



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2019-0223

TO: Mayor and City Council Members
FROM: Ken Elwert, Director, Parks and Natural Resources
DATE: May 20, 2019
SUBJECT: Tree Inventory and Management Plan

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for a Tree Inventory and Management Plan to Davey Resource Group, Inc., Kent, Ohio in the amount of \$59,700.00 with a 5% project contingency in the amount of \$2,985.00 for a total not-to-exceed amount of \$62,685.00 and further authorize the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

Request for Proposals for a Tree Inventory and Management Plan were solicited utilizing the MITN system. The solicitation was distributed to over one hundred fifty potential vendors. One (1) proposal response was received. With only one (1) proposal response received, purchasing researched and determined that competition was not unintentionally limited with the scope of work and that the cost was fair and reasonable.

The Parks and Natural Resources department seeks to have an updated street tree inventory and management plan completed for the City. The City's tree inventory has not been updated since 1986. The City's forestry unit is planning to utilize an in-the-field data collection approach, through the use of tablets, which requires an up-to-date inventory. Additionally, an accurate inventory is necessary to properly complete a management plan. With the inventory, a management plan can be completed to help the department with future prioritization of work, budgeting, and management decisions. The management plan will assist our arborists with looking at the composition of our current street tree canopy; helping to identify trends, observations, threats, and concerns. It will quantify the benefits being provided and will assist in identifying future planting efforts.

Award is recommended to Davey Resource Group, Inc.

PROCESS:

Vendor Name and Address:

Davey Resource Group, Inc.
1500 North Mantua Street
Kent, Ohio 44240

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2019 Adopted Budget. A 2nd Quarter Budget Amendment will be forthcoming to record an expense and offsetting revenue for a \$20,000 state grant received from the Urban and Community Forestry Grant Program for this tree inventory and management plan.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	774.801000	Natural Resources – Professional Services	\$45,000	\$62,685	(\$17,685)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for a Tree Inventory and Management Plan to Davey Resource Group, Inc., Kent, Ohio in the amount of \$59,700.00 with a 5% project contingency in the amount of \$2,985.00 for a total not-to-exceed amount of \$62,685.00 and further authorize the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney

 Yes N/A