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**DEPARTMENT OF PARKS
AND COMMUNITY SERVICES**

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

ROBERT P. THOMAS
DIRECTOR

G. ERLING LINGGI
ASSISTANT DIRECTOR

WALTER S. UEDA
DEPUTY DIRECTOR

916-449-5200
FAX 916-449-8584

DIVISIONS:
GOLF
CROCKER ART MUSEUM
HISTORY AND SCIENCE
METROPOLITAN ARTS
SACRAMENTO ZOO
PARKS AND RECREATION
• NORTH
• SOUTH
• CITY-WIDE

January 8, 1991

Budget and Finance
Transportation and Community Development
Sacramento, California

Honorable Members in Session:

**SUBJECT: CONSULTANT SERVICES AGREEMENT FOR PROJECT MANAGEMENT
OF THE TREE MANAGEMENT PLAN**

SUMMARY

This report provides information regarding the consultant services agreement for project management during the development of the Tree Management Plan for Sacramento. In addition, this report recommends that the City Council authorize the City Manager to execute a consultant agreement with Trish Davey Consulting for project management of the Tree Management Plan.

BACKGROUND INFORMATION

The development of a Tree Management Plan for Sacramento was originally recommended to the City Council in April 1987 by the Street Tree Task Force in response to their review of City tree removal and planting policies. The proposal to develop the Tree Management Plan was adopted by the City Council on April 10, 1990 as a result of an increasing backlog of tree trimming requests.

On August 28, 1990 the City Council approved the work plan and time line for the development of the Plan as well as members of the Technical Advisory Committee which will review the draft Plan. Serving on the Technical Advisory Committee are four neighborhood representatives, a member from SMUD and the Sacramento Tree Foundation, and a local arborist.

Staff anticipates that the Tree Management Plan will take approximately 18 months to develop. During that time, a consultant team of urban foresters, landscape architects, arborists and City staff will compile the Plan and gather input from the 13 community and neighborhood meetings. The Department recognized early in the process that a project manager would be desirable to coordinate and manage this project. A request for proposal for a project manager was sent to 13 environmental consulting firms in July 1990 and proposals were due by September 14, 1990.

Only one consulting firm responded to the RFP. Because there was only one response to the RFP, staff contacted three of the firms to ask why they did not propose. They indicated that too many long-term projects were currently being undertaken, that they did not have expertise in the field, and that they lacked available staff to devote to a long-term project.

Staff and the Technical Advisory Committee reviewed the single proposal which was submitted by Trish Davey Consulting and unanimously agreed that she was qualified and experienced to be the project manager. Ms. Davey specializes in project management and has over 15 years of experience with local government as well as familiarity with the City of Sacramento. Her education is in Environmental and Urban Planning and she has worked for the City of Santa Barbara, the County of Ventura and the Sacramento Housing and Redevelopment Agency. As a private consultant her recent clients include the City of Sacramento Planning Department, the City of Oroville, the City of Roseville, and the Sunrise Park and Recreation District. Attached as Exhibit A is a proposed scope of services for the contract for an amount not to exceed \$37,740.

FINANCIAL DATA

Funding for this agreement is available within the Department budget from Landscape and Lighting Assessment District funds. It is projected that the total cost of the Tree Management Plan, including this agreement, will be \$150,000.

POLICY CONSIDERATIONS

Execution of a consultant agreement for project management of the Tree Management Plan is consistent with previous Council direction.

MBE/WBE EFFORTS

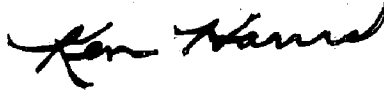
Trish Davey Consulting is a City certified Women Business Enterprise, vendor number: TRD8100A10P.

RECOMMENDATION

It is recommended that the Budget and Finance/Transportation and Community Development Committees approve this report and refer it to the full City Council for action. Further, it is recommended that the City Council, by resolution:

1. Authorize the City Manager to execute a Professional Services Agreement to Trish Davey Consulting for project management of the Tree Management Plan.

Respectfully Submitted,



KEN HARRIS, Manager
Parks and Recreation City Wide

Recommendation Approved:



JACK CRIST,
Deputy City Manager

Attachment: Exhibit A

Approved:



ROBERT P. THOMAS, Director
Parks and Community Services

January 8, 1991
All Districts

KH/RPT:pmg

CONTACT PERSON: Ken Harris, Manager, Parks & Recreation City Wide, 449-5384

rtcsa

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN AGREEMENT FOR
CONSULTANT SERVICES FOR PROJECT MANAGEMENT
OF THE CITY OF SACRAMENTO TREE MANAGEMENT PLAN TO
TRISH DAVEY CONSULTING**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the City Manager is hereby authorized to execute a Professional Services Agreement between the City of Sacramento and Trish Davey Consulting in an amount not to exceed \$37,740 for project management of the Tree Management Plan for Sacramento.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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EXHIBIT A

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

REPRESENTATIVES AND SERVICE TO BE PROVIDED

BY Irish Davey

1. Representatives:

The CITY Representative for this Agreement is:

Robert P. Thomas Director (916) 449-5338
(Name) (Title) (Telephone)

All consultant questions pertaining to this agreement will be referred to the above named person, or the representative's designee.

