

## Staff Report February 8, 2022

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Merrill Buck, Town Engineer  
**DATE:** January 31, 2022  
**RE:** Approve an Award of Contract to West Coast Arborist in the Amount of \$100,000 for Tree Maintenance Services

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### **Recommendation**

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to execute a construction contract with West Coast Arborist of Anaheim, California in the amount of \$100,000 for tree maintenance services.

### **Issue Statement**

The Town has a need to trim trees, along street frontages within the public right of way, with a focus on pruning for clearance. Some of the Town's trees have grown to where the top canopy is often being "shaped" by passing semi-trucks. And in certain areas, the sides of trees often encroach beyond the edge of roadway and into the shoulder, creating a hazard that can block important street signs and force pedestrians and cyclists into the street.

On April 9, 2021, the Town Council and staff held a Strategic Planning Workshop at the Blue Goose Event Center. One of the items that came up for discussion had to do with the Town's Tree Fund, established under a 2014 Ordinance which requires the payment of in-lieu fees if the property owner removes certain species of oak tree and does not replace them on their property, or have them planted within other areas approved by the Town. The fund has accumulated \$375,000, without an action plan for spending it down.

In looking at the Town's needs, a tree pruning project is an allowable expenditure for the Tree Fund. Loomis Municipal Code Section 13.54.100 states that in addition to tree planting or purchasing, in-lieu funds may be used for maintenance and preservation activities, which includes the pruning of trees.

The scope of the recommended project will include the pruning of trees, primarily along the Town's arterial and collector streets corridors, as shown in Attachment B. Trees will be pruned for a 16-foot horizontal clearance from the top of pavement and a 3-foot vertical clearance beyond the edge of roadway. The project will also include the removal of a handful of trees that are either diseased or structurally unsound.

## **Discussion**

A Request for Proposals for tree maintenance services was uploaded to the Town's website on January 3, 2022, distributed to local building exchange plan rooms, and advertised twice in the local paper. A single bid was received and opened on January 24, 2022, from West Coast Arborist, Inc.

West Coast Arborist is a large company, founded in 1972, employing over 1,000 full time employees. They provide tree service to hundreds of communities across the state. They specialize in Contractor Classifications C61 (Tree Service), C27 (Landscaping) and C31 (Traffic Control). As references, they reported having performed similar work for the City of Sacramento, City of Roseville and City of Citrus Heights.

Under the Public Contract Code, West Coast Arborist is deemed a *responsible* bidder as they are properly licensed and have the equipment and skills necessary to perform the work. Their bid was also *responsive* as it was unconditioned in their offer to provide the stated goods and services and all of the required forms were turned in.

A copy of the bid schedule from the proposal by West Coast Arborist, in the base bid amount of \$282,220, is include as Attachment C to this report. The bid schedule includes proposed hourly rates for both labor and equipment. Staff clarified that the stated rate of \$0 per hour for equipment (bucket truck, chipper and crew truck) meant that these were included in the hourly rates for labor, and they confirmed that they were.

The total bid amount on the bid schedule was described in the request for proposals as being for bid comparison purposes only, with compensation to be made at the stated hourly rates based upon the actual number of hours worked, up to a not to exceed contract amount of \$100,000. Should additional effort be needed beyond this amount, staff will return to Council with a recommendation to approve additional funding through a contract amendment.

Work on the project is anticipated to begin by the end of February and will take approximately one month to complete. The contract will remain open through the end of 2022, however, so as to have a readily available resource for tree pruning, should the need arise. The RFP also allows the contract to be extended, at the Town's discretion, for up to three additional one-year terms, beyond the initial contract period.

## **CEQA Requirements**

Tree pruning is categorically exempt under CEQA Guidelines Section 15301(h), Maintenance of Existing Landscaping.

## **Financial and/or Policy Implications**

The Tree Fund had a December 31, 2021 balance of \$387,127, which is sufficient to fund the recommended contract with West Coast Arborist.

