



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/18/2019
Agenda Placement: 6GG

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Juan Arias for Steven Lederer - Director of Public Works
Public Works

REPORT BY: Sophie Johnson, Supervising Staff Services Analyst - 707-253-4603

SUBJECT: On-Call Tree Trimming and Removal Services Professional Services Agreements

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign the following agreements for a maximum of \$25,000 each per fiscal year per agreement for the term July 1, 2019 through June 30, 2022 with an automatic one-year renewal option up to two additional years to provide on-call tree trimming and removal services for Napa County:

1. The Professional Tree Care Company;
2. West Coast Arborists, Inc;
3. Bay Area Tree Specialists; and
4. A&E Arborists Tree Care.

EXECUTIVE SUMMARY

On April 2, 2019, staff released a Request For Qualifications (RFQ) and received five (5) responses. After a review of responses, staff is recommending four (4) companies to enter into professional service agreements with the County for future on-call tree trimming and removal service needs:

1. The Professional Tree Care Company;
2. West Coast Arborists Inc.;
3. Bay Area Tree Specialists; and
4. A&E Arborists Tree Care.

Approval of these agreements will provide for on-call tree trimming and removal services for County property and along roadsides in unincorporated areas of Napa County.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Associated costs will be reflected in the Roads Operations (Fund 2040, Subdivision 2040000) and Property Management (Fund 4300, Subdivision 4300000) budgets.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The proposed Professional Services Agreements will provide tree trimming and tree removal services on County property and along roadsides in the unincorporated areas of Napa County. These agreements are particularly important for staff to have a quick response for dangerous trees or during emergency response periods.
Is the general fund affected?	No
Future fiscal impact:	The proposed agreements are effective for Fiscal Year 2019-20 through to June 30, 2022 with an automatic one-year renewal option for up to two additional years. Appropriations will be budgeted accordingly in future fiscal years.
Consequences if not approved:	Staff will not have the ability to immediately call out for approved tree services at short notice and will have a delayed response, including in times of emergencies.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Department of Public Works issued a Request for Qualifications (RFQ) for Tree Trimming and Removal services to allow such services to be performed in times of emergencies or when the project is outside the capability of staff and equipment owned within the County. Based on the needs of the Department, hiring outside firms is the most efficient way to perform the services. Entering into professional service agreements with multiple contractors provides the flexibility of ensuring that at least one qualified firm is available when services are required.

On April 2, 2019, staff released a Request For Qualifications (RFQ) and received 5 responses. The firms were evaluated on the following criteria:

-) Responsiveness to Request for Statement of Qualifications: breadth and depth of response, overall quality, responsiveness, and completeness.

-) Range of services provided by the firm.
-) Certifications held by the firm and licenses held by key staff.
-) Proven experience and qualifications of the firm relevant to safe tree removal practices including traffic control and work within public right of ways.

After a review of the responses received staff are recommending four (4) companies to enter into professional service agreements with the County. There are no local vendors.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp