

**CITY OF NAPERVILLE  
AWARD OF CHANGE ORDER #1  
CONTRACT NUMBER 18-013**

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**Requesting Department:** Department of Public Works  
**Procurement Name:** Tree Planting Services  
**Recommended Vendor:** The Fields on Caton Farm, Inc.  
**Amount of Award:** \$8,450 (total award \$452,700)

**BACKGROUND**

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The Department of Public Works issued Bid 18-013 seeking a contractor to plant approximately 1,500 2"- 2.5" (predominantly), parkway trees during the course of the period between April 1, 2018 and November 30, 2018. The City Council approved the award on March 21, 2018 for a one-year term from date of award through December 31, 2018 with three one-year options to extend.

**DISCUSSION**

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The Will County Division of Highways is in the process of finalizing the reconstruction of the intersection at 95<sup>th</sup> Street and Plainfield-Naperville Road. It is a Will County policy to not add trees to their highway projects. However, to be consistent with other landscape medians throughout the city and at the urging of the local residents, the City has requested permission to plant trees. The County agreed to allow the City to install trees in the County right-of-way under permit. The City will be responsible for all costs of installation and maintenance of the trees. To be consistent with the spacing of other median trees in the area, city staff determined that 26 trees of different species is appropriate. Staff seeks to add these additional trees to the existing contract for tree planting which offers favorable prices due to the volume of trees in the contract.

A change order in the amount of \$8,450 is requested to complete the tree planting.

**FISCAL IMPACT**

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CIP: N/A

The funds being used for the proposed trees are from a corresponding reduction in funds previously encumbered for reimbursement to Will County for highway improvements at the intersection of 95<sup>th</sup> and Plainfield-Naperville Road (Contract # 296). Future ownership and maintenance of the trees will be the responsibility of Naperville. The request is within budget for this expense.

Account Number	Fund Description	Total Budget Amount
30282300-531308	Bond Fund	\$8,450

**ATTACHMENT**

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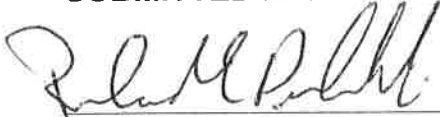
1. Original Award


**RECOMMENDATION**

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Approve the award of Change Order #1 to Contract 18-013, Tree Planting Services, to The Fields of Caton Farm, Inc. for an amount not to exceed \$8,450 and a total award of \$452,700

**SUBMITTED BY:**

  
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Dick Dublinski, Director      Date  
Department Public Works

 8/23/18  
\_\_\_\_\_  
Rachel Mayer      Date  
Chief Procurement Officer

**APPROVED BY:**

 8/27/18  
\_\_\_\_\_  
Douglas A. Krieger      Date  
City Manager

## **CITY COUNCIL AGENDA ITEM**

### **ACTION REQUESTED:**

Approve the award of Bid 18-013, Tree Planting Services, to The Fields on Caton Farm, Inc. for an amount not to exceed \$444,250 and for a one-year term

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

### **BOARD/COMMISSION REVIEW:**

N/A

### **BACKGROUND:**

The Department of Public Works (DPW) is responsible for the various parkway tree planting programs that the City offers to its residents. For the past several years, these programs included:

- Parkway tree planting required by Landscape Ordinance (93-14) for newly constructed homes,
- A free tree replacement program for parkway trees that have died, and
- A replacement tree planting program for Ash trees that have been removed due to the Emerald Ash Borer, (CIP Project PA040).

As part of the 2018 budget process, two changes were made to the City's tree planting programs. The first being that the "free tree replacement program" was reduced from \$80,000 to \$40,000 to help contain General Fund cost increases. An alternative program with a cost share component is being developed by staff and a report will be brought forth to obtain council consensus. Staff will then begin communication to residents in preparation for the fall planting season. The second change was the reinstatement of the arterial tree planting program. For 2018, approximately 100 trees will be planted near 95<sup>th</sup> Street and Wolf's Crossing under this program.

The Department of Public Works bid the planting of approximately 1,500 2"- 2.5" (predominantly), ball and burlap or container grown, parkway trees during the course of the period between April 1, 2018 and November 30, 2018. This includes one spring planting between the dates of April 1, 2018 and May 30, 2018, and a fall planting between the dates of October 1, 2018 and November 30, 2018.

This contract is for the purchase and planting of trees. The prices quoted include the tree, delivery, planting, and a one-year warranty. The City inspects and selects the trees to be supplied at the nursery site prior to being planted. The warranty of the trees has proved to be valuable, as the City has replaced as many as 200 trees in one year under this warranty in the past.

**DISCUSSION:**

Advertisement Date: 02/09/2018 Notices Sent: 88  
Opening Date: 02/12/2018 Planholders: 16  
Bids Received: 3

The following firms submitted bids:

Vendor	Bid Amount
The Fields on Canton Farm, Inc.	\$515,675
St. Aubin Nursery	\$915,070
Alaniz Landscape Group	Non-Responsive

The Fields on Caton Farm, Inc. is being recommended for award. Alaniz Landscape Group was determined to be non-responsive because the vendor did not meet the City's specification as advertised: Supplier owned or operated a local nursery. The City only accepts bids directly from local nursery businesses within USDA Zone 5 and/or a 200-mile radius of the City of Naperville who have at least 100 acres of quality shade tree nursery stock of suitable size and species. This requirement ensures that growing conditions are similar to the climate in Naperville, which in turn helps the trees survive after being planted.

