



TO: Board of Contracts and Awards
FROM: Michael P. Slevin III, P.E., Director, Environmental Services
James Parvey, P.E., LEED AP, Division Manager, Office of Environmental Policy and Sustainability
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, Samol Hefley, Finance/Purchasing, and Mike Carey, Management Analyst III
SUBJECT: Urban Forest Management Plan, Request for Proposal Specification No. ES19-0015F Contract No. CW2228960 – April 2, 2019
DATE: March 19, 2019

RECOMMENDATION SUMMARY:

The Environmental Services Department recommends a contract be awarded to Plan-It Geo, LLC, Arvada, Colorado, in the amount of \$244,995, plus applicable taxes, for an initial one-year with the option to renew for one additional one-year term, to complete the development of an Urban Forest Management Plan (UFMP), and an additional \$29,906 for Alternate Project Tasks, for a total projected contract total of \$274,901, budgeted from the ES Surface Water Fund 4301 and ES Office of Environmental Policy and Sustainability Fund 1185.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Assure outstanding stewardship of the natural and built environment.

The “Tree Risk Reductions Plan” and “Trees and Sidewalks Operations Plan” components of the UFMP will define policies and procedures to increase public safety through mitigating for hazardous conditions as well as preventing damage to existing trees which could otherwise become hazardous in the future. The urban forest asset provides many ecosystem services in terms of benefits like energy conservation, enhancing air quality and human health, strengthening the local economy, improving stormwater quality, promoting smart growth and creating walkable and livable communities. This UFMP will serve as a proactive management strategy with clear guidance to City employees and the public, allowing us to access the full potential of these ecosystem services.

BACKGROUND:

On June 15, 2010, the City Council passed Ordinance No. 27892 adopting the Urban Forest Policy Element (UFPE) of the Comprehensive Plan, which designated a City-wide tree canopy cover goal of 30 percent by the year 2030. This UFPE also established the need to develop an Urban Forest Management Plan consisting of an analysis of existing conditions, municipal code, and best practices so that City goals and policies can be harmonized and a detailed work program and can be developed to implement the City’s Urban Forestry goals.

On April 16, 2016, the City Council adopted the Environmental Action Plan under Resolution No. 39427, with an action to develop an Urban Forestry Implementation Strategy that identifies and prioritizes strategic and equitable planting locations, incentives, public engagement and education, retention strategies and maintenance. This action also included the creation of adequate and stable funding for strategy implementation.



In the 2017-2018 Biennium Budget, the City Council funded the development of the UFMP with the intent to accomplish the policies set forth in the 2010 Comprehensive Plan Policy Element and the 2016 Environmental Action Plan.

ISSUE:

The City has adopted many urban forest policies, codes, design guidance documents, administrative interpretation, and standards of care. Many of these practices are governed under state and federal regulations, while others were adopted at the City level to direct municipal operations. Due to the development of urban forest practices over the past 100 years (some Municipal Code sections dating back to the 1920s), there are many inconsistencies found in conflicting policies/regulations as well as how different departments interpret and administer them.

The UFMP is an implementation plan which will standardize internal business practices and define the level of service to our community for urban forest management. The main objective of this plan is to ensure that the City’s Urban Forest goals are met by addressing public safety, increasing operational efficiencies, facilitating short-term and long-term urban forest planning by recommending budgets, programs, and providing consistent methodology for managing the urban forest asset.

Specific UFMP sections will include:

- 1) Existing Conditions and Operations Audit;
- 2) Urban Forest Program Benchmarking Research;
- 3) Ecosystem Services Cost Benefit Analysis; and
- 4) Implementation Strategies (short-term and long-term).

In addition, this plan will include a Tree Risk Reduction Plan, preparing the City with a strategized course of action if/when a potentially hazardous situation presents itself (e.g. pests and diseases, severe storms, etc.), and a Trees and Sidewalks Operations Plan, providing a clear decision process for evaluating tree preservation or removal when construction occurs adjacent to existing trees.

ALTERNATIVES: The City could forgo development of the UFMP and continue to manage the City’s Urban Forest without a defined strategy and alignment of the City’s resources.

COMPETITIVE SOLICITATION:

Request for Proposal Specification No. ES19-0015F was opened February 19, 2019. 21 companies were invited to bid in addition to normal advertising of the project. Three submittals were received. Submittals were evaluated and scored by a Selection Advisory Committee and below are the resulting scores of the submittal.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u> <i>(out of 100)</i>
Plan-it Geo, LLC	Arvada, CO	81.3
Dudek	Portland, OR	74.3
Davey Resource Group	Kent, OH	71.7



Pre-bid Estimate: \$230,000

The recommended award is less than one percent below the pre-bid estimate.

CONTRACT HISTORY: New contract

SUSTAINABILITY:

In accordance with the City’s Sustainable Procurement Policy, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City operations. Respondents were asked to submit on the company’s commitment to the environment, sustainability statement and current practices, and were encouraged to incorporate environmentally preferable products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose.

The recommended bidder states they strive for a low carbon footprint by reducing and reusing office materials where possible, participating in recycling programs and purchasing responsible and sustainable products such as Forest Stewardship Council (FSC)-certified paper. Whenever possible, they reduce energy usage by pooling transportation resources and limiting travel to and between work sites by utilizing local lodgings if necessary. Additionally, they have partnered with local firms to reduce the impacts of travel. Employees are encouraged to work remotely to reduce fossil fuel use, carbon emissions, and traffic congestion.

SBE/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4301 ES Surface Water Fund	521930	5310100	\$174,901
1185 ES Office of Environmental Policy and Sustainability Fund	620200	5310100	\$100,000
TOTAL			\$274,901

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4301 Surface Water	521900	Rate Revenues	\$129,901
Dept. of Natural Resources Grant No. 93-097903	521900	6232330	\$45,000
1185 ES Office of Environmental Policy and Sustainability	620200	5310100	\$100,000
TOTAL			\$274,901



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$274,901

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Partially, see below

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. \$29,601 is budgeted; the remaining funds will be requested during the budget re-appropriation process since the program was delayed from 2017-2018 and unplanned grant money was executed from the Department of Natural Resources in December 2018 after the budget was approved.