



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 17

Section Name: {{section.name}}

Account Number:

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** July 15, 2024  
**SUBJECT:**  
Young Tree Watering Services – Agreement

### RECOMMENDATION:

Approve a two-year agreement for Young Tree Watering with West Coast Arborist, Inc. in an amount not to exceed \$260,000, and authorize three, one-year extensions of up to \$130,000 per year, for a total amount not to exceed \$650,000; and authorize the Parks and Recreation Director to execute the agreement in substantially the form presented.

### BACKGROUND:

The Parks and Recreation Department plants hundreds of trees every year throughout the city of San Mateo and these young trees are critical for maintaining our urban forest. As the older, mature trees among us begin to age, they are more susceptible to pest and diseases and begin to decline and die. The young trees that we plant will replace our aging trees and slowly establish into the next generation of our urban forest. However, planting trees is just the first step. A critical component of developing a healthy, stable, and well-formed tree is adequate watering.

Staff issued an RFP for proposals for watering trees based on the following schedule: regular watering every 10 days for 309 trees planted this year; and watering every 20 days for 150 trees planted last season. Staff received a total of three proposals from West Coast Arborist, Davey Tree Experts, and San Jose Conservation Corps. Staff evaluated the proposals based on the firms' understanding of the work involved, prior experience with similar work, quality and technical ability of the proposed staff, and the per unit price. Staff recommends awarding an agreement to West Coast Arborist, Inc. due to the quality of its proposal and its significant workforce in the area to provide consistent service. They provide tree related services to many different cities throughout the Bay Area and comply with the City's prevailing wage requirement. West Coast Arborists, Inc. also had the lowest per unit price.

The initial agreement term is from August 1, 2024 through June 30, 2026. Work is to be billed on a "per tree per watering visit" unit basis, which is \$17.00 each time a tree is watered. After the two-year initial term, the parties may extend the agreement, with three (3), one-year extensions in an amount of \$130,000 per year. The per tree unit price of \$17.00 shall remain constant throughout the optional extension periods.

### BUDGET IMPACT:

Sufficient funds for this agreement are included in the Tree Planting budget.

### ENVIRONMENTAL DETERMINATION:

This agreement is categorically exempt from CEQA as an "existing facility," because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (CEQA Guidelines Section

15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Agreement

**STAFF CONTACT**

Timothy Heartquist  
Interim Managing Arborist  
[Theartquist@cityofsanmateo.org](mailto:Theartquist@cityofsanmateo.org)  
650-522-7425

Joanne Magrini  
Parks and Recreation Director  
[jmagrini@cityofsanmateo.org](mailto:jmagrini@cityofsanmateo.org)  
650-522-7404