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August 11, 2014

Date.....

APPROVING AN EXCEPTION TO THE PROCUREMENT ORDINANCE COMPETITIVE BIDDING REQUIREMENTS FOR GOOD CAUSE, AUTHORIZING TREE DES MOINES TO ISSUE A REQUEST FOR PROPOSALS FOR A TREE INVENTORY, MANAGEMENT PLAN, AND MANAGEMENT SOFTWARE, AND APPROVING A COMMITMENT OF \$100,000 FOR THE PROCUREMENT OF SUCH INVENTORY

WHEREAS, the City of Des Moines recognizes the need for a City tree inventory and desires to obtain such inventory with partial funding from the private sector; and

WHEREAS, the City of Des Moines desires to procure the services of a consultant to conduct a GIS based tree inventory of City trees within the right-of-way and City park system, which would include a tree management plan, web based software management system and software maintenance and training services, to enable City staff to keep such database up to date and to enhance the City's ability to manage the City's urban forest; and

WHEREAS, the non-profit entity Tree Des Moines desires to aid in the development of such inventory, management plan, and software system, and has proposed to conduct a Request for Proposals (RFP), which will include City representatives on the evaluation committee, for a highly qualified consultant to perform such services and to contract for the inventory process conducted by the selected consultant; and

WHEREAS, Tree Des Moines proposes that after completion of the inventory of City trees, the City will own the inventory database and will enter into a contract with the selected consultant to solidify ownership of the database, and for the software license, maintenance, hosting, and training services necessary for the City to use and maintain the inventory management system; and

WHEREAS, in order to leverage efficiencies, Tree Des Moines proposes that such RFP also include a separate limited inventory of trees on property managed by Des Moines Water Works (DMWW); and

WHEREAS, the City Manager recommends that the procurement of the above described tree inventory of City trees on right-of-way and park property be exempted from the competitive procurement requirements for good cause shown, pursuant to Sections 2-710 of the Municipal Code of the City of Des Moines.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that good cause has been shown to exempt the procurement of the above described tree inventory from the Procurement Ordinance competitive process requirements.

BE IT FURTHER RESOLVED that the City Council hereby approves the issuance of a Request for Proposals by Tree Des Moines for the above described tree inventory, with Tree Des Moines to be responsible for the administration of such RFP, including the selection of a consultant for conduct of the tree inventory of City trees, and for recommendation of such consultant to the City Council for award of contract for a tree management plan, software license, maintenance, software hosting and training services, subject to the following conditions:

1. The RFP must be approved by the City Manager before it is published. The RFP must be published on the Tree Des Moines website in order to inform potential qualified consultants.



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2. Tree Des Moines has no authorization to enter into any contract on behalf of the City of Des Moines or to represent itself as having such right.
3. The City shall have the exclusive right to control the administration of the City tree inventory database and will allow access by the public, including Tree Des Moines, under terms developed by the City Manager and the Information Technology Department. The City shall be the exclusive owner of all City tree inventory data and the sole licensee of the management software.
4. The evaluation committee must include, as full voting members, at least 3 members of City staff, including at least one Information Technology Department staff member.
5. The City shall have the right to reject all proposals at its sole discretion.

BE IT FURTHER RESOLVED that the City authorizes Tree Des Moines to administer the initial inventory phase of the project by the consultant awarded a contract by the Tree Des Moines, subject to: (1) Approval by the City of such inventory contract; (2) Tree Des Moines working in consultation and cooperation with the City's Engineering, Public Works and Park and Recreation Departments; and (3) All work must be coordinated with the City's project manager, designated by the City Manager.

BE IT FURTHER RESOLVED that the City hereby agrees to commit \$100,000 for the procurement of such consultant inventory services, subject to Tree Des Moines providing all other funds for the inventory of City trees, and subject to the requirement that Tree Des Moines must show to the City Manager's satisfaction bank statements indicating that at least 75% of the amount needed to pay for the inventory of City trees has been received by Tree Des Moines prior to the award of contract for such services. No City funds shall be provided to Tree Des Moines until the City receives copies of consultant invoices after completion of the City tree inventory to the satisfaction of the City.

(Council Communication No. 14-375)

Moved by _____ to approve.

Approved As To Form:

Ann DiDonato

Ann. DiDonato, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MAHAFFEY				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

City Clerk