



Metro

Metropolitan Transportation Authority

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**OPERATIONS COMMITTEE
APRIL 21, 2005**

SUBJECT: TREE TRIMMING SERVICE FOR METRO TRANSIT FACILITIES

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

Authorize the Chief Executive Officer to:

- A. Execute a five-year firm, fixed unit rate, multiple award contract, Contract No. OP3344-1643, with Travers Tree Service, Inc. and International Environmental Corporation for the provision of as-needed tree trimming services for Metro transit facilities inclusive of two one-year options, effective May 1, 2005, for a cumulative total amount not to exceed \$640,000.
- B. Execute Task Orders under these agreements for tree trimming services.

RATIONALE

This multiple award contract will provide as-needed tree trimming services for Metro transit facilities. Facilities that will be serviced under this contract include bus divisions, operating rail facilities, operational light rail lines, inactive Metro-owned railroad rights-of-way and non-operating parcel properties. The scope of work will include, but not limited to, trimming, pruning, thinning, shaping and removal of large trees that is not covered under the landscape maintenance contract awarded by the Board in March 2005.

Maintenance of trees on Metro properties is necessary in order to preserve the health and beauty of the trees. In addition, thinning, shaping and pruning of trees in bus and rail operating facilities near bus and rail car passageways or light poles is necessary to ensure employee safety, protect buses and trains, and improve general visibility at maintenance yards. The removal of dead, broken or structurally weakened branches or trees is important for public safety and to avoid endangering employees. The removal of low lying branches and foliage near the bottom of trees allows for safe vehicle and pedestrian passage, and the thinning of trees near street intersections is required to avoid obstructing the visibility of the motoring public. Further, the cutting back of overgrown tree branches or damaged trees that encroach on an active railroad trackway is necessary to prevent them from striking moving trains.

Service for the trees on the Orange Line that is currently under construction is not included in this contract since the tree trimming scope is not known at this time. In addition, the construction contractor is required to warrant and maintain all landscaping on the Orange Line, including trees, for a period of two years after substantial completion.

This Contract will fund and award discrete scopes of tree service work (i.e., tasks) on an as-needed basis by issuing task orders. When the need arises to perform tree trimming work, staff will prepare a task order with a defined scope of work considering the information available and applicable time constraints, and forward it to both contractors for a bid proposal. The winning bidder will be directed to perform the work issued under that particular task order.

FINANCIAL IMPACT

Funding of \$100,737 for this service is included in the proposed FY06 budget request for cost center 3344, Contracts & Administration, under Projects 300011 (Bus Operations), 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations), 300055 (Gold Line Operations) and 610041 (Inactive ROW Maintenance). The cost center manager and the Deputy Chief Executive Officer will be accountable for budgeting for future contract years and options, if exercised. In FY05, \$51,926 was expended on this item year to date.

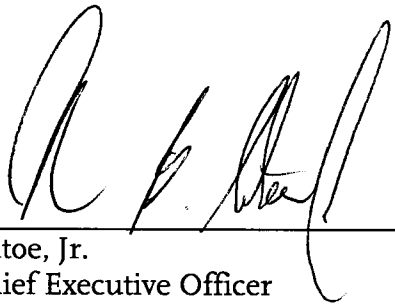
ALTERNATIVES CONSIDERED

One alternative considered is to provide the service in-house. This will require the hiring of additional personnel and the purchase of additional equipment. Staff's analysis indicates that in-house service is not a cost effective option.

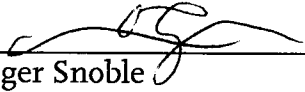
ATTACHMENTS

- A Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors

Prepared by: Denise Longley, Deputy Executive Officer, Facilities/Operations
Hussein Farah, Facilities Maintenance Manager



