



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/17/2019

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Roads Department

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 per fiscal year per agreement for the term September 17, 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. A Plus Tree Incorporated;
2. Arborist Now Inc.;
3. Britton Tree Services Inc.;
4. J. Allan Schneider Corporation; and
5. The F.A. Bartlett Tree Expert Company.

EXECUTIVE SUMMARY

On July 26, 2019, staff released a Request For Qualifications (RFQ) and received seven (7) responses. After a review of responses, staff is recommending five (5) companies to enter into professional service agreements with the County for future on-call tree trimming and removal service needs. 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 & STRATEGIC PLAN 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 be limited to the current four (4) on-call service providers, and in times of emergencies this may result in a delayed response, including in times of emergencies.
County Strategic Plan pillar addressed:	Livable Economy for All - Improve and maintain the existing transportation and roads system to safely accommodate all users. Healthy, Safe and Welcoming Place to Live, Work, and Visit - Enhance emergency preparedness functions from preparedness to post-disaster. Effective and Open Government - Strengthen effective, efficient and fiscally responsible County operations.
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) on April 2, 2019, for Tree Trimming and Removal services. As a result of this RFQ, the County entered into four (4) on call service agreements effective July 1, 2019.

After experiencing three (3) recent Federally declared disasters that required tree removal services within the County and surrounding areas, there has been a demonstrated demand placed on available resources to perform these services. To fulfill these special needs, as well as the regular services required by the

Department, staff issued a new RFQ on July 26, 2019 to seek additional companies that would be qualified to perform Tree Trimming and Removal services.

The RFQ outlined a need 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 July 26, 2019, staff released a Request For Qualifications (RFQ) and received seven (7) 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 five (5) companies to enter into professional service agreements with the County. There are two (2) local vendors. Contracts are established with a "not-to-exceed" maximum annual amount. There is no guarantee to the contractor of a minimum amount of work. The Department will call upon contractors as needed to provide proposals on various projects.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp