



## Staff Report

### July 12, 2022

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Merrill Buck, Town Engineer  
**DATE:** June 27, 2022  
**RE:** Approve an Award of Contract Amount and Construction Contingency 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 for tree maintenance services with West Coast Arborists of Anaheim, California in the amount of \$100,000 and authorize the expenditure of a construction budget with contingencies in the amount of \$105,000.

#### **Issue Statement and Discussion**

The Town continues to have the need to trim right-of-way trees for clearance along arterial and collector street frontages. Some of the Town's trees have grown to where the top canopy can be hit by passing semi-trucks. And in certain areas, the sides of trees encroach beyond the edge of roadway and into the shoulder, creating a hazard that can block important street signs and force pedestrians and cyclists to maneuver into the street.

On February 8, 2022, the Town Council awarded a Tree Maintenance Services Contract to West Coast Arborist of Anaheim, California in the amount of \$100,000 for tree pruning. Trees were pruned to a 16-foot horizontal clearance from the top of pavement and a 3-foot vertical clearance beyond the edge of roadway. The project also included the removal of a handful of trees that were either diseased or structurally unsound.

Not all of the arterial or collector streets in town were able to be pruned under this contract, however. The \$100,000 allocated was considered a reasonable amount that would allow the Town to take care of the worst locations. Staff prioritized those streets that either had the densest canopies or were sufficiently busy to where the need for traffic control prohibited the Town's limited number of maintenance workers from completing the work directly.

The streets completed included Bankhead Road, Saunders Avenue, Barton Road, Sierra College Boulevard, and portions of King Road.

On June 14, 2022, the Town Council adopted the Capital Improvements Program which budgeted an additional \$110,000 for tree pruning services over FY 2022-23. The Request for Proposals, from which West Coast Arborist was selected, indicated that by mutual agreement the tree pruning contract could be extended for up to three additional years, in one-year increments. Town staff has been satisfied with the performance of West Coast Arborists, and they have indicated a desire to continue providing service, noting that they would keep the same hourly-rate as previously billed.

Because the prior project was closed out, and a notice of completion was filed with the County Recorder, a new contract, rather than a change order, is being recommended with a \$100,000 budget and a \$5,000 contingency. The intent of new contract will be to continue pruning high-priority locations, and to keep a certain amount of the budget in reserve to have emergency on-call tree maintenance services available to the Town over the next two years.

### **CEQA Requirements**

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

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

The Town's FY 2022-23 Capital Improvements Program budget included \$110,000 in Tree Fund (145) funding for the Tree Pruning Project. Sufficient funding is available in the project budget to award the construction contract to West Coast Arborist in a construction amount plus contingency of \$105,000.

### **Attachments**

- A. Resolution

**TOWN OF LOOMIS**

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

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
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**

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 which identified hourly rates for labor and equipment; and

WHEREAS, on February 8, 2022, the Town Council awarded a Tree Maintenance Services Contract to West Coast Arborist, and the work under this contract was completed on April 20, 2022; and

WHEREAS, the request for proposals included an option to extend the contract period, by mutual agreement, for up to three additional years and as such, both the Town and West Coast Arborist have indicated a desire to enter into a new contract; and

WHEREAS, a new contract is being recommended for approval with a \$100,000 budget and a \$5,000 construction contingency; and

WHEREAS, sufficient funding for the recommended contract award plus contingency is available in the FY 2022-23 CIP Tree Pruning Project budget.

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 plus a \$5,000 construction contingency; 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 12<sup>th</sup> day of July 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

\_\_\_\_\_  
Mayor

ATTEST:

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