



September 16, 2019

Evaluation Panel Summary Report Fuel Reduction Program Phase 2 Areas 4, 5, and 6

On September 12, 2019, the Evaluation Panel (Panel) for the Fuel Reduction Program Request for Proposals, Areas 4, 5, and 6 met to evaluate four proposers who responded to the District's Request for Proposals (RFP) for the "Fuel Reduction Program Phase 2". The Panel consisted of three members, District Commissioner Roger Spreen and Commissioner Terry Kearny, and one member from an outside agency, Ms. Susanna Chan, Assistant General Manager for Mid-Peninsula Regional Open Space District. The meeting was facilitated by Ed Slintak, PE, of CSG Consultants.

Four proposals were received by the due date of Thursday September 5 at 2:00PM. The proposals were distributed to the panel members by courier service that same day.

Proposals were received from:

- Arborwell of Hayward
- Bay Area Tree Specialists of San Jose
- The Professional Tree Service Company of Berkeley
- S. P. McClenahan Company of Portola Valley

Proposals were rated on six categories corresponding to the information requested in the RFP. The relative weight of each of the categories was described in the RFP and is shown on the Proposal Evaluation Form (a copy is included in the Board packet). Guidance was provided as to what numerical range was to be used in scoring, to ensure consistency between individuals.

The meeting opened with a review of the process and if there were any concerns, issues, or questions from members of the Panel. After brief discussion of initial impressions and a clarification of the structure of the RFP, the initial scores from each member were shared.

The results are summarized as follows:

- The aggregated quantitative scoring resulted in a virtual numeric tie between the top two proposers; Bay Area Tree Specialists and S.P. McClenahan Company.
- The initial scores were individually determined by each member, without disclosing the scores prior to tallying, nor did members of the Panel attempt to persuade each other to revise individual scores.

- Based on the scoring of the proposals, the Panel represents to the Board that both of these two proposer's applications represent an equally responsible selection in terms of expending the District's resources to execute the Tree Removal program, based on the criteria supplied to the applicants.
- However, it was the consensus of the Panel that the applications do have substantive differences: Bay Area Tree Specialists had a lower cost, a slightly better safety record, and more relevant referrals. S.P. McClenahan Company scored higher in criteria of corporate background and resources, financial status, customer service plans, and administrative planning. This balance was generally consistent among the scores from all three members of the Panel.
- The Panel recognized the overall Goal of the Phase 2 project is to clear the backlog of trees that have already been evaluated for removal, therefore, emphasizing the efficiency and risk-reduction of fire hazards by completing Phase 2 in a timely manner is prudent. The Panel also wished to recognize that this project, like all tree contracts in the past, bears a high customer service element that, in the mind of residents, will reflect on the District as much or more as on the service provider.
- Panel members expressed concern about the possible strain on resources of awarding both contracts, which have overlapping schedules, to a single provider. Panel members agreed that it would best serve the interests of the District to utilize a separate provider for Phase Two to give additional assurance that the work would be completed on schedule.

Based on the combination of factors above, The Panel recommends award to S.P. McClenahan Company.

It is noted that although the Panel's RFP scoring process is intended to recommend an award, the process is also intended to provide full authority to the Board to review the Panel's findings and recommendation and make its own determination to either follow, change or provide further direction for the award of the RFP. The Board is not bound or obligated by the recommendation of the Panel.

The cost proposals are summarized below:

- | | |
|---|--------------|
| • Bay Area Tree Specialist | \$147,975.10 |
| • McClenahan | \$189,020.00 |
| • Arborwell | \$210,485.00 |
| • Professional Tree Care Company/Berkeley | \$233,200.00 |

The individual Proposal Evaluation Summary sheets are Attachment 1.
The individual Cost Proposals (Exhibit B-1 from the RFP) for each proposer are Attachment 2.

