



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Joyce Halabi, Program Manager  
**MEETING DATE:** May 16, 2018  
**SUBJECT:** Entering into an Agreement with Topes Tree Service Inc. for Tree Maintenance Services  
**CEQA STATUS:** This action qualifies for a Class 1 Exemption for existing facilities in accord with CEQA Guidelines Section 15301

**RECOMMENDATION**

Authorize the City Manager to enter into an agreement with Topes Tree Service Inc. to provide Tree Maintenance Services for trees in the public right-of-way and on City-owned properties and facilities in an amount not-to-exceed \$200,000 per fiscal year, with the option to extend the agreement for 4 additional years.

**DISCUSSION**

The City of Pacific Grove (City) contributes to the welfare and aesthetic qualities of the community through rules and regulations relating to planting, care, maintenance and removal of trees in public and private areas.

The City's Tree Services contractor plays a vital role in ensuring the care of the City's trees by proper maintenance of all trees within the public right-of-way or on City facilities. This work includes standard, priority, and emergency pruning and tree removal. Other tree maintenance work may include, but is not limited to tree planting, staking installation, maintenance or removal, pest control and fertilization.

Initiating an agreement for tree maintenance services will assist our staff in this rigorous task of the tree maintenance in accordance with the Pacific Grove Municipal Code Tree Ordinance and the Urban Forest Management Plan. The contractor will establish a level of tree maintenance that will present an attractive and desirable landscape and streetscape at all times. The contractor will also assist staff on emergency tree work to remove and secure any hazardous tree(s) or render the tree-related conditions safe for the public.

On March 23, 2018, the City distributed a Request for Proposal (RFP) for tree maintenance services for trees in public right-of-way and on City owned property and facilities. The City received two proposals:

<b>Name of Firm</b>	<b>Total Daily Rate Bid Amount*</b>
Topes Tree Service	\$6,600
West Coast Arborists Inc.	\$11,640

*\*total daily rate bid amount includes all labor and equipment required to trim, remove trees and haul away wood/debris.*

Topes Tree Service has been qualified as the lowest responsible bidder.

Staff is recommending the City Council authorize the City Manager to enter into an agreement with Topes Tree Service, Inc. for tree services in the Public right-of-way and on City-owned property/facilities. Topes Tree Service is a full-service tree care company that specializes in residential and commercial tree work. In addition to successfully completing work for the City, Topes Tree Service Inc. has successfully performed work for a variety of other local agencies including the Pebble Beach Company, Monterey County Public Works, and the City of Carmel.

**OPTIONS**

1. Take no action
2. Propose modifications

**FISCAL IMPACT**

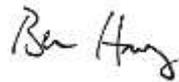
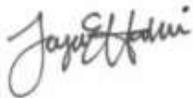
\$200,000 has been budgeted in the FY 18/19 Operating Budget.

**GOAL ALIGNMENT**

Operational Excellence, Environment

RESPECTFULLY SUBMITTED:

REVIEWED BY:



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Joyce Halabi  
Program Manager

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Ben Harvey  
City Manager