



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** August 3, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Tree Planting & Care

**SUMMARY:**

This ordinance authorizes acceptance of a contract with Burkett Arbor Care, LLC to provide and manage the installation and care services of trees along streets and City parks for an estimated cost of \$800,000.00 annually for an overall total contract amount of \$4,000,000.00. The term of this agreement begins upon award and ends on March 31, 2026, with the option to renew for two additional one-year terms. Funding in the amount of \$800,000.00 is available in the Tree Mitigation Fund FY 2023 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Burkett Arbor Care, LLC to provide the City of San Antonio (City) with a contractor that will supply and manage the installation and care of trees in City parks, along roadways and on other property as directed by the City. All trees installed will be specified and selected by City from an approved species list. The contract develops a standing catalog of prices per tree species broken out by size and with a warranty option. Planting locations and selected species will be provided at the time the request

for supply and installation is submitted to the contractor by City's issuance of a Purchase Order.

Depending on the project, the City may or may not require a 3-year maintenance period by the contractor. Urban Forestry will only request warranty in cases where trees are grouped in 15 or more. Grouping may include a singular park, several streets in a neighborhood, or trees that are all planted within close proximity to each other. The contractor agrees to replace defective work and defective trees. Urban Forestry will make the final determination if trees meet these specifications or that trees are defective. Trees determined to be defective will be removed by the contractor within 10 business days of receiving notification from Urban Forestry and replaced without cost to the City within 20 business days of initial notification.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for Tree Planting & Care (RFCSP 23-016, 6100016274) on December 14, 2022 with a submission deadline of January 27, 2023. The RFCSP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement system (SAEPS), and an email notification was released to a list of potential Respondents. Three (3) proposals were received and deemed eligible for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, the Parks and Recreation Department, and the Public Works Department. The Finance Department, Procurement Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent's price schedule; and 20 preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program.

The evaluation committee met and conducted interviews with the three Respondents on May 12, 2023 and finalized the evaluation of the responsive proposals received. At the evaluation meeting, individual scores were submitted, and aggregate scores presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and SBEDA scores were revealed. Burkett Arbor Care, LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon City Council award through March 31, 2026. Two additional one-year renewals, at the City's option, will also be authorized by this ordinance. Total estimated annual amount is \$800,000.00 with a total contract value of \$4,000,000.00 with purchases made as needed and in accordance with the annual Adopted Parks and Recreation Tree Mitigation Fund approved by City Council.

**ISSUE:**

This contract will provide the Parks and Recreation Department with a qualified contractor for the installation and care of trees along streets and in City parks. This contract will be leveraged to plant trees in City parks, along roadways and on other property as directed by the City. City may or may not require a 3-year maintenance period by the contractor. The contractor agrees to replace defective work and defective trees.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/Women-Owned Business Enterprise (M/WBE) Prime Contract Program with an additional ten (10) evaluation preference points. Burkett Arbor Care, LLC is a certified SBE and WBE firm and was eligible to receive all 20 evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, the Parks and Recreation Department would be required to procure tree planting and care on an as-needed basis which could lead to higher and more volatile pricing. Processing individual procurements will affect the cost of supplies and services due to non-contract pricing.

**FISCAL IMPACT:**

This ordinance authorizes acceptance of a contract with Burkett Arbor Care, LLC to provide and manage the installation and care services of trees along streets and City parks for an estimated cost of \$800,000.00 annually for an overall total contract amount of \$4,000,000.00. The term of this agreement begins upon award and ends on March 31, 2026, with the option to renew for two additional one-year terms. Funding in the amount of \$800,000.00 is available in the Tree Mitigation Fund FY 2023 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with Burkett Arbor Care, LLC, to provide the Parks and Recreation Department with a contractor for the installation and care of trees along streets and in City parks for an estimated annual amount of \$800,000 with a total contract value of \$4,000,000. Funding in the amount of \$800,000.00 is available in the Tree Mitigation Fund FY 2023 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

This contract was procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.