Attachments:

1. Proposal Evaluation Summary
2. Individual Cost Proposals (Exhibit B-1)
3. Memorandum Report, Tree Removal Request for Proposals, Phase 2

PROPOSAL EVALUATION SUMMARY

September 12, 2019

Los Altos Hills County Fire District

Fuel Reduction Program - Areas 4, 5, and 6

RFP Due Date: September 5, 2019 2:00 pm

Firm Name: ARBORWELL

#	Title	Eval #1	Eval #2	Eval #3	Sum of Scores	Average Score
1	Proposer Profile, Background, Personnel, Experience, Work Approach & Financial Stability	3.0	0.8	1.5	5.3	1.8
2	Safety Rating	0.0	0.0	0.0	0.0	0.0
3	Customer Service Plan	0.0	0.0	0.0	0.0	0.0
4	Administration and Reporting Plan	0.0	0.0	0.0	0.0	0.0
5	References	1.0	0.0	0.0	1.0	0.3
6	Total Cost	8.0	0.0	24.0	32.0	10.7
	TOTAL SCORE	12.0	0.8	25.5	38.3	12.8

PROPOSAL EVALUATION SUMMARY

September 12, 2019

Los Altos Hills County Fire District

Fuel Reduction Program - Areas 4, 5, and 6

RFP Due Date: September 5, 2019 2:00 pm

Firm Name: BAY AREA TREE SPECIALISTS

#	Title	Eval #1	Eval #2	Eval #3	Sum of Scores	Average Score
1	Proposer Profile, Background, Personnel, Experience, Work Approach & Financial Stability	9.0	12.8	9.0	30.8	10.3
2	Safety Rating	9.0	9.0	10.0	28.0	9.3
3	Customer Service Plan	9.0	12.0	15.0	36.0	12.0
4	Administration and Reporting Plan	8.0	8.0	10.0	26.0	8.7
5	References	8.0	9.0	10.0	27.0	9.0
6	Total Cost	40.0	36.0	40.0	116.0	38.7
	TOTAL SCORE	83.0	86.8	94.0	263.8	87.9

PROPOSAL EVALUATION SUMMARY

Los Altos Hills County Fire District

September 12, 2019

Fuel Reduction Program - Areas 4, 5, and 6

RFP Due Date: September 5, 2019 2:00 pm

Firm Name: PROFESSIONAL TREE CARE COMPANY

#	Title	Eval #1	Eval #2	Eval #3	Sum of Scores	Average Score
1	Proposer Profile, Background, Personnel, Experience, Work Approach & Financial Stability	12.0	13.5	7.5	33.0	11.0
2	Safety Rating	9.0	9.0	9.0	27.0	9.0
3	Customer Service Plan	0.0	10.5	0.0	10.5	3.5
4	Administration and Reporting Plan	5.0	9.0	0.0	14.0	4.7
5	References	7.0	9.0	6.0	22.0	7.3
6	Total Cost	16.0	32.0	25.2	73.2	24.4
	TOTAL SCORE	49.0	83.0	47.7	179.7	59.9

PROPOSAL EVALUATION SUMMARY

Los Altos Hills County Fire District

September 12, 2019

Fuel Reduction Program - Areas 4, 5, and 6

RFP Due Date: September 5, 2019 2:00 pm

Firm Name: S. P. McCLENAHAN

#	Title	Eval #1	Eval #2	Eval #3	Sum of Scores	Average Score
1	Proposer Profile, Background, Personnel, Experience, Work Approach & Financial Stability	16.0	14.3	15.0	45.3	15.1
2	Safety Rating	8.0	8.5	6.6	23.1	7.7
3	Customer Service Plan	15.0	13.5	15.0	43.5	14.5
4	Administration and Reporting Plan	10.0	9.0	10.0	29.0	9.7
5	References	8.0	9.0	8.0	25.0	8.3
6	Total Cost	32.0	34.0	31.2	97.2	32.4
	TOTAL SCORE	89.0	88.3	85.8	263.1	87.7



