Item No. 16-1

"To Be Delivered" Material

For

City of Sacramento

City Council
Financing Authority
Housing Authority
Redevelopment Agency

Agenda Packet

Submitted: August 5, 2008

For the Meeting of: August 7, 2008

The attached materials were not available at the time the Agenda Packet was prepared.

Title: Agreement: City Street and Parks Tree Inventory Data Collection Services

Contact Information: Joe Benassini, Urban Forestry Manager, 808-6258

Please include this "To Be Delivered" material in your agenda packet. This material will also be published to the City's Internet. For additional information, contact the City Clerk Department at Historic City Hall, 915 I Street, First Floor, Sacramento, CA 95814-2604, (916) 808-7200.

REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent
August 7, 2008

Honorable Mayor and
Members of the City Council

Title: Agreement: City Street and Parks Tree Inventory Data Collection Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Manager to execute a Professional Services Agreement with Davey Resource Group, a Division of the Davey Tree Expert Company, for inventory and data collection of all City tree assets located in City parks and within the City right-of-way, for an amount not to exceed $650,000.00.

Contact: Joe Benassini, Urban Forestry Manager, 808-6258; Maria MacGunigal, GIS Division Manager, 808-7998

Presenters: Not applicable

Department: Transportation

Division: Urban Forestry

Organization No: 3450/15001811

Description/Analysis

Issue/Objective: A comprehensive GIS-based inventory of City-owned tree assets will allow the Urban Forestry Division of the Department of Transportation to more proactively manage the City's urban forest by utilizing GIS to store, manage, and update the tree data. The GIS-based tree inventory data collection effort should begin in late summer of 2008, and will be completed by early fall of 2009. Tree inventory data will be synchronized periodically with the City's Infor EAM (Enterprise Asset Management) Work Order and Asset Management application throughout the data collection effort, and updated thereafter during normal operations.

Policy Considerations: This recommendation is in accordance with the FY-2008/09 Budget Strategic Planning Process. In particular, this recommendation is consistent with the sustainable budget principle of using resources strategically and conducting continuous evaluation for efficiencies and effectiveness.

Environmental Considerations:

CEQA: The report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3);15378(b)(2)].

Sustainability: This project directly supports Parks, Open Space and Habitat Conservation of the Sustainability Master Plan goal to maintain and expand the urban forest.

Other: None.

Commission/Committee Action: None.

Rationale for Recommendation:

This project will enable Urban Forestry to:

- Establish a complete tree inventory to assess the current state of City managed street and park trees.
- To efficiently manage maintenance and stewardship of the City's urban forest.
- Establish a baseline tree inventory that will be maintained by City staff through the current Infor EAM Work Order and Asset Management modules.
- Provide tree asset data to assess time and materials, equipment, maintenance costs, historical trends, and forecasting of future needs and trends.

Financial Considerations: No additional funding is requested. Funding for the professional services, technical support services, software license, and software maintenance is available in the Urban Forest Enhancement Program (T15078400). As of July 3, 2008 T15078400 has a budget of $1,150,000 and an unobligated budget of $579,676. Additionally, Urban Forestry has received a $200,000 reimbursable grant (No. 8CA07917) from the California Department of Forestry and Fire Protection, increasing the unobligated funding to $779,676 which is sufficient to execute the agreement in the amount of $650,000 with the Davey Resource Group.

Emerging Small Business Development (ESBD): Davey Resource Group is not a City certified E/SBE firm.

Submitted by: _____
Joe Benassini
Urban Forestry Manager

Approved by: _____
Jerry Way
Director of Transportation

Recommendation Approved:

_____
for Ray Kerridge
City Manager

Table of Contents:

	Report	Pg. 1
Attachments		
1	Background	Pg. 4
2	Resolution	Pg. 8

Attachment 1

Background

On January 25, 2008 staff issued a Request for Proposal for City Street and Parks Tree Inventory Data Collection Services. On February 20, 2008, staff received proposals from seven firms: Arbor Pro, Davey Resource Group, Frayji Design Group, North Coast Resource management, PBSJ, Sacramento Tree Foundation, and West Coast Arborist. Staff from the departments of General Services, Information Technology, and Transportation completed two evaluation processes. The team reviewed the proposals and elevated two Proposers for a scripted solution demonstration. Each Proposer demonstrated its software/solution for the evaluation team. On the basis of the Proposer demonstrations, staff elevated Davey Resource Group as the most responsive prosper.