The CONSULTANT Representative for this Agreement is:

Irish Davey Principal (916) 454-9125
(Name) (Title) (Telephone)

All City questions pertaining to this Agreement will be referred to the above named person. All correspondence to the City will be address to:

City of Sacramento
Department of Parks and Community Services
1231 "I" Street, Room 400
Sacramento, CA 95814
Attn: Ken Harris

2. Services to be provided are specified below:

Title: Tree Management Plan Project Management

Scope of Work Overview

Subject to the terms and conditions set forth herein, CONSULTANT shall provide services and a work product done in compliance with the California Environmental Quality Act (CEQA), the guidelines for implementation of CEQA and the local regulations of the CITY.

TREE MANAGEMENT PLAN

PROJECT MANAGEMENT SCHEDULE

WORK PROGRAM AND BUDGET

PHASE I: DEVELOP TREE MANAGEMENT WORK PROGRAM

TASK 1.1: **Organize Existing Data:**
Meet with City Staff and collect existing policies, procedures, inventory and data. Compare existing information to Tree Management work program and identify deficiencies to be addressed by consultants.

Not to exceed: \$1800

TASK 1.2: **Refine Work Program and Develop Program Information Package:** Prepare final draft work program to be used at community meetings and as the general scope of work for consultant selection.

Not to exceed: \$1200

PHASE II: ESTABLISH COMMITTEES/ CONDUCT COMMUNITY MEETINGS

TASK 2.1: **Set Committees and Review Process:** Establish or formalize Technical Committee (completed); Trustee Committee; identify geographic coverage for neighborhood committees; identify hearing body and the relative roles and responsibilities of each group. If necessary, work with staff in developing staff report to establish these groups (Personnel Committee).

Not to exceed: \$1800

TASK 2.2: **Set up Initial Neighborhood "Input" Meetings:** Set up workshops on the work program in the key neighborhood areas; agenda and present the work program to Design Review and Planning Commission for their advice; coordinate input into modified tasks for the consultant (if necessary).

Not to exceed: \$3000

PHASE III: SELECT CONSULTANT TEAM/ DEVELOP DRAFT TREE MANAGEMENT PLAN

TASK 3.1: **Draft Request for Proposals for Master Consultant:** Draft solicitation, scope of work and draft contract for the lead consultant to prepare the Tree Management Plan. Outline a selection process and panel. Draft related staff reports to secure approval of the RFP and budget as necessary.

Not to exceed: \$1800

TASK 3.2: **Oversee Consultant Selection and Contract Negotiation:** In conjunction with City staff, set up selection panel, rating sheets and interviews for successful proposers; negotiate and prepare contract to secure consultants services; prepare draft staff report to authorize the Master Consultant Contract and budget.

Not to exceed: \$3300

TASK 3.3: **Oversee Consultant During Development of Preliminary Draft Tree Management Plan:** Monitor progress; update staff and committees; provide information and guidance to the consultant; advise City on progress and payment issues related to the contract.

Not to exceed: \$7,680 (8 hours a week for 16 weeks)

TASK 3.4: **Internal Circulation of Preliminary Draft Tree Management Plan:** Circulate Draft Tree Management to relevant City staff and Departments for comment and to the Technical Committee and Tree Trustee Committee. Organize comments and advise master consultant of required changes to the document.

Not to exceed: \$1800

PHASE IV: PUBLIC RELEASE OF THE DRAFT TREE MANAGEMENT PLAN AND COORDINATION OF PUBLIC MEETINGS FOR INPUT:

TASK 4.1: Oversee Consultant Preparation of Final Draft: Ensure comments of City staff are incorporated in Revised Draft.

Not to exceed: \$5760 (8 hours a week for 12 weeks)

TASK 4.2: Coordinate Release and Citizen Review of Final Draft:
Oversee or prepare summary materials and visual aids to assist in the presentation of the final draft to a series of eight neighborhood meetings; Planning Commission; Design Review Board and other relevant groups for comment. Set up meetings. Organize comments and responses to comments as necessary.

Not to exceed: \$4800

PHASE V: DEVELOP FINAL TREE MASTER PLAN

TASK 5.1: Oversee Revisions and Development of Final Tree Management Plan:
Monitor the master consultants progress in the development of the final plan including the graphic production of the final plan.

Not to exceed: \$2400

PHASE VI: FINAL COMMUNITY MEETINGS ON TREE MANAGEMENT PLAN

TASK 6.1: Hearings on Final Plan: Set up neighborhood and governing board hearings on the plan; coordinate with City staff regarding public notices; prepare draft staff reports as necessary for transmittal of the document to Design Review; Planning Commission and City Council.

Not to exceed: \$2400

TOTAL PROJECT MANAGER TIME ESTIMATE: \$37,740

TENTATIVE TREE MANAGEMENT PLAN SCHEDULE

TASK	DESCRIPTION	TENTATIVE DATES
TASK 1.0:	Project Management Program Begins	January 3, 1991
TASK 1.1:	Organize Existing Data	January 1991
TASK 1.2:	Refine Work Program	January 1991
TASK 2.1:	Set Plan Review Process/Establish Committees	January/February 1991
TASK 2.2:	Early Input Meetings	February/March 1991
TASK 3.1:	a. Draft RFP	January 15, 1991
	b. RFP Authorized/Released	February 15, 1991
	c. RFP Responses Due (30 day response)	March 15, 1991
TASK 3.2:	Consultant Selection/Contract Negotiations	April 15, 1991
TASK 3.3:	Preliminary Draft Plan Development	May/July 1991
TASK 3.4:	Internal Review Draft Plan	July/August 1991
TASK 4.1:	Final Draft Plan Development	August/October 1991
TASK 4.2:	Citizen Review Draft Plan	October/December 1991
TASK 5.1:	Final Plan Development	January/March 1992
TASK 6.1:	Hearings/Adoption/Budgeting	March/June 1992