SBE OSDS Ref. No. 19519
 California Contractor's No. 676952
 Classifications: C21, C27, C31,
 C61/D49
 FEIN: 94-3226896
 DIR Registration 1000000343

viii. Cost Proposal

Exhibit B-1		Bidding Price List			
NAME OF PROPOSER:		The Professional Tree Care Co.			
Fuel Reduction Program 2019, Areas 4, 5 and 6					
Los Altos Hills County Fire District					
Bid Item	Description	UNIT	QUANTITY	COST/ UNIT	TOTAL COST
1	Administration / Outreach	LS	1		\$ 1,000.00 -
2	Customer Service / Coordination	EA	37		\$ 3,700.00 -
3	Remove Eucalyptus 12.1-24.0"	EA	11		\$ 27,500.00 -
4	Remove Eucalyptus 24.1 - 36.0"	EA	6		\$ 21,000.00 -
5	Remove Eucalyptus 36.1"+	EA	5		\$ 25,000.00 -
6	Remove Conifer 0-12.0"	EA	8		\$ 10,000.00 -
7	Remove Conifer 12.1 - 24.0"	EA	27		\$ 67,500.00 -
8	Remove Conifer 24.1 - 36.0"	EA	15		\$ 52,500.00 -
9	Remove Conifer 36.1" +	EA	5		\$ 25,000.00 -
				TOTAL	\$ 233,200.00 -

Exhibit B-1		Bidding Price List			
NAME OF PROPOSER:		Arborwell			
Fuel Reduction Program 2019, Areas 4, 5 and 6		Los Altos Hills County Fire District			
Bid Item	Description	UNIT	QUANTITY	COST/ UNIT	TOTAL COST
1	Administration / Outreach	LS	1	7,170	\$ 7,170 -
2	Customer Service / Coordination	EA	37	n/a	\$ 0 -
3	Remove Eucalyptus 12.1-24.0"	EA	10	2812.50	\$ 28,125 -
4	Remove Eucalyptus 24.1 - 36.0"	EA	7	6535.71	\$ 45,750 -
5	Remove Eucalyptus 36.1"+	EA	5	6150	\$ 30,750 -
6	Remove Conifer 0-12.0"	EA	7	1241.07	\$ 8627.50 -
7	Remove Conifer 12.1 - 24.0"	EA	28	2265.62	\$ 63,437.50 -
8	Remove Conifer 24.1 - 36.0"	EA	15	3900	\$ 26625 -
9	Remove Conifer 36.1" +	EA	5		\$ -
TOTAL					\$ 210,485.00 -



STATE OF CALIFORNIA
 DEPARTMENT OF FOREST AND FIRE
 SEP 2017

Exhibit B-1

Bidding Price List

NAME OF PROPOSER: **S.P. McClenahan Co., Inc.**

Fuel Reduction Program 2019, Areas 4, 5 and 6
 Los Altos Hills County Fire District

Bid Item	Description	UNIT	QUANTITY	COST/ UNIT	TOTAL COST
1	Administration / Outreach	LS	1	\$ 500.00	\$ 500.00
2	Customer Service / Coordination	EA	37	\$ 35.00	\$ 1,295.00
3	Remove Eucalyptus 12.1-24.0"	EA	11	\$ 2,450.00	\$ 26,950.00
4	Remove Eucalyptus 24.1 - 36.0"	EA	6	\$ 3,400.00	\$ 20,400.00
5	Remove Eucalyptus 36.1"+	EA	5	\$ 5,300.00	\$ 26,500.00
6	Remove Conifer 0-12.0"	EA	8	\$ 600.00	\$ 4,800.00
7	Remove Conifer 12.1 - 24.0"	EA	27	\$ 1,475.00	\$ 39,825.00
8	Remove Conifer 24.1 - 36.0"	EA	15	\$ 2,900.00	\$ 43,500.00
9	Remove Conifer 36.1" +	EA	5	\$ 5,050.00	\$ 25,250.00
TOTAL				\$	189,020.00

Bay Area Tree Specialists

viii. Cost Proposal

Each Proposer must submit a fully complete Bidding Price List as shown in Exhibit B-1.