The average cost to purchase and plant a new tree under this contract is \$330. Based on the pricing received and the approved budget of \$444,250, of which \$185,000 will be reimbursed by developers, the City will be able to plant approximately 1,350 trees.

The contract term is from date of award through December 31, 2018 with three one-year options to renew.

**FISCAL IMPACT:**

CIP #: PA040 & PA020

Tree planting services are budgeted across several funds including the General Fund, Capital Improvement Fund and the Bond Fund. The budgets for the programs are allocated per the table below.

Program/Funding	Construction	Replacement	Arterial	Total
EAB Replacement (CIP)		\$ 181,750		\$ 181,750
Arterial (CIP)			\$ 37,500	\$ 37,500
Replacement (General)		\$ 40,000		\$ 40,000
Developer (Bond Fund)	\$ 185,000			\$ 185,000
Total	\$ 185,000	\$ 221,750	\$ 37,500	\$ 444,250

In 2018, the City budgeted \$40,000 for replacement parkway trees and \$185,000 for developer planted trees. Developer trees are 100% reimbursed by the developer as part of a newly constructed home per the landscape ordinance. The capital funds utilized for the tree planting program are related to Emerald Ash Borer Program (project #PA040),

and Arterial Tree Planting Program (project # PA020). The 2018 budget for PA040 is \$368,750 and includes tree removal and replacement. Staff estimates that \$181,750 will be used for tree planting. In addition, the 2018 budget for PA020 is \$37,500. The total award of \$444,250 is within the budgeted amount for this expense. Future cost share options will be presented to the City Council in April for review and approval.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31251100-541404	General Fund	\$220,000
31251100-531308	General Fund	\$1,388,045
31252200-551502	Capital Projects Fund	\$498,750
31252300-551502	G.O. Bond Fund	\$1,368,500

Project Number: PA020  
 Project Title: Annual Tree Planting Program  
 Department Name: DPW - Operations

Asset Type: Parks  
 CIP Status: Recurring  
 Project Category: Capital Upgrade

Budget Year: 2018  
 Category Code: B  
 Sector: Various

**Project Purpose:**

This is an upgrade and enhancement project that will improve the City's urban forest through the diversified planting of trees along arterial and residential roadways.

**Project Narrative:**

This project is for the multi-year tree planting program on arterial & collector streets that was approved by City Council on July 3, 2001 to help beautify roadways. The arterial tree planting program was put on hold until 2018 to offset the cost of tree removal and replacement in PA040 - Emerald Ash Borer Program. In FY09-10, the Department of Public Works (DPW) concluded the eight year term of the arterial tree planting program. From FY02 through fall of 2009, 5,736 of the 10,400 identified trees were planted. There are approximately 2,500 sites identified for planting once the program resumes. In 2018, DPW plans to plant 100 trees on 95th Street and Wolf's Crossing. In 2019, DPW plans to plant 225 trees on Jefferson, Fort Hill Dr, Royal St, George, Bailey Rd, Royce Rd, Book Rd, 248th St and 111th St. In 2020, DPW plans to plant trees on Gartner Road, Bauer Road, White Eagle Drive, Gateshead and Levernz.

**External Funding Sources Available:**

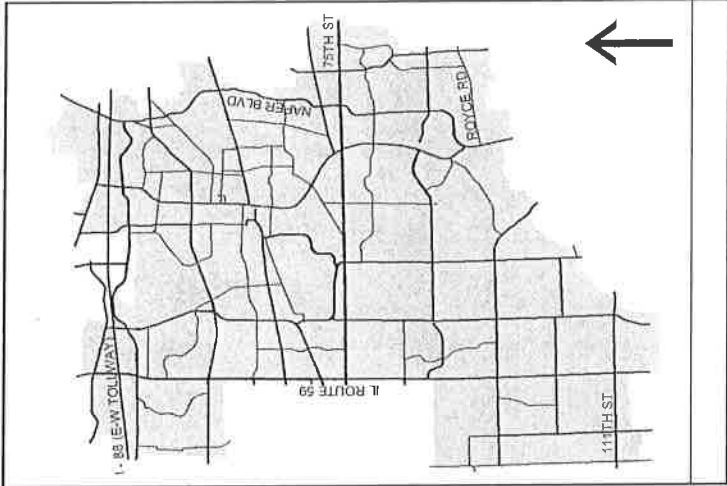
None

**Projected Timetable:**

2018 - 100 trees  
 2019- 225 trees

**Impact on Operating Budget:**

Minimal impact on the operating budget.



**Funding Source Summary**

Funding Source	2018	2019	2020	2021	2022	Total Source
Unfunded Capital	37,500	86,063	104,040	106,121	108,243	441,967
<b>Totals</b>	<b>37,500</b>	<b>86,063</b>	<b>104,040</b>	<b>106,121</b>	<b>108,243</b>	<b>441,967</b>

**Project Cost Summary**

Expense Category	2017 Budget	2018	2019	2020	2021	2022	Total CIP
Construction	0	37,500	86,063	104,040	106,121	108,243	441,967
<b>Totals</b>	<b>0</b>	<b>37,500</b>	<b>86,063</b>	<b>104,040</b>	<b>106,121</b>	<b>108,243</b>	<b>441,967</b>