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

TREE TRIMMING SERVICE FOR METRO TRANSIT FACILITIES

1.	Contract Number: OP3344-1643		
2.	Recommended Vendor(s): (A) Travers Tree Service (B) International Environmental Corporation, Inc.		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: (A) \$639,053 (B) \$597,560	Recommended Price: (A) \$639,053* (B) \$597,560*	*Bid amount based on total estimated project hours multiplied by firm fixed unit rate(s)
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Task Order Contract (Fixed Unit Rate)		
5.	Procurement Dates:		
	A. Issued: January 18, 2005		
	B. Advertised: January 18, 2005		
	C. Pre-Bid Conference: February 1, 2005		
	D. Proposals Due: February 17, 2005		
	E. Pre-Qualification Completed: February 28, 2005		
	F. Conflict of Interest Form Submitted to Ethics: January 17, 2005		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: No Goal Recommended	Date Small Business Evaluation Completed:	August 11, 2004
	Small Business Commitment: No Goal Recommended. Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 39	Bids/Proposals Picked up: 31	Bids/Proposals Received: 4
8.	Evaluation Information:		
	A. Bidders/Proposers Names: (A) Travers Tree Service (B) International Environmental Corp. (C) Pestmaster Services, Inc. (D) Mowbray's Tree Service	<u>Bid/Proposal Amount:</u> (A) \$639,053 (B) \$597,561 (C) \$631,562 (D) \$521,627	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Sealed Bid Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: April 25, 2005		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Gregory Moore	Telephone Number: (213) 922-7376	
11.	Project Manager: Keith Jackson, Facilities Maintenance Supervisor	Telephone Number: (213) 922-8888	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

TREE TRIMMING SERVICE FOR METRO TRANSIT FACILITIES

A. Background on Contractor

A bench of two tree trimming services firms is hereby established to provide the requirements set forth in the IFB on an as-needed basis.

Travers Tree Service has been in business since 1978. Travers Tree Service currently provides tree trimming services for Metro and has met all of the requirements and performance standards established under the current agreement. Their contract expires on March 30, 2005 and will be extended to May 12, 2005. The firm is based in Palos Verdes Peninsula and has provided municipal contract tree services since its inception. Travers Tree Service is currently providing tree trimming services for a variety of local municipalities including the Cities of Torrance, Palos Verdes, and Long Beach.

International Environmental Corporation (IEC) is based in Panorama City and was established in 1986. The firm has ample public and private sector experience, which includes sizeable, long-term contracts with the City of Los Angeles, the City of Baldwin Hills, Edwards Air Force Base, Department of Water and Power and the Los Angeles Fire Department.

B. Procurement Background

Staff utilized a sealed bid-type procurement under Invitation for Bids (IFB) No. OP3344-1643 to establish a bench contract for the provision of tree trimming services for Metro-owned properties. Prior to the February 17, 2005 bid deadline, four firms submitted bids. Bids were submitted by the incumbent firm, Travers Tree Service ("Travers"), Pestmaster Services ("Pestmaster"), International Environmental Corporation ("IEC"), and Mowbray's Tree Service ("Mowbray's").

Under the terms of the fixed unit rate contract, the successful contractors will bid on individual task orders, on an as-needed basis, based upon the unit rates submitted under the terms of the IFB. The lowest bidder for each project will be issued that particular task order.

The Diversity & Economic Opportunity Department (DEOD) did not recommend a DBE goal for this procurement. Based on industry practice, the prime contractor is expected to complete the entire scope with its own workforce. However, pursuant to the DBE Program, if either of the contractors utilizes the services of subcontractors, they are expected to afford maximum opportunities to DBE firms in all subcontracting and supply services areas throughout the life of the contract.

C. Evaluation of Proposals

Pestmaster was deemed non-responsive, insofar as the firm did not meet the minimum experience requirement set forth in the IFB. A minimum of “five years commercial arboriculture experience” was required. However, Pestmaster has only been providing these services for just over three years. Consequently, Pestmaster was eliminated from further consideration in the competitive procurement process. Likewise, Mowbray’s Tree Service of San Bernardino was eliminated from further consideration because its bid was deemed non-responsive. Mowbray’s failed to provide several required elements in its bid, including proof of contractor’s license, listing of key personnel, proof of a certified arborist, and a detailed equipment listing. Thus, Travers and IEC were the only firms that provided a responsive bid.

D. Cost/Price Analysis Explanation of Variances

The recommended amount of \$640,000 has been determined to be fair and reasonable based upon price analysis and adequate price competition under the competitive procurement process.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

TREE TRIMMING SERVICE FOR METRO TRANSIT FACILITIES

PRIME CONTRACTOR(S)

- (A) Prime Contractor: Travers Tree Service, Inc.
- (B) Prime Contractor: International Environmental Corporation

Small Business Commitment

Other Subcontractors

N/A

N/A

Total Commitment None recommended

