

APPROVED

REPORT OF GENERAL MANAGER

NO. 12-226

DATE July 19, 2012

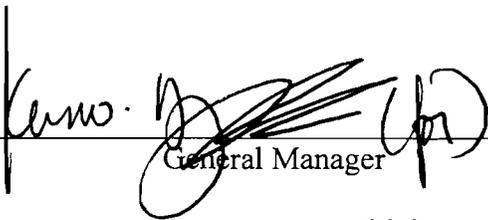
JUL 19 2012
BOARD OF RECREATION
& PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARKLAND TREE TRIMMING AND REMOVAL SERVICES AT VARIOUS CITY PARKS AND FACILITIES – AWARD OF PERSONAL SERVICE CONTRACT TO INTERNATIONAL ENVIRONMENTAL CORPORATION

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
V. Israel _____	*N. Williams <u>NDW</u>



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract between the City of Los Angeles Department of Recreation and Parks and International Environmental Corporation, substantially in the form on file in the Board Office, to provide tree trimming and removal services at various city parks and facilities, for a period of one (1) year, with two (2) one-year renewal options, at the sole discretion of the General Manager, with total compensation not to exceed \$500,000 per year, subject to the approval of the Mayor, City Council, and of the City Attorney as to form;
2. Waive informalities, in accordance with Charter Section 371(c) and Los Angeles Administrative Code Section 10.15(c), for the three of the four submitted proposals;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Personal Service Contract, concurrently, to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for approval as to form; and,
5. Authorize the Board President and Secretary to execute the Personal Service Contract upon receipt of the necessary approvals.

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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. As the last contract for tree trimming and removal services was extended to expire in 2009 (Board Report No. 08-307), a RFP was approved for release in 2009 (Board Report 09-138). Due to economic uncertainties, the 2009 RFP, with the seven (7) proposals received, was held for sixteen (16) months pending instruction to proceed. The seven (7) proposals were rejected in 2011, due to proposed price aging, and the RFP was approved for re-release in order to select a responsible and qualified contractor to enter into a one (1) year contract with two (2) one-year options to renew at the sole discretion of the General Manager for a Personal Service Contract not to exceed a total contract amount of \$500,000 per year. (Board Report No. 11-059). The need for additional tree trimming and removal services personnel was required on an emergency basis, due to the wind storms of December 2011. The proposals received in response to the 2011 RFP had not yet been reviewed; consequently, the emergency services were paid with Board approval in April 2012 (Board Report No. 12-098).

The RFP was released on March 8, 2011 and advertised in the L.A. Daily Journal, the Chinese Daily, The Korea Daily and La Opinion. The RFP was also made available on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids was mailed to over thirty (30) organizations and individuals from a mailing list maintained by the Service Contracts Group.

On May 4, 2011 a Pre-Proposal conference was attended by eight companies. Four proposals were received on June 21, 2011.

- International Environmental Corporation
- So. Cal Tree Care, Inc.
- West Coast Arborists, Inc.
- Oakridge Landscape, Inc.

As stipulated in the RFP, evaluation of the bid proposals was to occur in two levels. Level I would be a check and review of all documents submitted for required compliance and Level II would be a comprehensive evaluation of the proposal, with interviews, by an evaluation panel. Proposers must successfully pass the first level to proceed to the next level.

Level I Evaluation

Staff performed a Level I review of the following required documents:

Compliance Documents:

- 1) Proposers Signed Declaration and Affidavit of Non-Collusion

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- 2) Disposition of Proposals
- 3) Affirmative Action Plan
- 4) Contractor Responsibility Ordinance Statement
- 5) Equal Benefits Ordinance Statement
- 6) Living Wage Ordinance/Service Contractor Worker Retention Ordinance
- 7) Good Faith Effort Subcontractor Outreach
- 8) Bidder Certification - CEC Form 50

Submittal Documents:

- 1) Cover Letter
- 2) Proposal Deposit
- 3) Experience and Qualifications
- 4) Tree and Palm Trimming or Pruning Pricing Plan
- 5) Tree Removal Pricing Plan

Proposals are either Responsive (pass) or Non-Responsive (fail). The following are the complete Level I findings:

