



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 13-133

TO: Mayor and Council
FROM: Jim Keech, President & CEO, Utilities Kingston
RESOURCE STAFF: Damon Wells, Director of Public Works
DATE OF MEETING: March 19, 2013
SUBJECT: Award of RFP – Urban Tree Inventory Data Collection Services

EXECUTIVE SUMMARY:

In January 2013, the City released RFP F31-PWS-PW-2013-02 which requested proposals from qualified firms for provision of services for the collection of data with respect to the City's urban tree inventory. RFP F31-PWS-PW-2013-02 closed on February 13, 2013 and four (4) proposals were received.

Staff evaluated all proposals utilizing the criteria outlined in the RFP and concluded that the proposal by Davey Resource Group, which was not the lowest bidder for the work, provided the most comprehensive submission in response to the RFP and the best value for the City.

Staff is not recommending the lowest bid for this project and as per the City's purchasing policies, Council approval is required to proceed with the recommended proposal.

RECOMMENDATION:

THAT Davey Resource Group be awarded the contract for provision of services for the collection of data with respect to the City's urban tree inventory at the total bid price of \$213,590 plus HST; and

THAT the Mayor and City Clerk be authorized to execute a contract with Davey Resource Group for the above noted services in a form satisfactory to the Director of Legal Services.

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AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON <u>Jim Keech, President & CEO, Utilities Kingston</u>
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <u>Gerard Hunt, Chief Administrative Officer</u>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	√
Lanie Hurdle, <i>Community Services</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	√

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

In January 2013, the City released RFP F31-PWS-PW-2013-02 which requested proposals from qualified firms for provision of services for the collection of data with respect to the City's urban tree inventory.

The objective of RFP F31-PWS-PW-2013-02 is to create a geographically based inventory of tree assets, associated attributes and risk assessments compatible with the City's existing tree management system. The project is to be completed in three phases with phase one and two to be completed in 2013 and phase three to be completed in 2014. This is to include trees within the right-of-way as well as trees along the periphery of City owned parks and along park walkways. The efficiencies of conducting a full tree inventory at one time led to the determination in the preparation of the RFP that it was most cost effective to prepare as such and in a phased approach.

A key component of planned tree maintenance activities in the near term will focus on strategies to address the Emerald Ash Borer (EAB). This destructive pest targets the ash population and it is probable that the EAB is already within the City's municipal boundaries. Identification of the pest is likely to be made within the next year. This gives the City a very short window of opportunity to make preparations for dealing with the impact of the EAB. The resulting tree inventory will identify the City's urban ash population. The location of the ash trees in addition to key tree characteristics and tree condition will allow the City to create a comprehensive work plan to deal with the EAB infestation.

The resulting inventory is also required to support the goals outlined in the "Urban Forest Management Plan – A Plan for City Owned Trees". The Urban Forest Management Plan recommends updating the City's tree inventory to a GIS based data system in order to better coordinate maintenance activities conducted on the City's urban tree assets. The most current tree inventory on file is 15 years old and simply a paper based system which is not supported by our current tree management software.

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RFP F31-PWS-PW-2013-02 closed on February 13, 2012 and four (4) proposals were received. Staff members from the Public Works Department reviewed and evaluated all proposals utilizing the evaluation criteria outlined in the RFP, as follows:

Evaluation Criteria	Weighting
Understanding of Objectives	10
Experience and Qualifications	20
Proposed Work Plan and Quality of Approach	35
Ontario Disability Act	5
Cost Proposal	30
Total	100

Staff concluded that the proposal by Davey Resource Group, which was not the lowest bidder for the work, provided the most comprehensive submission in response to the RFP as well as the best value for the City in completing the requested services.

As per Section C: General Terms and Conditions of the RFP the pricing component and the ranking of all accepted submissions are reported to Council for bids over \$50,000:

Proponent	Rank (using criteria in RFP)	Total Scoring	Bid Price Submitted (HST excluded)
Davey Resource Group	1	79	\$213,590
LGL Limited	2	75	\$126,820
MMM Group	3	51	\$342,350
Genivar	4	48	\$330,004

EXISTING POLICY/BY LAW:

Selection of a proponent for provision of services for the collection of data with respect to the City's urban tree inventory has been completed in compliance with the City of Kingston Purchasing and Procedures By-Law No. 2000-134, as amended.

NOTICE PROVISIONS:

Not applicable.

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ACCESSIBILITY CONSIDERATIONS:

Accessibility was one of the criteria used to evaluate the proposals. Davey Resource Group demonstrated the ability to comply with current accessibility legislation.

FINANCIAL CONSIDERATIONS:

Provision of services for the collection of data with respect to the City's urban tree inventory is budget approved as part of the Public Works Department capital budget.

CONTACTS:

Damon Wells, Director of Public Works	613-546-4291, X 2313
Troy Stubinski, Operations Manager, Public Works	613-546-4291, X 2183

OTHER CITY OF KINGSTON STAFF CONSULTED:

Darrin Richmond, Supervisor, Public Works, Public Works Department	613-546-4291, X 1852
David Swinton, Supervisor, Public Works, Public Works Department	613-546-4291, X 1857

EXHIBITS ATTACHED:

Not applicable.