## **Attachments**

- A. Resolution
- B. Tree Pruning Corridors
- C. Bid Schedule – West Coast Arborist

**TOWN OF LOOMIS**

**RESOLUTION 22 - \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
AUTHORIZING THE TOWN MANAGER TO AWARD A CONTRACT  
WITH WEST COAST ARBORIST OF ANAHEIM, CALIFORNIA  
IN THE AMOUNT OF \$100,000 FOR TREE MAINTENANCE SERVICES**

WHEREAS, the Town is responsible for maintaining trees in the public right of way; and

WHEREAS, the Public Works Department prepared a request for proposals for tree maintenance services and advertised it for bids; and

WHEREAS, on January 24, 2022, the Town received one (1) bid for the proposed work from West Coast Arborist, Inc, of Anaheim, California, with their low bid cost proposal in the base bid amount of \$282,220; and

WHEREAS, a review of the firm's bid shows that West Coast Arborist is both a responsible and responsive bidder, as defined by the Public Contract Code, and as such, the Town Engineer recommends that it is in the Town's best interest to award them a contract for tree maintenance services; and

WHEREAS, the base bid amount of \$282,220 was for bid comparison purposes only, with the proposed hourly rates to be used as the basis of compensation against the actual number of hours required to complete the work; and

WHEREAS, the recommended contract award, as stated in the request for proposals, is \$100,000; and

WHEREAS, sufficient funding for the recommended contract award is available in the Town's Tree Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Loomis, that West Coast Arborist is hereby awarded a contract for tree maintenance services in the amount of \$100,000; and be it

FURTHER RESOLVED that the Town Manager of the Town of Loomis is hereby authorized and directed to execute the herein above-mentioned contract in the name of and on behalf of the Town of Loomis.

PASSED AND ADOPTED this 8<sup>th</sup> day of February 2022 by the following vote:

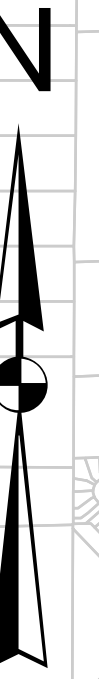
AYES:  
NOES:  
ABSENT:  
ABSTAINED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

