



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*6.e

Title:

Recommendation to Award the Contract Extension for the Fall 2018 and Spring 2019 Parkway Tree Planting Program

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: September 24, 2018

Proposed Cost: \$125,000.00

Budgeted Amount: \$125,000.00

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

On August 5, 2016, bids were opened for tree purchase and planting services for the Fall 2016 and Spring 2017 Parkway Tree Planting Program with an optional two-year extension to the contract. This advertisement furnished three bids, of which Pedersen Company of St. Charles, IL was the lowest responsive, responsible bidder.

While inspections and removals are being performed on a daily basis throughout the year, it is anticipated that between 130 and 150 trees will be planted in each of the program seasons this fiscal year. Generally, all trees that are to be planted will replace those that were removed due to catastrophic decline as a result of disease, infestation, or significant trauma.

Staff has developed a planting list that will continue to improve the diversity of the City's urban forest, which will add an aesthetic diversity to the canopy, but will also help to minimize the impacts of diseases or infestations that affect a single species of tree more than another.

The unit price includes the cost of the tree, the installation, mulching, initial watering, as well as a two-year warranty.

With all of the ash tree replacements occurring throughout the region, the market for 2.5" parkway trees has become very volatile over the last several years. Pederson's initial bid included a 9% increase for FY18 and a 13% increase for FY19. Last year, Pederson reviewed the market rates for the trees that the City has requested and reduced the increase to 2% to better reflect nursery pricing. This year, Pederson has again reviewed the market rates and has offered to hold their FY18 rates rather than implement the 13% rate increase indicated on their bid for the FY19 program.

**Attachments** *(please list):*

\* Bid Specifications \* Pedersen Company Bid Sheet

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to award the bid for the Fall 2018 & Spring 2019 Parkway Tree Planting Program to Pedersen Company in accordance with the Fiscal Year 2018 units rates.

**BID FOR ST. CHARLES 2016/2017  
PARKWAY TREE PLANTING PROGRAM**

The individual responsible for administering this program is A.J Reineking, Public Works Manager. Questions or requests for additional information should be directed to him at (630)377-4405 or areineking@stcharles.il.gov. The City reserves the right to reject any and all bids, to waive technicalities, and accept the bid deemed to be in the best interest of the City.

General Conditions

**Insurance Requirements:** The successful bidder shall list the City of St. Charles as additionally insured and meet all of the requirements of the Insurance criteria listed herein.

**Indemnity Hold Harmless Provision:** To the fullest extent permitted by law, the Approved Planting Contractor hereby agrees to defend, indemnify, and hold harmless the City of St. Charles, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

**Payment:** Payment will be made within 30 days of receipt of invoice and upon inspection of the work and provisional acceptance of the work by the Public Works Manager or designee. Adjustments in contract quantities must be pre-approved for payment consideration.

**Prevailing Wage:** None of the trees planted under this program shall be planted related to a construction or public works improvement project. All trees planted are to be replacement trees for those that have been/will be removed due to Emerald Ash Borer or other infestation or disease, trees that are irreparably damaged, or trees that constitute a hazard. As such, this program does not fall under the parameters of the Illinois Prevailing Wage Act per the FAQ section listed on IDOL's website posted as of 7/18/16 at the following link:

<http://www.illinois.gov/idol/FAQs/Pages/Landscaping.aspx>

**CITY OF ST. CHARLES**  
**2016/2017 PARKWAY TREE PLANTING PROGRAM**

PROJECT UNDERSTANDING AND APPROACH

The City of St. Charles is seeking bids to establish a contract for the provision and planting of specified varieties of quality parkway trees for the City of St. Charles in the fall of 2016 and the spring of 2017. As an option, the City is also seeking two additional one-year extensions to the contract, which could be exercised through the spring of 2019 at the City's sole discretion. This project will be overseen by St. Charles' Urban Forestry Consultant and/or City staff.

SPECIFICATIONS FOR PLANTING PARKWAY TREES

1. GENERAL INFORMATION

Submitting Bid: Planting Contractor is requested to submit a price per unit for each tree type. This contract is a Unit-Cost contract. Some plantings may be removed from, or added to the supplied list prior to contract completion. Ample notice will be given to the Approved Planting Contractor if a site is to be removed from or added to the project. A total of 500 trees will be used to best estimate the overall cost of the project for both the fall and spring planting seasons, with approximately 250 trees anticipated to be planted per season. This is an estimate and shall not be interpreted as a minimum guaranteed quantity. The actual quantity will be determined based on bid pricing received, budgetary availability, and removals performed. Subcontractors may be utilized with the consent of City staff.

