

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	August 11, 2014
	<b>Agenda Item No.</b>	<b>34</b>
	<b>Roll Call No.</b>	<b><u>14-1237</u></b>
	<b>Communication No.</b>	<b><u>14-375</u></b>
	<b>Submitted by:</b>	<b>Larry D. Hulse, Interim City Manager</b>

**AGENDA HEADING:**

Approving an exception to the procurement ordinance competitive bidding requirements for good cause, authorizing Tree Des Moines, CJ Stephens, President, to issue a Request for Proposal (RFP) for a tree inventory, management plan, and management software, and approving a commitment of \$100,000 for the procurement of such inventory.

**SYNOPSIS:**

Recommend approval for an exception to the procurement ordinance competitive bidding requirements for good cause to allow Tree Des Moines to submit a RFP for a tree inventory, tree management plan, web-based software management system, and software maintenance and training services for the City of Des Moines. This action approves a commitment of \$100,000 for the procurement of a tree inventory.

Typically private donors are more apt to donate to a non-profit cause than a City managed project that would otherwise be funded with property taxes. For this reason, good cause is being requested to allow a non-profit to procure the needed services. Additionally, the City’s contribution represents less than half the total cost.

**FISCAL IMPACT:**

Amount: \$100,000

Funding Source: 2014-2015 Capital Improvement Program (CIP), Miscellaneous Improvements -5, City Tree Replacement Fund, MS007, G.O. Bonds

**ADDITIONAL INFORMATION:**

At the March 10, 2014 Council meeting, by Roll Call No. 14-0394, Council approved the Capital Improvement Program (CIP) for Fiscal Year (FY) starting July 1, 2014. Included in this approval was an allocation of \$100,000 as contributing funds for conducting a tree inventory. The estimated cost for a tree inventory for Des Moines is \$400,000.

Tree Des Moines, a local non-profit created to support a healthy and sustainable urban tree canopy for a viable and livable Des Moines metro area, has requested to assist the City of Des Moines in fundraising for a tree inventory for the trees located in the right-of-way and City park system. Through this partnership, Tree Des Moines will conduct a RFP which will include City representatives on the evaluation committee for a highly qualified consultant to conduct an inventory of an estimated 100,000 trees. Tree Des Moines has entered into a similar agreement with Des Moines Water Works.

The RFP has been approved by the City Manager and is expected to be published the week of August 11<sup>th</sup>. City staff will participate as members of the evaluation committee. Separately, staff will develop a plan and cost to maintaining the inventory. Additional operational and capital costs may become apparent if the inventory identifies risk hazards that need to be mitigated in a timely manner. The program costs will be included in the budget discussions this fall.

Tree Des Moines will administer the initial phase of the inventory and will work in consultation with relevant City staff. Final payment for the inventory will be paid by the City of Des Moines upon satisfactory completion of the inventory and training of City staff. Upon completion of the inventory, Tree Des Moines will turn the rights of inventory ownership over to the City and the City will enter into subsequent licensing and maintenance agreements with the selected consultant.

The City Council will have final approval of award of contract for the tree management plan, software license, maintenance, software hosting, and training services.

### **PREVIOUS COUNCIL ACTION(S):**

Date: March 10, 2014

Roll Call Number: [14-0394](#)

Action: [On](#) recommended Capital Improvement Program (CIP) for fiscal years 2014-2015 through 2019-2020. ([Council Communication No. 14-108](#)) Moved by Hensley to adopt and refer to the City Manager to look for funding options for bridge repairs and bus rapid transit in Des Moines. Motion Carried 7-0.

### **BOARD/COMMISSION ACTION(S): NONE**

### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Approval of award of contract for a tree management plan, software license, maintenance, software hosting, and training services, subject to conditions.

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