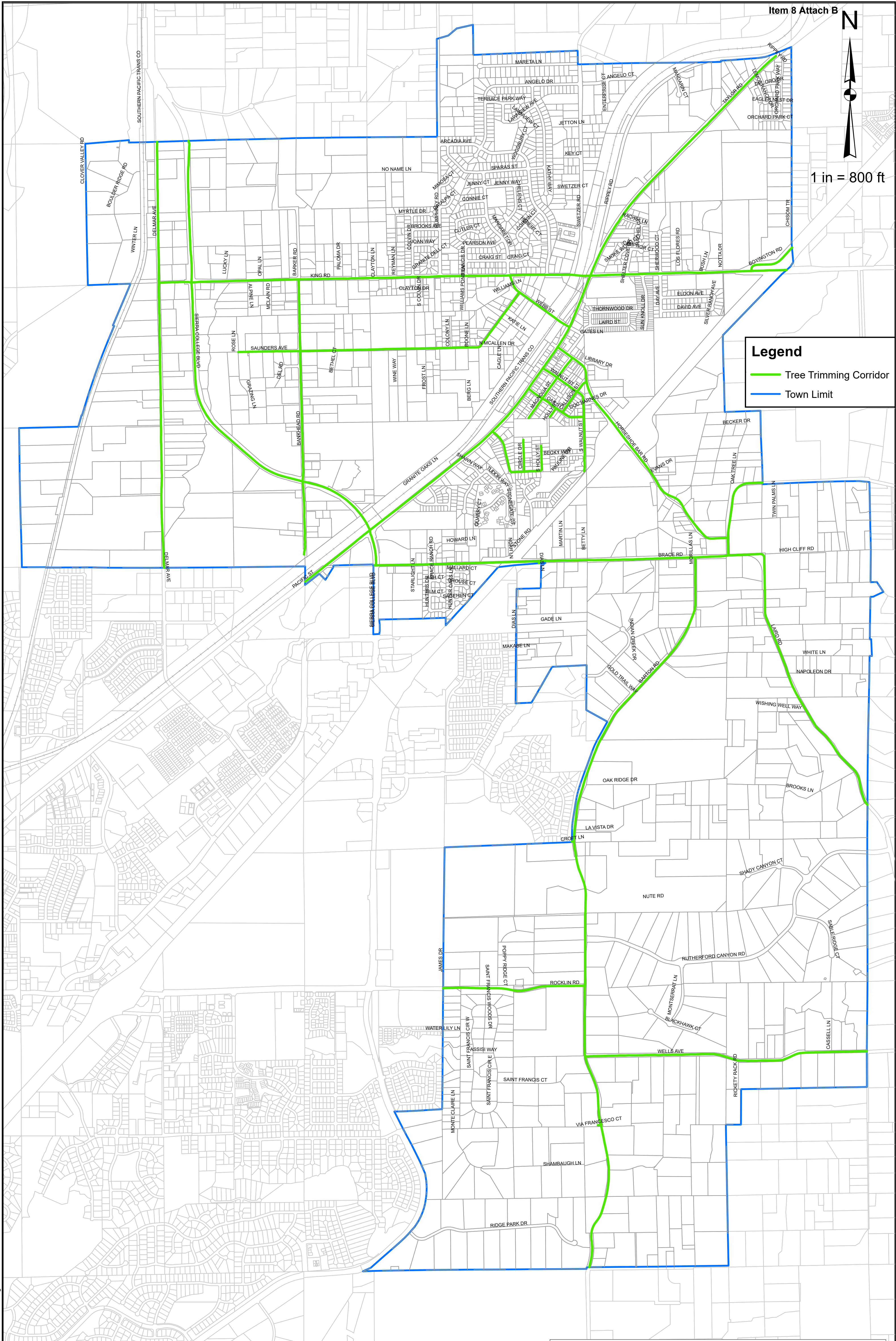




1 in = 800 ft

**Legend**

- Tree Trimming Corridor
- Town Limit



**TOWN OF LOOMIS  
TREE PRUNING PROJECT CORRIDOR  
EXHIBIT - JANUARY 2022**





**BID SCHEDULE**

Hourly rates are to be submitted for all items in the Bid Schedule below. Quantities are estimated and may not reflect the crew staffing ratios or equipment assumptions ultimately employed by the contractor. Payment will be made for actual services and equipment provided. The Total Bid Amount will be used to rank the difference in cost between bidders.

Item No.	Item Description	Estimated Quantity	Unit	Unit Price (Cost/Hour)	Item Total
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**LABOR: SCHEDULED WORK – STRAIGHT TIME**

1	Tree Service Foreman	600	Hour	\$ 105.00	\$ 63,000.00
2	Tree Service Laborer	1200	Hour	\$ 105.00	\$ 126,000.00
3	Traffic Control Laborer/Flagger	800	Hour	\$ 105.00	\$ 84,000.00
4	Tree Consultation with Arborist	20	Hour	\$ 165.00	\$ 3,300.00

Assumptions:

Crew will typically consist of five people – (1) Tree Service Foreman, (2) Tree Service Laborers and (2) Traffic Control Laborers as Flaggers. Contract requires that at least one person on the crew be a certified arborist. Time is billed as the amount of time on the job site. Travel time is NOT included.

**LABOR: UNSCHEDULED EMERGENCY CALL OUT WORK – STRAIGHT TIME**

5	Tree Service Foreman	8	Hour	\$ 145.00	\$ 1,160.00
6	Tree Service Laborer	16	Hour	\$ 145.00	\$ 2,320.00

Assumptions:

Emergency work includes (2) Tree Service Laborers, a bucket truck and a chipper. Town will pay for a maximum of one (1) hour travel time, in each direction, for emergency work.

**EQUIPMENT: ALL WORK**

7	Chipper with Chip Truck	600	Hour	\$ -0-	\$ -0-
8	Bucket Truck	600	Hour	\$ -0-	\$ -0-
9	Crew Truck (pickup)	200	Hour	\$ -0-	\$ -0-
10	Stump Grinder	20	Hour	\$ 20.00	\$ 400.00
11	Crane Truck	8	Hour	\$ 255.00	\$ 2,040.00

Assumptions:

Prices above shall include fuel, oil, lubrication, supplies, necessary attachments, repairs, maintenance, depreciation, storage, dump fees and all incidentals including the cost of small tools such as chain saws. Equipment used for which an hourly rate is not stated in the table above will be paid in accordance with the current Caltrans Equipment Rental Rate Book along with a 15% markup.

**Total Bid Amount: \$ 282,220.00**