The timing of the award of this bid is anticipated as follows:

Milestone	Time/Date
Bids Due to the City	2:00 PM / Thursday, August 4, 2016
Recommendation to Government Services Committee	Monday, August 22, 2016
Approval By City Council	Monday, September 5, 2016

A purchase order will be issued upon City Council authorization and receipt of insurance documentation and bonds from the successful bidder.

Timing of planting: Timing of planting is critical to the success of this project. Timing of planting for the Fall of 2016 shall be between September 8, 2016 and November 15, 2016. The November 15 deadline may be extended (with the consent of the City) in the event of inclement weather conditions during the time of planting. Timing of the Spring planting shall be from the time the final frost has receded to June 1, 2017.

Locations of Work: A list of addresses of parkway tree planting locations will be provided to the successful contractor prior to planting. The contractor will be responsible for calling J.U.L.I.E. at (800) 892-0123 to have underground utilities marked prior to planting. Individual tree planting locations will be provided by the Urban Forestry Consultant in the form of Excel Worklists, along with hardcopy, .pdf, and .kml maps for use on Google Earth. These lists and maps will not be routed. Routing of the lists will be the responsibility of the contractor. The Urban Forestry Consultant will be responsible for any alterations to the supplied plan.

**Hours of Work:** Work shall be performed from 7:00 am to 7:00 pm. Monday through Friday, and 7:00 am to 5:00 pm Saturday. All weekend work must be approved in advance by City of St. Charles staff.

**Communications/Public Relations:** Contractor is required to notify the Public Services Division Manager one week in advance of beginning work and to check in weekly to report progress of work and any issues or problems. Contractor shall at all times maintain good relations with the public and respectfully answer questions from the public. Contractor will be required to direct inquiring residents to the Public Services Division Manager.

**Water Source:** Contractor will be permitted access to water at the St. Charles Wastewater Treatment

Facility for the purpose of filling tanks to water during initial planting of trees free of charge. Use of fire hydrants will be strictly prohibited.

**Safety:** The contractor shall exercise every precaution for the protection of persons and properties. The contractor shall provide their work crews with the necessary personal protective equipment to safely complete their work.

## 2. ASSURANCES/SPECIFICATIONS

**Species:** The species selected for this project, and their specific locations, were determined by the Urban Forestry Consultant using industry Best Management Practices (BMPs). If species that are called for in the attached Species List cannot be procured in full, substitution may be made by the Planting Contractor, but only at the discretion of the Urban Forestry Consultant and City staff.

**Inspection:** The Urban Forestry Consultant and/or City staff will visit the nursery with the Planting Contractor, and identify one or more trees for each species on the Species List that conform to health and aesthetic parameters set forth in the following section. This consultation will serve as a benchmark for what stock will be considered acceptable. Upon delivery of nursery stock by the Planting Contractor, the Urban Forestry Consultant will inspect all delivered material, and reserves the right to reject any item which is deemed to not meet specifications.

Any material deemed unacceptable will be replaced at no cost to the City. During and after planting, the Urban Forestry Consultant will inspect planting practices and end results, and retains the right to notify the Planting Contractor of noncompliance, at which point the nursery must take corrective action at no charge to the City.

**Health and Aesthetic Parameters:** All stock shall be between 2.5" and 4" Balled and Burlapped (B&B) trees, unless otherwise approved. 2.5" caliper trees shall be the preferred size, but other sizes may be approved by consent of the Urban Forestry Consultant. Trees which have a multi-stem growth habit will be judged by adding the diameters of the individual stems, or by height above the root collar. For trees judged by height above the root collar, a height of no less than 5' shall be considered acceptable. All stock shall be in good to excellent condition, and have good to excellent architecture for the species in question. No multiple leaders, cracked major branches, leans of greater than 15 degrees, dead major limbs, moderate to severe wounding, diseased or infested stock, degraded root balls, or other such defect shall be accepted. Trees not in compliance with these guidelines will not be accepted.

**Planting:** The Planting Contractor's crew shall be comprised of experienced plantmen with at least one year of prior tree planting experience. Planting pits shall be hand dug by the approved planting contractor with sloped sides and flat bottoms. Sides will be gently roughed with a shovel or similar implement prior to installation. Excavated soil will be used as backfill. All trees shall be planted to the depth of the root collar. After backfilling, excess soil shall be removed before watering and mulching. See attached diagram for proper planting specifications. No wrapping, staking, or other modifications to the prescribed planting shall be performed by the Planting Contractor without the express prior consent of the Urban Forestry Consultant or City staff. See Attached Detail.

