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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

916-449-5200  
FAX 916-449-8584

G. ERLING LINGGI  
ASSISTANT DIRECTOR

May 14, 1991

**APPROVED**  
BY THE CITY COUNCIL

DIVISIONS:  
GOLF  
CROCKER ART MUSEUM  
HISTORY AND SCIENCE  
METROPOLITAN ARTS  
SACRAMENTO ZOO  
PARKS AND RECREATION

WALTER S. UEDA  
DEPUTY DIRECTOR

MAY 14 1991

- NORTH
- SOUTH
- CITY-WIDE

City Council  
Sacramento, California

OFFICE OF THE  
CITY CLERK  
AG 91-082

Honorable Members in Session:

SUBJECT: Contract Award to Wolfe Mason Associates for Preparation of the City's  
Tree Management Master Plan

SUMMARY

This report provides information pertaining to the preparation of a Tree Management Plan for Sacramento. This report also recommends award of a consultant services agreement to Wolfe Mason Associates, Landscape Architects, for the development of the Plan.

JOINT COMMITTEE ACTION

The attached report was approved by the joint Budget and Finance/Transportation and Community Development Committee at their meeting of May 7, 1991.

RECOMMENDATION

It is recommended that the City Council, by resolution, award the contract for preparation of the City's Tree Management Plan to Wolfe Mason Associates.

Respectfully submitted,

*Ken Harris* /jisa

Ken Harris, Manager  
Parks and Recreation City-wide

Recommendation Approved:

Approved:

*Walter J. Slipe*  
Walter J. Slipe  
City Manager

*G. Erling Linggi*  
for Robert P. Thomas, Director  
Parks and Community Services

RPT:ja

May 14, 1991  
All Districts

K:Council/JBRTree6

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**RESOLUTION NO. ~~91-336~~ 91-336**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT  
FOR CONSULTANT SERVICES FOR DEVELOPMENT OF THE  
CITY OF SACRAMENTO TREE MANAGEMENT PLAN  
TO WOLFE MASON ASSOCIATES**

**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 Wolfe Mason Associates in an amount not to exceed \$105,000 for the development of the Tree Management Plan for Sacramento.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

ROBERT P. THOMAS  
DIRECTOR

G. ERLING LINGGI  
ASSISTANT DIRECTOR

WALTER S. UEDA  
DEPUTY DIRECTOR

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CALIFORNIA

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SUITE 400  
SACRAMENTO, CA  
95814-2977

916-449-5200  
FAX 916-449-8584

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GOLF  
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SACRAMENTO ZOO  
PARKS AND RECREATION  
• NORTH  
• SOUTH  
• CITY-WIDE

May 7, 1991

Budget and Finance Committee  
Transportation and Community Development Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: CONTRACT AWARD TO WOLFE MASON ASSOCIATES FOR PREPARATION  
OF THE CITY'S TREE MANAGEMENT MASTER PLAN**

**SUMMARY**

This report provides information pertaining to the preparation of a Tree Management Plan for Sacramento. This report also recommends award of a consultant services agreement to Wolfe Mason Associates, Landscape Architects for the development of the Plan.

**BACKGROUND**

On October 2, 1990, the City Council authorized the Parks Community Services Department to proceed with the preparation of a Tree Management Master Plan. The Master Plan is designed to assess the state of the City's tree canopy, identify policies and procedures necessary for the health of the City's trees and most importantly, identify methods of financing tree service activities which do not rely solely on the General Fund.

On April 10, 1990, and June 28, 1990, the City Council approved a funding augmentation to the Tree Services Division from the Lighting and Landscaping Administrative Contingency fund. These funds were designated for increased tree maintenance to accelerate assistance to the City's backlog of tree services requests and to prepare a Tree Management Plan for future efficient services and budgeting. A sum of \$150,000 was set aside specifically to prepare and manage the plan.

Since that time the City has established a Tree Management Task Force comprised of citizens and local arboriculture experts to assist the City in the development of the Plan (See Exhibit A, Tree Task Force Roster). Additionally, in January of this year, the City hired a consultant as project manager (Trish Davey) to oversee preparation of the plan.

In February 1991 the Parks and Community Services Department released a Request for Proposals (RFP) to secure expertise in arboriculture, landscape architecture and public finance in the preparation of the Tree Management Plan. Eight written proposals were received; all proposals were considered complete and competitive. A selection panel comprised of three Tree Task Force members and three City staff persons was appointed to review and rank the written proposals. Based on the ranking of the written proposals the selection panel held oral interviews with the top four ranking firms. These four firms were: (1) Jones and Stokes; (2) HLA Landscape Architects; (3) Wolfe Mason Associates and (4) Amphion Environmental Services. The Selection Panel unanimously selected Wolfe Mason Associates as the best qualified most responsive proposal. Following this recommendation, an extensive reference check of Wolfe Mason Associates was conducted to ensure that prior clients were satisfied with work conducted by the firm. Overall, several other local governments have used the firm to prepare similar plans and were extremely pleased with their work and highly recommended their services.

Wolfe Mason Associates basic services proposal is within the Parks and Community Services budget estimate for work to be completed. Their estimate is \$75,000 for three major elements which include a Tree Management Master Plan, a Tree Practices Manual and a Tree Policies Summary. This budget also covers ongoing coordination with City staff, and attendance as necessary at Tree Management Task Force meetings and neighborhood meetings. In addition, graphics, printing and design costs are estimated to be \$15,000.