- International Environmental Corporation was found responsive in eight compliance documents, non-responsive in one submittal document (Experience and Qualifications), and responsive in four submittal documents (Attachment A-1 and A-2).
- So. Cal Tree Care, Inc. was found responsive in eight compliance documents, non-responsive in two submittal documents (Cover Letter and Experience and Qualifications), and responsive in three submittal documents (Attachment B-1 and B-2).
- West Coast Arborists, Incorporated was found responsive in eight compliance documents, non-responsive in two submittal documents (Cover Letter and Experience and Qualifications), and responsive in three submittal documents (Attachment C-1 and C-2).
- Oakridge Landscape, Incorporated was found responsive in seven compliance documents, non-responsive in one compliance document (Good Faith Effort Subcontractor Outreach), responsive in four submittal documents, and non-responsive in one submittal document (Experience and Qualifications) (Attachment D-1 and D-2).

Staff reviewed the Compliance Documents submitted by the Oakridge Landscape, Incorporated and determined that the proposal did not pass the Good Faith Effort Subcontractor Outreach (GFE) portion of the RFP as required by Mayor's Executive Directive No. 2001-26 and the Board's Policy (Board Report No. 177-89). The proposal submitted by Oakridge Landscape, Incorporated is found to be non-responsive to the RFP.

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On October 31, 2011, the four (4) proposers were given the reasons they did not pass the Level I evaluation and were advised they could either request a review of their submitted proposal or submit the missing documents, and that the acceptance of submitted missing documents was pending final determination by the Board of Recreation and Park Commissioners and City Attorney to determine if these informalities may be waived as per Los Angeles City Charter Section 371 (c). The three proposers found non-responsive to only the Submittal Documents requirement, subsequently provided all missing documents by November 28, 2011. Therefore, Staff recommends that the Board waive the late submission of Level I Submittal documents as informalities for three proposers, International Environmental Corporation, So. Cal Tree Care, Inc. and West Coast Arborists, Incorporated.

On February 1, 2012, an evaluation panel composed of two Department employees and one City of Los Angeles, Department of Public Works, Division of Street Tree Services employee, all with extensive Forestry, Tree Trimming and Removal expertise, interviewed the three proposers and evaluated the proposals for the Level II evaluation. The panelists were:

- Laura Bauernfeind – Principle Grounds Maintenance Supervisor II for the Department of Recreation and Parks
- Steve Dunlap – Tree Surgeon Supervisor II for the Department of Recreation and Parks
- Ronald Tull – Tree Surgeon Supervisor I for the Department of Public Works

Each proposal was scored in the areas of Experience and Qualifications (50 points possible, with the Best Proposal receiving 50 points, the Second Best receiving 47-49 points, the Third Best receiving 44-46 points); Tree and Palm Trimming or Pruning Pricing Plan and Tree Removal Pricing Plan (25 points possible for each both Pricing Plans with ranking was based on competitiveness of pricing plan relative to other proposals submitted. Each and every item price in RFP Exhibit E - Pricing Plan Addendum No. 2 was equally weighted for the ranking exercise and the weighting was multiplied by proposed price per tree and for each item and the products totaled to come up with an annual total cost. The annual cost for each of the three years was totaled. The pricing plan producing the lowest cost over three years was ranked number one. The Best Pricing Plan receiving 25 points, the Second Best receiving 22-24 points, the Third Best receiving 19-21 points. The averaged scores are as follows:

Proposer	Experience and Qualifications	Tree & Palm Trimming or Pruning Pricing	Tree removal Pricing Plan	Averaged Total
International Environmental Corporation	50	23.7	24	97.7
So. Cal Tree Care Inc.	45	25	25	95
West Coast Arborists, Inc.	48	20	20.3	88.33

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Award

International Environmental Corporation received the highest Averaged Total score. Staff reviewed the responsive proposals, verified background and experience and finds that International Environmental Corporation is a responsible and capable company whose proposal best meets the needs of the Department.

International Environmental Corporation (IEC), located in Panorama City, California, has been in business since 1986 and has provided services to The City of Los Angeles Department of Water and Power, the Los Angeles City Fire Department, Los Angeles County, and numerous other organizations, including the LA Metro Transportation Authority, Department of Veterans Affairs, Caltrans, and numerous other municipalities over the past 27 years. IEC currently consists of 28 full time employees and specializes in tree pruning, tree removal, tree planting, tree diagnosis with emergency response available for these services.