Exhibit B-1

Bidding Price List

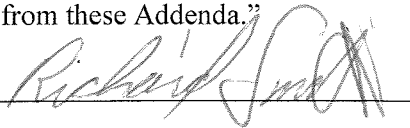
NAME OF PROPOSER: Bay Area Tree Specialists

Fuel Reduction Program 2019, Areas 4, 5 and 6
Los Altos Hills County Fire District

Bid Item	Description	UNIT	QUANTITY	COST/ UNIT	TOTAL COST
1	Administration / Outreach	LS	1	\$ 370.00	\$ 370.00
2	Customer Service / Coordination	EA	37	\$ 25.00	\$ 925.00
3	Remove Eucalyptus 12.1-24.0"	EA	11	\$ 1,720.91	\$ 18,930.01
4	Remove Eucalyptus 24.1 - 36.0"	EA	6	\$ 2,950.00	\$ 17,700.00
5	Remove Eucalyptus 36.1"+	EA	5	\$ 3,800.00	\$ 19,000.00
6	Remove Conifer 0-12.0"	EA	8	\$ 693.75	\$ 5,550.00
7	Remove Conifer 12.1 - 24.0"	EA	27	\$ 1,318.52	\$ 35,600.04
8	Remove Conifer 24.1 - 36.0"	EA	15	\$ 2,226.67	\$ 33,400.05
9	Remove Conifer 36.1" +	EA	5	\$ 3,300.00	\$ 16,500.00
				TOTAL	\$ 147,975.10

Addenda

“The Proposer hereby acknowledges that it has received the following attached Addenda Nos.: 0
(Proposer: insert number of each Addendum received and attach a copy to this Proposal) and agrees that all Addenda issued are a part of the RFP. The Proposer agrees that this Proposal includes all impacts resulting from these Addenda.”

Signed 

Printed Richard Smith



MEMORANDUM REPORT

Meeting Date: September 17, 2019

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: Ed Slintak, PE

SUBJECT: **Tree Removal Request for Proposals, Phase 2**

RECOMMENDATION:

Adopt Resolution 19-32 Authorizing the District President to Execute Service Agreement for Tree Removal Services, Phase 2

BACKGROUND

The Los Altos Hills County Fire District (District) Fuel Reduction Subcommittee recommended and the District Board of Commissioners (Board) approved a plan to address dead tree removal for sites on the wait list from the FY2018/19 Dead Tree Removal Residential Program. In support of that plan the following took place:

- April 16 - the Board approved to amend its agreement with Kielty Arborist Services to include evaluation of properties and trees from the District's tree removal wait list.
- May 21 - the Board approved an agreement with CSG Consultants, Inc. for assistance in the determination of evaluation criteria, preparation, and distribution of Request for Proposals (RFP) Phase 1 and Phase 2 for tree removal services associated with the District's Fuel Reduction Program.
- June 26 - RFP for Areas 1, 2, and 3 is issued. RFP is distributed to Bay Area Builders Exchanges and directly to 16 local tree service companies.
- July 24 – Proposals for Areas 1,2 and 3 are received and distributed to the Evaluation Panel (Panel).
- July 29 –Panel meets and prepares recommendation for award to the Board.
- August 15 - RFP for Areas 4, 5, and 6 is issued. RFP is distributed to Bay Area Builders Exchanges and directly to 16 local tree service companies.
- September 5 – Proposals for Areas 4, 5 and 6 are received and distributed to the Evaluation Panel.
- September 12 –Panel meets and prepares recommendation for award to the District Board.

DISCUSSION

Based on past District experience with tree removal operations, a list of criteria was developed for inclusion in the RFP and evaluation by the Panel and the Board. In addition to proposer's cost; profile, background, personnel, experience, work approach, financial stability, safety, administration and reporting plan, references, and the approach to customer service were included in the evaluation

criteria to determine the recommended proposer for the tree removal contract. The evaluation criteria and its respective weighted ranking factors are shown on the attached blank Proposal Evaluation Form, Attachment 1.

The Panel met on September 12, 2019 to compare and discuss what they determined as positive and negative aspects of the submitted proposals and to verify that consistency in the range of scores within each ranking criteria was used by the Evaluators.

Attachment: None