**Mulch:** All trees shall be mulched with no more than a 3" deep layer of shredded hardwood mulch after the initial watering. Mulch rings shall conform to attached specifications. Each site shall be cleared of all debris, excess soil, containers or tools before moving to the next planting site. If during post-planting inspection, mulch has been applied incorrectly, it will be identified and remedied at the Planting Contractor's cost.

**Watering:** The Approved Planting Contractor will provide a minimum of 5 gallons of water to each new planting immediately after planting (within 1 day preferred). Since some of the planting may occur during dormancy, continued watering may not be necessary.

**Replacement Guarantee:** The contract will guarantee all installed material for a period of no less than two (2) years after installation. Details of how the Replacement Guarantee will function must be established before this contract will be finalized and an order to proceed is issued. Replacement Guarantee details will depend on the Approved Planting Contractor's existing warranty specifications.

It is generally anticipated that the City of St. Charles will assume financial responsibility for replacement costs after the Approved Nursery's warranty period has ended. The Planting Contractor will not be responsible for replacing trees which did not survive due to any reason other than planting practice or vigor, such as (but not limited to) automobile accident, vandalism, gross homeowner neglect, or other such activities.

**Parkway Tree Planting Bid Form**

Please provide a bid price for each tree identified. Provide a substitute where a species is not available. Unit price for tree materials shall include mulch upon planting.

**FALL TREE PROGRAM BID FORM**

Species	Est. Count	Unit Cost In Dollars (\$)	Total Cost (Unit Cost x Count)
Elm-Hybrid	15	\$ 352.31	\$ 5,284.62
Hackberry	5	\$ 352.31	\$ 1,761.54
Kentucky Coffeetree	5	\$ 352.31	\$ 1,761.54
<del>Japanese Scholar Tree</del>	<del>5</del>	<del></del>	<del></del>
<del>Catalpa-Southern</del>	<del>10</del>	<del></del>	<del></del>
Dogwood, Kousa	5	\$ 436.92	\$ 2,184.62
<del>Japanese Cornel</del>	<del>5</del>	<del></del>	<del></del>
SERVICEBERRY	10	\$ 381.54	\$ 3,815.40
Tree Lilac	10	\$ 413.85	\$ 4,138.46
Linden-Littleleaf	10	\$ 352.31	\$ 3,523.10
Alder	10	\$ 390.77	\$ 3,907.70
Buckeye-Ohio )	15	\$ 421.54	\$ 6,323.10
<del>Bitternut Hickory</del>	<del>5</del>	<del></del>	<del></del>
State Street Maple	5	\$ 387.69	\$ 1,938.46
Maple-Miyabei	5	\$ 387.69	\$ 1,938.46
<del>Maple-Shantung</del>	<del>5</del>	<del></del>	<del></del>
<del>Yellowwood</del>	<del>10</del>	<del></del>	<del></del>
<del>Chinese Catalpa</del>	<del>5</del>	<del></del>	<del></del>
<del>Hardy Rubber Tree</del>	<del>15</del>	<del></del>	<del></del>

\*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

Proposed Fall Substitute Species:

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Red Jewel Crab	Japanese Scholar Tree	5	\$ 267.69	\$ 1,338.46
Northern Catalpa	Catalpa - Southern	10	\$ 290.77	\$ 2,907.69
Snowdrift Crabapple	Japanese Cornel	5	\$ 252.31	\$ 1,261.54
American Linden	Bitternut Hickory	5	\$ 367.69	\$ 1,838.45
Maple - Shantung 2"	Maple Shantung 2.5"	5	\$ 316.92	\$ 1,584.62
Kentucky Coffeetree	Yellowwood	10	\$ 352.31	\$ 3,523.08
Northern Catalpa	Chinese Catalpa	5	\$ 290.77	\$ 1,453.85
Florabunda Crab	Hardy Rubber Tree	15	\$ 267.69	\$ 4,015.38
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

**TOTAL COST OF FALL TREES: \$ 54,500.07**

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**SPRING 2016 TREE PROGRAM BID FORM**