So. Cal Tree Care, Inc., located in Escondido, California, has been in business since 2005 and has provided services to the City of Los Angeles Public Works Department, Los Angeles County and numerous other organizations including the City of San Diego, the City of Palm Springs as well as State of California work and county work in San Bernardino, Orange and San Diego Counties. This company consists of 28 full time employees, provides tree care services, offers roof and rain gutter cleaning, concrete leveling and landscape maintenance service.

West Coast Arborists, Inc., located in Anaheim, California, has been in business since 1972 and has provided services to more than 200 California Municipalities and various public agencies from their office and service yards in Anaheim, Stockton, San Jose, Fresno, San Diego, Ventura and Riverside. The company consists of 600 full time employees and offers tree pruning, tree removal, tree planting, 24 hours tree emergency response, tree watering, small tree care, webpage development and master street tree pruning programs.

It is recommended that a contract to provide Parkland Tree Trimming and Removal at Various City Parks and Facilities be awarded to International Environmental Corporation for their proposal, in an amount not to exceed \$500,000.00 per year, for a term of one year with two (2) one-year options to renew, exercisable at the sole discretion of the General Manager.

Charter Section 1022

Los Angeles City Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical and/or feasible to contract out the service.

On October 23, 2008, the Personnel Department completed a Charter Section 1022 review (Attachment E) and determined that there are City classifications that could provide as-needed tree trimming and removal services.

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The ability of the Department to immediately respond to emergency situations (i.e., fallen trees and tree limbs) and protect the public, staff, and Department-owned facilities from harm currently exceeds staff availability. The certifications required to trim and remove trees makes it extremely difficult to hire qualified staff on a temporary basis in order to provide as-needed service. The recent damage caused by the December 2011 wind storms demonstrates the need for an as-needed contract to supplement existing City forces in order to quickly assess damage and remove fallen trees and tree limbs. It is therefore more feasible to secure these services through an independent contractor.

FISCAL IMPACT STATEMENT:

Funding for this 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.

Report prepared by Nancy Jeffers, Management Analyst II, Finance Division.

**DEPARTMENT OF RECREATION AND PARKS
INTERNATIONAL ENVIRONMENTAL CORPORATION
PARKLAND TREE TRIMMING AND REMOVAL SERVICES AT VARIOUS CITY PARKS AND FACILITIES
LEVEL I EVALUATION**

I. Compliance Documents		Submitted	In Compliance	Comments
1.	Signature Declaration and Affidavit of Non-Collusion	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Questionnaire	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	N/A	N/A	Submittal of documents is only required if an exemption is requested. Non-submittal indicates acceptance of requirements.
7.	Good Faith Effort Subcontractor Outreach	Yes	Yes	
8.	CEC Form 50	Yes	Yes	

II. Submittal Documents		Submitted	In Compliance	Comments
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Experience and Qualifications			
	Experience and Qualifications of Firm and Key Personnel	Yes	Yes	October 31, 2011, the proposer was advised of missing documents required per RFP Section V.A.1.a., V.A.1.b.: a brief history of firm, with resumes, gross receipts were submitted on November 28, 2011.
	Experience with Similar Contracts	Yes	Yes	October 31, 2011, the proposer was advised of missing document required per RFP Section V.A.2.: Scope of Services were submitted on November 28, 2011.
	References	Yes	Yes	October 31, 2011 the proposer was advised of missing documents required per RFP section V.A.3.: reference letters were submitted on November 28, 2011.
4.	Tree and Palm Trimming or Pruning Pricing Plan	Yes	Yes	
5.	Tree Removal Pricing Plan	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS
INTERNATIONAL ENVIRONMENTAL CORPORATION
PARKLAND TREE TRIMMING AND REMOVAL SERVICES
AT VARIOUS CITY PARKS AND FACILITIES**

**GOOD FAITH EFFORT SUBCONTRACTOR OUTREACH
SCORING SUMMARY**

Indicator		Possible Points	Awarded Points	Comment
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	0	Ad published on website, which is not acceptable documentation.
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	0	"Bonds will not be required from qualifying subs" language not acceptable.
TOTAL SCORE:		100	86	<i>Less than 75 points is failing</i>

**DEPARTMENT OF RECREATION AND PARKS
SO. CAL TREE CARE, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES AT VARIOUS CITY PARKS AND FACILITIES
LEVEL I EVALUATION**

I. Compliance Documents		Submitted	In Compliance	Comments
1.	Signature Declaration and Affidavit of Non-Collusion	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Questionnaire	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	N/A	N/A	Submittal of documents is only required if an exemption is requested. Non-submittal indicates acceptance of requirements.
7.	Good Faith Effort Subcontractor Outreach	Yes	Yes	
8.	CEC Form 50	Yes	Yes	

II. Submittal Documents		Submitted	In Compliance	Comments
1.	Cover Letter	Yes	Yes	October 31, 2011 the proposer was advised of missing documents required per RFP Section IV.C. :Two proposal copies were submitted November 14, 2011.
2.	Proposal Deposit	Yes	Yes	
3.	Experience and Qualifications			
	Experience and Qualifications of Firm and Key Personnel	Yes	Yes	
	Experience with Similar Contracts	Yes	Yes	
	References	Yes		October 31, 2011 the proposer was advised of missing documents required per RFP Section V.A.3. : Reference letters were submitted November 14, 2011.
4.	Tree and Palm Trimming or Pruning Pricing Plan	Yes	Yes	
5.	Tree Removal Pricing Plan	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS
SO. CAL TREE CARE, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES
AT VARIOUS CITY PARKS AND FACILITIES**

**GOOD FAITH EFFORT SUBCONTRACTOR OUTREACH
SCORING SUMMARY**

Indicator		Possible Points	Awarded Points	Comment
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	0	Proposer did not call contacts from letters sent; did not attempt to call numbers with "no answer" or "left message" again.
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
TOTAL SCORE:		100	90	<i>Less than 75 points is failing</i>

**DEPARTMENT OF RECREATION AND PARKS
WEST COAST ARBORISTS, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES AT VARIOUS CITY PARKS AND FACILITIES
LEVEL I EVALUATION**

I. Compliance Documents		Submitted	In Compliance	Comments
1.	Signature Declaration and Affidavit of Non-Collusion	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Questionnaire	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	N/A	N/A	Submittal of documents is only required if an exemption is requested. Non-submittal indicates acceptance of requirements.
7.	Good Faith Effort Subcontractor Outreach	Yes	Yes	
8.	CEC Form 50	Yes	Yes	

II. Submittal Documents		Submitted	In Compliance	Comments
1.	Cover Letter	Yes	Yes	October 31, 2011, the proposer was advised of missing cover letter statement required by RFP Section IV.B.1.e.: Revised cover letter with statement acknowledging and accepting RFP terms and conditions without exception was provided November 8, 2011.
2.	Proposal Deposit	Yes	Yes	
3.	Experience and Qualifications			
	Experience and Qualifications of Firm and Key Personnel	Yes	Yes	October 31, 2011, the proposer was advised of missing documents required per RFP Section V.A.1.a. and V.A.1.b.: Gross revenue figures and resumes were provided November 8, 2011.
	Experience with Similar Contracts	Yes	Yes	October 31, 2011, the proposer was advised of missing documents required per Section V.A.2.: Summary of Scope of Services was provided November 8, 2011.
	References	Yes	Yes	October 31, 2011, the proposer was advised of missing documents required per Section V.A.3.: Reference letters were provided November 8, 2011.
4.	Tree and Palm Trimming or Pruning Pricing Plan	Yes	Yes	
5.	Tree Removal Pricing Plan	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS
WEST COAST ARBORISTS, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES
AT VARIOUS CITY PARKS AND FACILITIES**

**GOOD FAITH EFFORT SUBCONTRACTOR OUTREACH
SCORING SUMMARY**

Indicator		Possible Points	Awarded Points	Comment
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	0	Missed cut-off date for submissions (cut-off date was June 6, 2011; letters were dated June 10, 2011)
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
TOTAL SCORE:		100	90	<i>Less than 75 points is failing</i>

**DEPARTMENT OF RECREATION AND PARKS
OAKRIDGE LANDSCAPE, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES AT VARIOUS CITY PARKS AND FACILITIES
LEVEL I EVALUATION**

