

**PROPOSAL FOR  
CONTRACT EXTENSION  
SCOPE OF WORK**

# TREE MASTER PLAN

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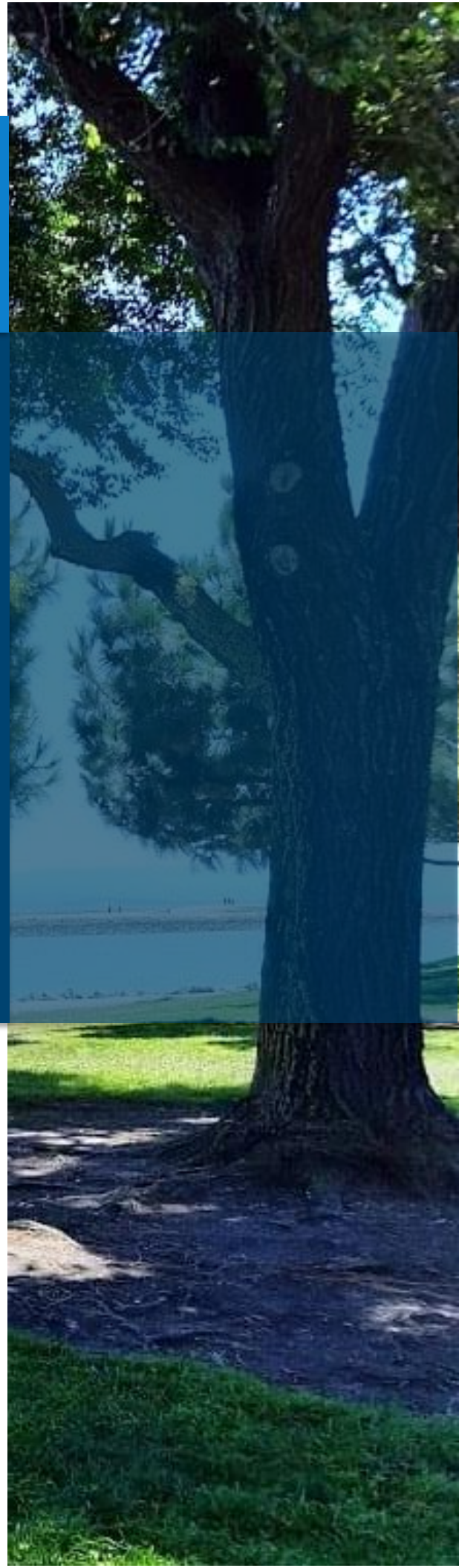
City of San Leandro, CA  
May 31, 2024

**SUBMITTED TO:**

City of San Leandro  
San Leandro, CA 94577

**PROPOSED BY:**



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## OVERVIEW

The City of San Leandro received funds from the American Rescue Plan Act to assist in the development of a Tree Master Plan (TMP) that includes an inventory of the City’s public trees, an urban heat assessment, tree canopy cover analyses and goal setting, benchmarking of urban forestry program operations, strategies for growing and preserving the urban forest, and much more. Since the TMP’s kick-off in June 2022, changes in staffing and program structure have impacted the project’s timeline. The proposed contract extension allows the Project Team to make vital edits and adjustments to the existing deliverables and align with the City’s new program structure and vision for the urban forestry program. The timeline, scope of work, and budget are detailed on the following pages.

		TIMELINE																													
		2022										2023										2024									
#	Task	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	Project Management																														
1.1	Tree Inventory																														
1.2	Urban Heat Assessment																														
1.3	Map of Priority Planting Areas																														
1.4	Goals for Tree Canopy																														
2.1	Outreach Plan																														
2.2	Education Recommendations																														
3.1	Identify Challenges, Principles, Goals																														
3.2	Tree Species and Management Recommendations																														
3.3	Recommended Tree Infrastructure Team																														
3.4	Budget and Revenue for Tree Work																														
3.5	Revisions to City Ordinances or Policy																														
4.1	Tree Planting Implementation																														
4.2	Tree Maintenance Implementation																														
4.3	Managing Hazards of Declining Trees and Tree Removal																														
4.4	Infrastructure Issues																														
4.5	Maintenance Record Keeping																														
4.6	Key Performance Indicators																														
4.7	Staff Workshops (2)																														
4.8	Internal Implementation Document																														
	Plan Development																														
	Presentations & Delivery																														

