

APPROVED
SEP 18 2013

REPORT OF GENERAL MANAGER

NO. 13-241

DATE September 18, 2013

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT OF RECREATION AND PARKS – TREE INVENTORY
PROJECT – AWARD OF CONTRACT

R. Adams _____ K. Regan _____
H. Fujita _____ *M. Shull mf
V. Israel _____ N. Williams _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a one-time, six (6) month contract (Contract), between the Department of Recreation and Parks (RAP) and the Davey Resource Group, A Division of The Davey Tree Expert Co., for tree inventory services, specifying the terms and conditions in the Contract, in an amount not-to-exceed \$200,000.00, substantially in the form on file in the Board Office, subject to approval of the Mayor in accordance with Executive Directive No. 3 and the City Attorney review and approval as to form;
2. Find, in accordance with Charter Section 1022, that RAP does not have available in its employ, sufficient or adequate personnel with the necessary expertise to undertake the tree inventory project on an emergency basis in a timely manner, and it is more feasible, economical, and in RAP's best interest, to secure these services through a competitively bid one-time contract (Contract);
3. Direct the Board Secretary to transmit the Contract, concurrently to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review and approval as to form; and,
4. Authorize the Board President and Secretary to execute the Contract upon receipt of the necessary approvals.

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SUMMARY:

In March 2012, RAP was awarded a Tree Inventory Grant from the State of California Department of Forestry and Fire Protection (CAL FIRE) (Board Report No. 11-269; Council File No: 12-0141) to inventory a minimum of 50,000 trees. The tree inventory project will provide RAP with the ability to meet the grant's goal of inventorying a minimum of 50,000 trees by March 30, 2014. In addition, this contract will provide the Forestry Division a tool for effective tree management that assess risk while promoting sustainability, energy conservation and improvements to local air quality, public health, and wildlife habitat. Trees improve the quality of life in urban environments, which is a goal of the City of Los Angeles.

On February 6, 2013, the Board approved the issuance of a Request for Bid (RFB) for the RAP Tree Inventory Project (Board Report No. 13-021). The RFB was released on February 6, 2013. On April 9, 2013, RAP received two (2) bids in response to the RFB. The bidders were:

- 1) Davey Resource Group, A Division of The Davey Tree Expert Co.
- 2) ArborPro Inc.

During the review process, RAP determined that both bidders did not submit a responsive bid and therefore were disqualified.

On June 27, 2013, the Board approved the issuance of a new RFB (Board Report No. 13-165) and the RFB was released on July 2, 2013. On July 30, 2013, RAP received two (2) bids in response to the RFB from the following bidders.

- 1) Davey Resource Group, A Division of The Davey Tree Expert Co.
- 2) ArborPro Inc.

Only one (1) of two (2) bidders submitted a responsive bid. One (1) bidder failed to submit a complete submittal and failed to meet the RFB's standard qualifications as required on page 12 of the RFB. The following bidder was disqualified for multiple reasons as stated on Exhibit A of this Report.

- 1) ArborPro Inc.
22605 La Palma Ave., #509
Yorba Linda, CA 92887

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The following bidder met the minimum requirements for this RFB for the RAP Tree Inventory Project:

- 1) Davey Resource Group, A Divison of The Davey Tree Expert Co.
 7627 Morro Road
 Atascadero, CA 93422

All bids submitted for this RFB were evaluated in sequence for the following criteria: 1) Bidders minimum qualifications and 2) Highest number of trees to be inventoried. The minimum qualifications as set forth in the RFB determined the bidder's knowledge and experience to perform the specifications of this Contract. Through RAP's evaluation of both bids, only Davey Resource Group met the minimum qualifications as set forth in the RFB.

Once it was determined that Davey Resource Group had met all of the minimum qualifications, staff verified the references provided by the bidder. Questions were posed to their references regarding the bidder's ability to produce a quality product that met all necessary standards, in a timely manner. The references were also asked whether the Davey Resource Group was timely and effective in their correspondence with governing agencies. All of the references for the Davey Resource Group were contacted and gave favorable responses.

In addition to the qualification review, staff reviewed the bid on highest number of trees to be inventoried at 52,990 trees and the Additive Alternate cost for additional trees at \$3.23 per tree met the RFB requirements and is in line with industry standards. The Bid Amount of \$180,000.00 will cover the bid of 52,990 trees to be inventoried, includes the full scope of work as outlined in the RFB and will be funded by Cal Fire Grant. The difference in the bid amount from \$200,000.00, i.e., \$20,000.00, will provide the Forestry Division with an option to inventory additional trees at the cost of \$3.23 per tree, up to the contract limit of \$200,000.00 and will be funded by Contractual Services, Fund 302, Department 88, Account 3040.

RAP is requesting that the Board approve the award of the RAP Tree Inventory Project RFB to Davey Resource Group and authorize the Board President and Secretary to execute the Contract, subject to Mayor and City Attorney approval. The selected contractor is recommended to the Board for a one-time six (6) month contract, in an amount not-to-exceed \$200,000.00. Funding for the project will be provided from the CAL FIRE Tree Inventory Grant and Contractual Services Fund 302, Department 88, Account 3040.

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FISCAL IMPACT STATEMENT:

Funds for the contract awarded will come from Tree Inventory Grant awarded to RAP by CAL FIRE and Forestry Division's Contractual Services Accounts.

This report was prepared by Laura Bauernfeind, Principal Grounds Maintenance Supervisor II.

EXHIBIT A
REQUEST FOR QUALIFICATION
TREE INVENTORY PROJECT

"NON RESPONSIVE" BIDDER	REASONS FOR "NON-RESPONSIVENESS"
<p>ArborPro Inc.</p>	<p>Bidder did not upload their approved subcontractor list onto</p> <p>1) BAVN as stated at the mandatory pre-bid meeting and as required on Exhibit "C", Page 124-125 of the RFB document,</p> <p>Bidder did not meet the minimum qualification of submitting 6 qualifying tree inventory projects on the required Form "G",</p> <p>2) page 134 of the RFB, as only 3 of the submitted projects involved collecting Cal FIRE equivalent tree attributes and were done to customer satisfaction as per RFB page 12 section B .3,</p> <p>Bidder did not meet minimum qualification for inventory arborists as required on RFB page 12 section A.2.,0 a valid qualification as required on Form "H", page 157 of the RFB.</p> <p>3)</p> <p>Bidder did not provide qualifications required on Form "H",</p> <p>4) page 157 of the RFB as Matt Ritter does not work for the City of San Luis Obispo.</p>