I. Compliance Documents		Submitted	In Compliance	Comments
1.	Signature Declaration and Affidavit of Non-Collusion	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Questionnaire	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	N/A	N/A	Submittal of documents is only required if an exemption is requested. Non-submittal indicates acceptance of requirements.
7.	Good Faith Effort Subcontractor Outreach	Yes	No	October 31, 2011, the proposer was advised that the documents submitted for RFP Section I.G. of Exhibit B received 64 of the 75 points required to pass.
8.	CEC Form 50	Yes	Yes	

II. Submittal Documents		Submitted	In Compliance	Comments
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Experience and Qualifications			
	Experience and Qualifications of Firm and Key Personnel	Yes	Yes	
	Experience with Similar Contracts	Yes	Yes	
	References	Yes	No	October 31, 2011, the proposer was advised of missing documents required per Section V.A.3.: Reference letters were not provided.
4	Tree and Palm Trimming or Pruning Pricing Plan	Yes	Yes	
5	Tree Removal Pricing Plan	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS
OAKRIDGE LANDSCAPE, INC.
PARKLAND TREE TRIMMING AND REMOVAL SERVICES
AT VARIOUS CITY PARKS AND FACILITIES**

**GOOD FAITH EFFORT SUBCONTRACTOR OUTREACH
SCORING SUMMARY**

Indicator		Possible Points	Awarded Points	Comment
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	0	Missed cut-off date for submissions (cut-off date was June 6, 2011; letters were dated June 7, 2011)
9.	Negotiated in Good Faith	26	0	Schedule A and quotes/bids not included. Phone log states catalogs were sent to proposer by potential subcontractors; however, none were included in submitted proposal.
10.	Bond, Lines of Credit, and Insurance	5	5	
TOTAL SCORE:		100	64	<i>Less than 75 points is failing</i>

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

Contacts

Department: Mark Stipanovich Phone No. 818-243-6421 Fax No. 818-243-6451
 CAO: Veronica Salumbides Phone No. 213-473-7561 Fax No. 213-473-7514

3. Work to be performed:

The Department is looking for a contractor to provide as-needed, emergency tree trimming services to all parkland trees within the City's 398 parks. The contractors must be able to provide all necessary material, tools, equipment, and labor. In addition to trimming, the contractor must remove park trees and dispose of tree trunks, limbs and green waste at City owned green waste facilities.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 3 years Proposed Start Date: Nov 2009

6. Proposed cost of contract (if known): \$ 1,500,000

7. Name of proposed contractor: Unknown

8. Unique or special qualifications required to perform the work:

An Arborist certified by the International Society of Arboriculture (ISA) and a California Contractor's License C27 or C61/D49.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

a. Which class(es) and Department(s): _____

Class	Departments	List expires
Tree Surgeon	DWP, Harbor, Street Services, Rec & Parks	Continuous
Tree Surgeon Assistant	DWP, Harbor, Street Services, Rec & Parks	12/7/08
Tree Surgeon Supervisor	DWP, Harbor, Street Services, Rec & Parks	No eligible list

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date See above

d. Estimated time to fill position(s) through CSC process? Unknown

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No

f. Are there City employees currently performing the work? Yes No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY: City employees have the capabilities to perform the work described above. While the Department of Recreation and Parks has the resources to provide tree trimming services, they do not have the appropriate staff or funding. As such, the Department maintains a combination of both City staff and contractors to provide tree trimming, removal, and disposal services.

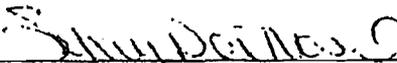
A 1022 Determination was completed by Personnel in July 2008 for a one year contract with the same services. Please note at that time the Department of Public Works, Bureau of Street Services did not require their Tree Surgeon Supervisors to have a certification as an arborist, however, now the Bureau requires the certification prior to the end of probation. Consequently, Personnel's determination has changed.

Submitted by:



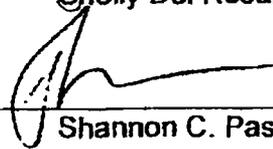
Dominique Camaj

Viewed by:



Shelly Del Rosario

Approved by:



Shannon C. Pascual

Date:

10/23/08
