



Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT

DATE: JUNE 18, 2014

**SUBJECT: APPROVAL OF REQUEST FOR PROPOSALS FOR CERTIFIED
ARBORIST SERVICES**

RECOMMENDATION

Approve the Request for Proposal (RFP) and authorize advertisement for contracted Certified Arborist Services.

BACKGROUND | ANALYSIS

On May 21, 2014, the Council received a report from staff regarding the need for expanding the hours and duties of the Town Arborist from a part time position to a full time forty- (40) hour per week position. Two options were discussed for filling this need:

1. Hiring a Town of Atherton employee; or
2. Soliciting a private contract at forty-(40) hours per week.

The Council decided that the best way to see both the advantages and disadvantages of each option was to run both processes concurrently. In this way, not only can the best candidate be chosen but Council can decide financially which direction makes the most sense going forward.

Staff is actively putting together the actuarial and job description/duty statement at this time for the hiring of the employee. Once this is done, the position will come to Council for approval and recruitment will begin to fill the vacancy.

The attached RFP serves as the tool necessary to recruit potential private contractors to propose doing the work on a contract basis.

The RFP covers professional requirements and certifications, hours of work, expected services to be rendered, billing rates (hourly), required insurance and terms of the agreement. Following the due date of the proposals (July 18, 2014), staff will choose a pool of top candidates, and following an interview, the top candidate will be chosen.

It is possible that prior to completing either the employee recruitment or the contractor selection processes, it becomes apparent to staff that one direction is clearly the best for the Town. Staff will bring this information back to Council for their direction. Should the plan to run concurrently be successful, staff will report to Council the findings at a future meeting and a decision can be made at that time as to go with the employee or the contracted services.

FISCAL IMPACT

Advertisement to the local industry is expected to cost \$1,800 which will come from the general fund.

Attachments: Certified Arborist Services RFP

TOWN OF ATHERTON



Request for Proposals
for
Certified Arborist Services

Office of the City Clerk
91 Ashfield Road
Atherton, CA 94027

Proposals Due by 4:00 pm on Friday, July 18, 2014

The Town of Atherton is seeking proposals from ISA certified arborists to provide professional services on a 40 hour per week basis to the Town of Atherton as the Town's Arborist. Under the direction of the Public Works Superintendent, the duties of the Town Arborist include administration of the Town's Heritage Tree Removal Ordinance, Landscape Screening Ordinance and Water Efficient Landscaping Ordinance. The individual or firm must meet the minimum qualifications listed below:

- Currently certified as an Arborist by the International Society of Arboriculture or an equivalent or greater certification
- Have at least 5 years of professional experience as a practicing arborist in the San Francisco Bay Area
- Have liability insurance in the amounts specified below in the "Insurance" section of this request
- Provide a commitment to not accept other private arborist work within the Town limits during the tenure as Consulting Town Arborist

Professional Services Required

Review applications for "staff-level" Heritage Tree Removal Permits made by Town residents and property owners. Applications would be reviewed in order to determine compliance with Town criteria for issuance of Heritage Tree Removal Permits. Written findings would be documented and applications approved, conditionally approved or denied in compliance with the applicable ordinances. Application review would involve site inspection, possibly peer review of other arborist's reports and justification of the decision on the application. It may also involve subsequent inspection to insure compliance with conditions of approval. It is estimated that there are typically 20 such applications received each month.

The Consulting Town Arborist will help develop and provide a pro-active construction site inspection plan to assure all active construction sites are adhering to their approved Tree Protection plans as submitted as part of their construction applications. Inspections can range from an initial (demolition) inspection, routine (annual) inspection to compliance based inspection routine for habitual offenders as well as reactive inspections from residents and staff who suspect non-compliance at a job-site.

This position will assist to develop an active urban forestry plan for the Public Right of Way and City owned and maintained property. This will include an inventory, electronic database, administration of contract tree work, tree plantings and tree abatement issues with private residences.

The Consulting Town Arborist will respond to resident's issues as they pertain to utility pruning, neighbor-to-neighbor complaints, disease monitoring and outbreaks and other issues as necessary. The work of the Consulting Town Arborist in this area must be Town-related and address issues of public health, safety, and welfare.

Review applications for Planning Commission reviewed Heritage Tree Removal Permits made by Town residents and property owners. Applications would be reviewed in order to determine compliance with Town criteria for issuance of Heritage Tree Removal Permits. A written report to the Planning Commission describing the trees proposed for removal, citing reasons supporting or not

supporting the proposal and providing specific recommendations for approval, conditional approval or denial of the application in compliance with the applicable ordinances. Application review would involve site inspection, possibly peer review of other arborist's reports and justification of the decision on the application. It may also involve subsequent inspection to insure compliance with conditions of approval. It is estimated that there are typically 2-3 such applications received each month.

Review plans and applications for approval of Landscape Screening where required by Town ordinances and as conditions of other discretionary permit approvals. Duties include making recommendations about appropriate plant materials and sizes in order to achieve appropriate levels of screening between properties, reviewing proposed screening plans for compliance with Town ordinances and policies and approving, conditionally approving or denying such applications. Decisions on plans and applications may require written findings and opinions. Application review would involve site inspection, possibly peer review of other arborist's reports and justification of the decision on the application. It may also involve coordination with neighboring property owners and may involve subsequent inspection to insure compliance with conditions of approval. It is estimated that there are typically 10-15 such applications received each month.

The Consulting Town Arborist will be required to be at the Town Permit Center from 8am to 5pm Monday through Friday for a minimum of 50 weeks per year. Those hours may be adjusted to accommodate evening meetings.

Attendance at Atherton Planning Commission meetings will be required when hearings are held on Planning Commission Heritage Tree Removal Permit applications. Meetings are held once each month on the fourth Wednesday of the month at 6 p.m. A typical time for such attendance would be approximately 2 hours.

Hourly Billing Rates

The Statement of Qualifications should include a statement of the arborist's billing rates that would apply to this position.

Insurance

The minimum insurance required for this position is listed below. Certificates of insurance will be required naming the Town of Atherton as an additional insured.

- General Liability - \$2,000,000 combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.
- Automobile Liability - \$1,000,000 combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.
- Workers' Compensation and Employers' Liability

Term of Agreement

The initial term of the Professional Services Agreement will be for one year, but may be cancelled at any time by either party by giving 30 days written notice of cancellation to the other party.

Please submit five (5) copies of your qualifications in accordance with this request to Steve Tyler, Public Works Superintendent at the above address by 4:00 p.m. **Friday, July 18, 2014**. Additionally,

please submit one (1) electronic copy to Theresa DellaSanta at tdellasanta@ci.atherton.ca.us Should you have any questions please feel free to contact me at (650) 752-0541 or e-mail styler@ci.atherton.ca.us