A comprehensive GIS-based inventory of City-owned street tree and park tree assets will allow the Department of Transportation, Urban Forestry Division to proactively manage the City's urban forest utilizing GIS to store, manage, and update the tree data. The GIS-based tree asset inventory data collection effort should begin summer 2008, and will be completed by summer 2009. Tree inventory data will synchronize with the Infor EAM Enterprise Asset/Work Order Management application throughout the data collection effort.

The historical evolution of the Urban Forest Enhancement Program follows:

2003 City Council authorized funding for an industry expert to complete a study of industry best practices for management of municipal urban forest programs.

2003 Sacramento Tree Services Best Management Practices Review and Report completed.

2004 Urban Forestry staff, with assistance from the Citizen's Advisory Committee for Parks and Recreation, and community stakeholders, reviewed the study and developed the Urban Forest Best Management Practices Implementation Plan and the Urban Forest Enhancement Program.

2005 City Council approved the Urban Forest Best Management Practices Implementation Plan and the Urban Forest Enhancement Program. City Council authorized $1,150,000 to fund the Urban Forest Enhancement Program.

2006 Urban Forestry staff completed Phase 1 of the Urban Forest Enhancement Program. Completed program elements included:

- Assessment of 236 English elm trees and remediation of all tree hazards. Remediation included 67 trees removed, and 169 trees pruned.
- Reforestation planting of 2,400 trees.

2007 The City of Sacramento's Information and Technology Department provided technical assistance in developing a Request for Proposal. The IT Project Manager implemented a review of existing technology and managed the stakeholder process. Both internal and external stakeholders were contacted and included:

- Information and Technology Department
- Department of Parks and Recreation
- Department of Utilities
- Department of Transportation
- SMUD

2007 To reduce cost and expedite the implementation of the work management inventory solution, Infor EAM was chosen for implementation. The choice of Infor EAM aligns Urban Forestry with the work management solution utilized by the Department of Transportation into which Urban Forestry was reorganized.

2008 On February 26, 2008, the City Council adopted Resolution No. 2008-105 authorizing the upgrade of the existing Infor EAM application to include an Urban Forestry Work Order Management System and City Street and Park Tree Database. Implementation of a City Street and Parks Tree Inventory Data Collection effort will leverage the Infor EAM Software and the goals of the Urban Forest Enhancement Program.

Davey Resource Group will use its tree inventory software TreeKeeper® for ArcPad and tablet PCs in collecting the data. TreeKeeper meets the information and technology standards set by the City of Sacramento Information Technology Department and will seamlessly integrate with the existing City GIS software and database systems as well as integrate with Infor EAM and existing computer hardware. Training on the TreeKeeper software as well as data collection protocols for Urban Forestry staff are included as part of the project. The City will receive a copy of the TreeKeeper software to use for ongoing maintenance of tree assets.

The Davey Resource Group proposal offered the best overall solution for the quoted price. Other vendors who responded to the RFP did not provide integrated solutions to the initial inventory or ongoing maintenance of tree assets. Integration costs and ongoing maintenance would be higher for the City if one of the other vendors were selected.

Davey Resource Group has a detailed list of client references including public sector clients. Davey Resource Group is a division of the Davey Tree Expert Company with 127 years of experience including 30 years of experience providing tree inventory systems to the public sector.

At the completion of the City Street and Parks Tree Inventory Project, Davey Resource Group will provide a Stratum Analysis at no additional cost to the City. The value of this analysis is $12,000. This analysis will estimate the environmental value of the City's urban forest.

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

Agreement: City Street and Parks Tree Inventory Data Collection Services

BACKGROUND

A. A comprehensive GIS-based inventory of City-owned street tree and park tree assets will allow the Department of Transportation, Urban Forestry Division to proactively manage the City's urban forest by utilizing GIS to store, manage, and update the tree data.

B. On January 25, 2008 staff issued a Request for Proposal for City Street and Parks Tree Inventory Data Collection Services. On February 20, 2008, staff received proposals from seven firms: Arbor Pro, Davey Resource Group, Frayji Design Group, North Coast Resource Management, PBSJ, Sacramento Tree Foundation, and West Coast Arborist. After conducting the evaluation process, staff determined that Davey Resource Group best met the City's need for tree inventory and data collection services.

C. On February 26, 2008, City Council adopted Resolution No. 2008-105 authorizing an upgrade of the existing Infor EAM application, which was being utilized by the Department of General Services and the Department of Transportation, to include an Urban Forestry Work Order Management System and City Street and Park Tree Database. Implementation of the City Street and Parks Tree Inventory Data Collection project will leverage the existing Infor EAM software.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to execute an agreement with Davey Resource Group, a Division of the Davey Tree Expert Company, for inventory and data collection services of all City tree assets located in City parks and within the City right-of-way, for an amount not to exceed $650,000.00.