 Current Timeline  Extended Timeline

## SCOPE OF WORK

Tasks and Deliverables	Budget	% of Budget
<b>Project Management</b>	\$350	3%
PlanIT Geo will provide monthly project updates to the City of San Leandro via email to track TMP progress.		
<b>1.4 Goals for Tree Canopy</b>	\$400	3%
Citywide tree canopy cover in San Leandro is 8% according to the 2018 data available. Tree canopy goal scenarios of 12% and 20% were explored using benchmarking with surrounding communities, community input, and environmental justice as a priority. Remaining tasks involve adding an option for “The Cost of Doing Nothing” and expanding the implementation strategies for achieving a tree canopy goal.		
<b>3.2 Tree Species and Management Recommendations</b>	\$300	2%
A list of recommended street tree species appropriate for planting in the public right-of-way is included in the draft TMP with criteria such as drought tolerance, California natives, root growth (minimizing impacts to adjacent public sidewalks and private sewer laterals), and height (a majority of the City’s residential neighborhoods still have overhead power lines). Remaining tasks involve incorporating the City’s feedback on the Recommended Tree List, recommended planting locations, and species prescription.		
<b>3.3 Recommended Tree Infrastructure Team</b>	\$300	2%
Recommendations for a Tree Infrastructure Team are included in the draft TMP, however there have been recent changes in urban forestry staffing and program structure in San Leandro. The recommendations need to be updated with the new staffing structure in mind and to better align with the future vision of an urban forestry program.		
<b>3.4 Budget and Revenue for Tree Work</b>	\$300	2%
Budget recommendations were developed using the tree inventory data, maintenance needs, canopy goals, staffing needs, and more. The recent changes in urban forestry staffing and program structure in San Leandro have impacted the budget recommendations, and updates are needed to better align with the future vision of an urban forestry program.		
<b>3.5 Revisions to City Ordinances or Policy</b>	\$300	2%
Recommended revisions to City Ordinances were included in the draft TMP using industry standards and best management practices. Feedback and discussion with the City are needed for a final version to be incorporated into the Trees Master Plan and used as a separate resource for the City to pursue changes. The new program structure, specifically the “Recreation and Parks Department” needs to be reflected in the revisions.		
<b>4.1 Tree Planting Implementation</b>	\$300	2%
Tree planting recommendations are included in the draft TMP. Feedback is needed to refine the recommendations and finalize planting strategies under the new program structure and with the proposed Tree Infrastructure Team.		
<b>4.2 Tree Maintenance Implementation</b>	\$300	2%
Tree maintenance recommendations are included in the draft TMP. Feedback is needed to refine the recommendations and finalize maintenance strategies under the new program structure and with the proposed Tree Infrastructure Team.		
<b>4.3 Managing Hazards of Declining Trees and Tree Removal</b>	\$300	2%
Tree hazards and removal recommendations are included in the draft TMP. Feedback is needed to refine the recommendations and finalize strategies under the new program structure and with the proposed Tree Infrastructure Team.		

## SCOPE OF WORK

<b>4.4 Infrastructure Issues</b>	\$300	2%
<p>Recommendations are included in the draft TMP for managing conflicts between trees and public infrastructure such as sidewalks, overhead and under-ground utilities, and pavement. Feedback is needed to refine the recommendations and finalize strategies under the new program structure.</p>		
<b>4.5 Maintenance Record Keeping</b>	\$300	2%
<p>Recommendations are included in the draft TMP for managing the urban forest using the TreePlotter software. An overview of the software and implementation of the maintenance record keeping is needed for new staff to support the proactive maintenance cycle, and modifications to the pruning cycle are pending staff's input on Task 4.2 Tree Maintenance Implementation.</p>		
<b>4.6 Key Performance Indicators</b>	\$300	2%
<p>Key performance indicators (KPIs) are included in the TMP's Implementation section, with associated goals, actions, targets, and strategies. Staff input is needed to identify necessary changes due to the new program structure and resource needs to implement each supporting action.</p>		
<b>4.7 Staff Workshops (2)</b>	\$3,000	23%
<p>Two (2) staff workshops are needed for the Consultant to discuss edits to key components of the TMP due to recent changes in urban forestry staffing and program structure. The tasks identified for workshopping include (but are not limited to) the recommended species list, tree maintenance schedule and budget, vision and goals of the urban forestry program at San Leandro, and development of the tree infrastructure team.</p>		
<b>4.8 Internal Implementation Document</b>	\$2,500.00	19%
<p>After careful review of the draft TMP, City Staff has advised the Consultant that there is a need for a separate planning document that will provide guidance for staff on implementation of the plan, with careful attention given to the budget and resources needed for the urban forestry program today and in future years.</p>		
<b>Plan Development</b>	\$2,500.00	19%
<p>The draft TMP will undergo two major rounds of edits before it is final:</p> <ol style="list-style-type: none"> <li>1. Remove specific components that are to be covered in the Internal Implementation document and modifying the Tree Master Plan document to be high-level and more digestible to the public.</li> <li>2. Incorporate feedback from City Staff received during the Staff Workshops, with special attention given to the impact of the recent changes in urban forestry staffing and program structure. Staff will communicate any stakeholder feedback to the Consultant to be incorporated.</li> </ol>		
<b>Presentations &amp; Delivery</b>	\$1,250.00	10%
<p>The Consultant recommends up to two (2) presentations with City Council where the Consultant provides an overview of the Tree Master Plan, members of the community may provide public comment, and the City Council may ask for more information or details about the TMP.</p>		
<b>Total:</b>	<b>\$13,000</b>	<b>100%</b>

<b>BUDGET SUMMARY</b>			
<b>#</b>	<b>Task</b>	<b>Budget</b>	<b>% of Budget</b>
	Project Management	\$350	3%
<b>1.4</b>	Goals for Tree Canopy	\$400	3%
<b>3.2</b>	Tree Species and Management Recommendations	\$300	2%
<b>3.3</b>	Recommended Tree Infrastructure Team	\$300	2%
<b>3.4</b>	Budget and Revenue for Tree Work	\$300	2%
<b>3.5</b>	Revisions to City Ordinances or Policy	\$300	2%
<b>4.1</b>	Tree Planting Implementation	\$300	2%
<b>4.2</b>	Tree Maintenance Implementation	\$300	2%
<b>4.3</b>	Managing Hazards of Declining Trees and Tree Removal	\$300	2%
<b>4.4</b>	Infrastructure Issues	\$300	2%
<b>4.5</b>	Maintenance Record Keeping	\$300	2%
<b>4.6</b>	Key Performance Indicators	\$300	2%
<b>4.7</b>	Staff Workshops (2)	\$3,000	23%
<b>4.8</b>	Internal Implementation Document	\$2,500.00	19%
	Plan Development	\$2,500.00	19%
	Presentations & Delivery	\$1,250.00	10%
	<b>Total</b>	<b>\$13,000</b>	<b>100%</b>