-needed basis; the Department, in entering into an agreement, guarantees no minimum amount of business or compensation. The contract awarded through this RFP shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts.

Funding for service will be provided from various sources: Fund No. 302, Department 88, Account 3040 (Forestry Division; CLASS Parks; Waste Stream Diversion; Venice Beach Palm Tree Trimming) and the Golf Surcharge Account, Fund No. 302, Department 89, Account 3040.

FISCAL IMPACT STATEMENT:

Releasing the Request for Proposals has no impact to the Department's General Fund.

Report prepared by Raymond Chang, Senior Management Analyst I, Finance Division, Administrative Resources Section, Service Contracts Group.