



Memorandum

Date: August 19, 2021
To: Tree Commission
From: Rob Cain, Urban Forest Manager
Subject: Item 6B – Urban Forest Management Plan Consultant
Recommendation

Recommendation

1. Recommend that City Council approve the selection of Davey Resource Group as the consultant for the CAL FIRE Proposition 68 Grant Urban Forest Management Plan project; and
2. Review proposed scope of work from Davey Resource Group and provide feedback for staff.

Pending major revisions suggested for the Urban Forest Management Plan scope included in this report, it is anticipated that the award for the Urban Forest Management Plan will be before City Council on August 31, 2021.

Background

The City of Davis received a CAL-FIRE Grant utilizing Proposition 68 funds to develop an Urban Forest Management Plan (Management Plan) and to plant 1,000 new trees within the city limits. The City has been working with Tree Davis on planting the 1,000 trees, and is beginning the work of the Management Plan portion of the grant.

The Management Plan will update and replace the current Community Forest Management Plan created in 2002. The updated Management Plan will be a 40-year plan that will guide the management of Davis' community forest. The Plan will look at key areas of the Urban Forest and develop recommendations for managing, budgeting, service level matrices, and process improvements that will help improve and optimize the overall management of the community forest.

Selection of the Consultant for Management Plan

The process began with the development of the Requests for Proposals (RFP) for the Management Plan. In conjunction with Tree Davis, the City developed a Request for Proposal that was released May 17, 2021 with proposals due on June 18, 2021. The

City received four proposals back from the companies solicited for proposals and the proposal's general release to the public.

The four proposals were subsequently reviewed by a staff team that ranked each proposal on criteria provided in the RFP. The evaluation criteria included:

1. Quality, completeness and responsiveness of proposal; demonstrated understanding of scope of work;
2. Related and recent Urban Forest Management Plan experience of similar scope and complexity in regions with similar issues;
3. Community engagement approach, creativity and comprehensiveness; ability to work with staff, stakeholders, local experts and commissions;
4. Expertise of the assigned project team (in-house or with sub-consultants) and previous successful working relationships; and
5. Availability and staffing to complete the project within the timeline.

Proposals were submitted by: Davey Resource Group, Dudek, PlanIT Geo, and SWA. After review, Davey Resource Group had the highest average score of the proposals received. The Davey Resource Group proposal was proposed at \$149,962.00, within the City's budget for the Urban Forest Management Plan project.

The average scores for the proposals were as follows:

- Davey Resource Group 95.2
- Dudek 89.2
- PlanIT Geo 87.0
- SWA 83.0

While all four proposals demonstrated an understanding of the City's RFP and the development of management plans, the Davey proposal was thorough and informative, demonstrated an excellent understanding of the City's needs and characteristics, a high level of expertise related to urban forestry and the development of Management Plans (including plans in similar communities and funded by Cal FIRE grants), and an important focus on project outreach, even within a tight turnaround timeline. In addition, the Davey proposal included some additional items for City and Commission consideration that staff believes would benefit the project. Davey's proposed subconsultant, HELIX Environmental Planning, also has experience working in Davis and with the community.

Staff recommends selection of Davey Resource Group and subconsultant HELIX Environmental Planning for the Management Plan, based on the information and justifications included in this report.

Proposed Scope

The proposed scope from the submittal of Davey Resource Group is attached for review (Attachment 1). For summary, the tasks included in brief are:

- Project Management, including:
 - Coordination and meetings
 - Project schedule tracking and updates
 - Administration of the project
 - Development and monitoring of the workplan for the project
- An analysis of the current status of the City’s Urban Forestry program, with review of all relevant materials to identify successes in meeting program goals and gaps, and areas for recommended improvements, including:
 - City policies and documents (specific documents, include, but are not limited to, those listed in the attached proposal)
 - Assessments of current program structure, function and budget of the Urban Forestry Division
 - Assessments of the current City public tree resources, including existing policies and practices for the care of City trees
 - A canopy cover analysis of private and public trees (an Urban Tree Canopy - UTC - assessment), including:
 - An i-Tree Eco analysis of City trees
 - Land cover metrics
 - Ecosystem services
 - Social equity and resilience factors
 - Canopy percent by right-of-way
 - Canopy health analysis
 - *Note: optional tools include a heat island analysis and the TreeKeeper Canopy software*
- An analysis of challenges and opportunities for incorporation into the Urban Forest Management Plan, including:
 - Summaries of City policies, planning and documents with the identification of current and future challenges and opportunities
 - Recommendations for the Urban Forestry Division structure, function and budget
 - The completed canopy cover analysis for public and private trees, and identification of canopy goals, and a priority planting index
- Management of stakeholder participation and outreach, including:
 - The development of an outreach plan, including online surveys, virtual community meetings and roaming pop-ups
 - Content for webpages, web-based outreach, and materials for media outreach
- Technical Guidance, with guidance and recommendations on the following:
 - Tree care & health

- Tree monitoring
- Tree protection, removal and mitigation
- Integrating urban forestry into land use planning
- Irrigation with recycled water and water conservation considerations
- Tree shade and urban heat island mitigation
- Public and private utility conflict mitigation
- Identify any areas that might be subject to CEQA
- Final Plan Document

Further detail on the tasks and the approach recommended by Davey Resource Group is included in the attached scope.

Next Steps

The tentative schedule is as follows:

Anticipated Dates	Steps
August 19, 2021	Tree Commission review of Scope of Work for consultant
August 31, 2021	City Council Selection of Successful Firm
September 2021/ January 2022	Development of plan and community outreach
January 2022	Plan Draft submission
February 2022	City Review
March 2022	Final Draft Plan submission

Attachments

1. Davey Resource Group Proposed Scope of Work