In addition to the basic services scope of work, the contract includes a standard 10% contingency and a \$7,000 additional services budget. These funds may only be used by the consultant upon written authorization from the Director of Parks and Community Services.

The schedule for development of the Tree Management Plan is attached as Exhibit B. Staff will report back to the City Council in September with a draft Plan.

#### FINANCIAL INFORMATION

The total contract cost including contingency and additional service reserves is \$105,000. Funding for the Tree Management Plan has been previously authorized and allocated through the Landscape and Lighting Assessment District Funds and those funds are available in the Tree Service Division FY 1990-91 operating budget to cover this contract.

#### POLICY CONSIDERATIONS

It is City policy to use outside consultants to assist in the preparation of major planning efforts. Wolfe Mason Associates was selected after a competitive Request for Proposals process was undertaken. The concept of hiring a planning consultant team to develop the Tree Management Plan was approved by the City Council in April 1990. The Master Plan effort is in keeping with City practices of studying methods for more efficient delivery of services and for involving citizens in the development of key policy issues.

#### MBE/WBE CONSIDERATIONS

The Wolfe Mason team includes a certified MBE sub-consultant (Royston, Hanamoto, Alley and Abey), a certified WBE consultant (Moore Iacofano Goltsman) and a local Sacramento municipal finance specialist (Michal Moore).

**RECOMMENDATION**

It is recommended that the Budget and Finance Committee and the Transportation and Community Development Committee approve this report and forward it to the full City Council. Further, it is recommended that the City Council, by resolution, award the contract for the preparation of the City's Tree Management Plan to Wolfe Mason Associates.

Respectfully submitted.



KEN HARRIS, Manager  
Parks and Recreation City-wide

Recommendation Approved:

Approved:

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JACK R. CRIST  
Deputy City Manager



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ROBERT P. THOMAS, Director  
Parks and Community Services Department

KH/RPT:pmg

Person to contact to answer  
questions: Ken Harris 449-5384

May 7, 1991  
All Districts

*rrwolfe*

TREE ADVISORY COMMITTEE

EXHIBIT A

Robert M. Schabert  
2045 Oxford Street  
Sacramento, CA 95815

925-5045

Peggy Bohl  
1330 Q Street  
Sacramento, CA 95814

444-4444  
work:443-8000

Greta Lacin  
5340 Monalee Avenue  
Sacramento, CA 95819

455-4542

Janet D. Robinson  
2736 Curtis Way  
Sacramento, CA 95818

457-7420  
work:444-3900

Ray Tretheway  
Sacramento Tree Foundation  
1540 River Park Dr., Suite 201  
Sacramento, CA 95815

924-8733

Austin B. Carroll  
6940 LeHavre Way  
Citrus Heights, CA 95610

725-9359

Jim Sweeney  
5192 Cabot Circle  
Sacramento, CA 95820

381-2230  
work:732-5854

Trish Davey  
2557 5th Avenue  
Sacramento, CA 95818

454-9125

CITY STAFF

Ken Harris, Manager  
Parks and Recreation City Wide  
449-5384

Janet Baker  
Assistant to Manager, City Wide  
449-5535

Martin Fitch, Parks Superintendent  
Tree Services  
449-5304

Dan Pskowski, City Arborist  
Tree Services  
449-5304

**TABLE 1**  
**TREE MANAGEMENT PLAN SCHEDULE**

DESCRIPTION	TENTATIVE DATES
1. Notice to Proceed	May 15, 1991
2. Prepare Preliminary Draft Plan (3 months total)	May 15-Aug. 15, 1991
a. Meet with Task Force	May 29, 1991
b. Community Input Hearings	June, 1991
3. Draft Plan Due	August 15, 1991
4. Internal Review of Draft Plan	August 15- Sept. 7, 1991
a. Present Plan to Staff	August 15-21, 1991
b. Meet with Task Force	August 28, 1991
5. Revise and Final Draft Plan	Sept.7- Oct. 15, 1991
6. Final Draft Plan Due	October 15, 1991
7. Community Meetings on the Plan	October/November 1991
8. Prepare Final Plan for Public Hearings	December 1991
9. Hearings and Adoption	January/ February 1992
10. Budget Hearings	March 1992





OFFICE OF THE  
CITY CLERK

VALERIE A. BURROWES, CMC/AAE  
CITY CLERK

OPERATIONAL SERVICES

May 17, 1991

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 304  
915 I STREET  
SACRAMENTO, CA  
95814-2671

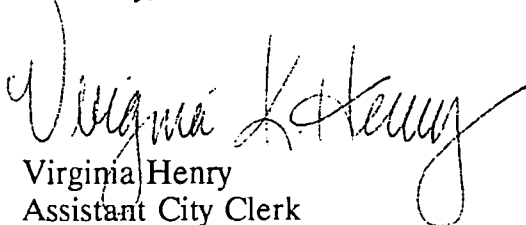
PH 916-449-5426  
FAX 916-449-8672

Wolfe Mason Associates  
2119 West Street  
Berkeley CA 94702

On May 14, 1991, the Sacramento City Council adopted Resolution No. 91-336 authorizing the execution of Agreement No. 91-082 regarding the development of the tree management master plan for Sacramento.

Enclosed, for your records, is one fully certified copy of said agreement and authorizing resolution.

Sincerely,

  
Virginia Henry  
Assistant City Clerk

mls/3.10

Enclosures

cc: Parks and Community Services - 3 copies  
Risk Management