Species	Est. Count	Unit Cost In Dollars (\$)	Total Cost (Unit Cost x Count)
Elm-Hybrid	5	\$ 364.62	\$ 1,823.08
Hackberry	5	\$ 364.62	\$ 1,823.08
Kentucky Coffeetree	5	\$ 364.62	\$ 1,823.08
Bald Cypress	5	\$ 380.00	\$ 1,900.00
<del>Dogwood SPP</del>	5		
Ginkgo	5	\$ 387.69	\$ 1,938.46
Oak, Swamp White	5	\$ 410.77	\$ 2,053.85
<del>Serviceberry</del>	5		
Tree Lilac	5	\$ 426.15	\$ 2,130.77
London Planetree	5	\$ 418.46	\$ 2,092.31
Alder	5	\$ 403.08	\$ 2,015.38
Birch, River	5	\$ 364.62	\$ 1,823.08
Buckeye, Ohio	5	\$ 364.62	\$ 1,823.08
Buckeye, Yellow	5	\$ 364.62	\$ 1,823.08
Hornbeam, European	5	\$ 403.08	\$ 2,015.38
<del>Horsechestnut</del>	5		
Maple, Hedge	5	\$ 403.08	\$ 2,015.38
Maple, Miyabei	5	\$ 400.00	\$ 2,000.00
<del>Oak, Black</del>	5		
Oak, Burr	5	\$ 430.77	\$ 2,153.85
Oak, English	5	\$ 403.08	\$ 2,015.38
Oak, Red	5	\$ 410.77	\$ 2,053.85
<del>Oak, White</del>	5		
Oak, Shingle	5	\$ 426.15	\$ 2,130.77
<del>Dawn Redwood</del>	5		
<del>Golden Raintree</del>	5		
<del>Horsechestnut, Red</del>	5		
<del>Ironwood</del>	5		
<del>Katsura</del>	5		
<del>Larch</del>	5		



Sweetgum	5	\$ 364.62	\$ 1,823.08
Tuliptree	5	\$ 364.62	\$ 1,823.08
<del>Yellowwood</del>	<del>5</del>	<del></del>	<del></del>
Zelkova	5	\$ 418.46	\$ 2,092.31
<del>Blackgum</del>	<del>5</del>	<del></del>	<del></del>
<del>Beech, European</del>	<del>5</del>	<del></del>	<del></del>

\*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

**Proposed Spring Substitute Species:**

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Royal Raindrops Crab	Dogwood SPP	5	\$ 280.00	\$ 1,400.00
Snowdrift Crab	Serviceberry	5	\$ 264.62	\$ 1,323.08
Yellow Buckeye	Horsechestnut	5	\$ 364.62	\$ 1,823.08
Northern Pin Oak	Oak, black	5	\$ 410.71	\$ 2,053.85
Swamp White Oak	White Oak	5	\$ 415.38	\$ 2,076.92
Bald Cypress	Dawn Redwood	5	\$ 380.00	\$ 1,900.00
Red Jewel Crab	Golden Raintree	5	\$ 280.00	\$ 1,400.00
Ohio Buckeye	Horsechestnut	5	\$ 364.62	\$ 1,823.08
Northern Catalpa	Ironwood	5	\$ 303.08	\$ 1,515.38
Winterking Hawthorne	Katsura	5	\$ 318.46	\$ 1,592.31
Bald Cypress	Larch	5	\$ 380.00	\$ 1,900.00
Kentucky Coffeetree	Yellowwood	5	\$ 364.62	\$ 1,823.08
Littleleaf Linden	Blackgum	5	\$ 364.62	\$ 1,823.08

**TOTAL COST OF SPRING TREES: \$ 67,046.15**

→ Florabunda Crab      Beech, European    5    \$280.00    \$1,400.00

**Total Cost Schedule:**

In accordance with Specifications on file with St. Charles Public Works, we propose to supply, install, and establish a two (2) year warranty for the following tree species at the following costs:

ITEM	DESCRIPTION	COST
Materials	Cost of Trees (sum of above Spring & Fall tree lists and Substitutes, includes mulch)	\$ 121,546.22
Labor	Cost of Labor (planting, watering, mulching)	\$
<b>TOTAL COST:</b>		\$ 121,546.22

Optional Year 2 (2017/2018) <sup>Fall / Spring</sup> Percent (%) Increase: 9 %

Optional Year 3 (2018/2019) <sup>Fall / Spring</sup> Percent (%) Increase: 13 %

*Options shall be exercised at the sole discretion of the City.*

List any and all deviations from minimum specifications (other than species substitutes outlined above):

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I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

  
Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION

Paul Pedersen President  
Name of Authorized Representative Title

Pedersen Company  
Company Name

6N543 IL RT 25  
Street Address

St. Charles IL 60174  
City State Zip Code

847-488-0303  
(Area Code) Phone Number