



## City Council Agenda Item

**City Council Meeting Date:** February 3, 2026

**TO:** Dean Albro, City Manager

**FROM:** Sean O'Neil, Urban Forestry Supervisor  
s\_oneil@ci.lompoc.ca.us

**SUBJECT:** Award of Contract for Urban Forestry Services in the amount of \$577,750 to Community Tree Service, LLC

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### **Recommendation:**

Staff recommends the City Council award and approve a two-year contract for urban forestry services with Community Tree Service, LLC, in an amount not-to-exceed \$577,750 (Attachment 1), direct the City Manager to execute the contract and authorize the Purchasing and Materials Manager to issue a purchase order.

### **Background:**

The Urban Forestry Division manages over 8,000 trees in City easements and for purposes of wildfire mitigation and electric utility conflicts, it also manages 900 private trees. The magnitude of that responsibility exceeds the capabilities of the limited staff and equipment of the division both for ongoing maintenance and for prompt completion of large urgent needs that arise. In 2016 a two-year contract with West Coast Arborists (WCA) was awarded that included the option for annual extensions thereafter and price adjustments not to exceed Consumer Price Index (CPI). This contract was extended on an annual basis through calendar year 2024. Services performed through the contract with WCA included tree trimming, tree removal, tree planting, and electrical line clearance, and wildfire mitigation services. During Fiscal Years (FY) 2023-24 and 2024-25 contract services averaged \$109,787 per year for tree trimming, removal, and planting work performed in City easements, with these projects funded by the Urban Forestry Division. The FY 2024-25 contract services provided for electrical line clearance and wildfire mitigation work averaged \$89,346 per year, with these projects being funded by the Electric Division.

### **Discussion:**

In August 2025, through the Purchasing Division, the Urban Forestry Division publicly advertised a request for proposal (RFP) (Attachment 2) and received six responses, which included the City's previous contracted urban forestry services provider WCA. After

reviewing the responses for compliance with the RFP and pricing for urban forestry services, Community Tree Service LLC was selected as the highest scoring bidder based on the evaluation criteria described in the RFP (Attachment 3). The evaluation criteria included the following primary elements, with additional description provided in the RFP:

- A. Suitability of the Services Outlined (30%)
- B. Cost (30%)
- C. Vendor Experience and Qualifications (30%)
- D. Compliance with RFP requirements and process (10%)

Community Tree Service LLC proposed the lowest complete cost for urban forestry services, which was 59% lower in cost than the highest bidder whose proposal met the minimum compliance requirements. With an overall rating of 85.07 based upon the evaluation criteria, Community Tree Service LLC scored almost 4 points higher than the next highest ranked bidder at 81.26 (Attachment 4). In addition to proposing the most competitive cost for complete services, Community Tree Service LLC also clearly communicated in its proposal the suitability of its services to meet the needs of the City; acceptably complied with the RFP requirements; and demonstrated substantial experience and qualifications including the necessary staffing credentials. Services performed under this contract will include, but not be limited to, tree trimming, removal, planting for the Urban Forestry Division, and electrical line clearance and wildfire mitigation services for the Electric Division. These contract services will pertain only to the Urban Forestry and Electric Divisions.

**Fiscal Impact:**

Due to budget constraints, the City has limited its permanent staffing of the Urban Forestry Division, and as funding is available, it supplements staff efforts with contracted urban forestry services. That approach allows the City to keep its baseline operational cost lower and flexibly increase its efforts through contracting when needed and feasible.

Purchase orders for this contract will be funded by Urban Forestry for City easement trees with current FY funds of \$128,875; and by funding through the Electric Division including for current FY \$125,000 for electrical utility conflicts and \$35,000 for wildfire mitigation services. Through both the Urban Forestry and Electric Division contract services funds, there is a combined \$288,875 available for the current fiscal year. Funding for this contract is sufficient and approved in the Biennial Budget FYs 2025-27.

**Conclusion:**

The urban forestry services performed through this contract are necessary to complete City easement tree projects and vegetation management services for electric utility conflicts that require equipment and crew sizes that exceed the capabilities of the Urban Forestry Division staff and equipment.

Respectfully submitted,

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Sean O'Neil, Urban Forestry Supervisor

**APPROVED FOR SUBMITTAL TO THE CITY MANAGER:**

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Craig Dierling, Public Works Director

**APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

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Dean Albro, City Manager

- Attachments:
- 1) Professional Services Agreement – Community Tree Service LLC
  - 2) Request For Proposal
  - 3) Community Tree Service LLC's proposal and cost sheet
  - 4) Evaluation of Bidders Worksheet