



Report Date: July 11, 2025

VanRIMS No.: 08-3000-30

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TO: Park Board Chair and Commissioners  
FROM: Director, Park Operations  
SUBJECT: Tree-Related Maintenance Services - Pre-Qualification - Contract Award

### RECOMMENDATIONS

- A. THAT the Vancouver Board of Parks and Recreation ("Park Board") authorize staff to negotiate an agreement for Tree Related Maintenance Services pre-qualification for a list of 8 vendors as attached in Appendix A, for providing the tree maintenance services, for a term of three (3) years, with an estimated contract value of \$4M, plus applicable taxes, to be funded through Annual Capital Expenditure Budget, the Multi-Year Capital Budget and the Operating Budget subject to Council approval;
- B. THAT the City's Director of Legal Services, Chief Purchasing Official and Park Board's General Manager be authorized to execute on behalf of the Park Board the contract contemplated by Recommendation A above.
- C. THAT no legal rights or obligations will be created by the Park Board's adoption of Recommendations A and B above unless and until such contract is executed by the authorized signatories of the City as set out in these Recommendations.

### PURPOSE AND SUMMARY

The Park Board's Urban Forestry team is seeking to establish a roster of pre-qualified contractors available to deliver a range of services including tree removal, pruning, stump grinding, emergency response and arborist consulting services. The Urban Forestry team requires additional capacity to enhance its proactive management and maintenance of the City's tree inventory and ensure timely response to identified risks. This roster would aid in mitigating associated risks to human safety from falling tree limbs and exposed roots, risk of property damage particularly during and following weather events and improving the overall health of the City's urban canopy.

A Request For Application ("RFA") PS20251163-VBPR-RFA was issued on March 25, 2025 for Tree Related Maintenance Services. The RFA was advertised on the City of Vancouver website and BC Bid, in accordance with the City's Procurement Policy (ADMIN-008). Staff on the RFA evaluation committee and the Bid Committee have considered the responses received and recommended that an agreement be negotiated with the listed 8 recommended vendors.

The work was called in accordance with the terms and conditions of the City and Park Board Procurement Policies.

**BOARD AUTHORITY / PREVIOUS DECISIONS**

As per the [Vancouver Charter](#), the Park Board has exclusive jurisdiction and control over all areas designated as permanent and temporary parks in the City of Vancouver, including any structures, programs and activities, fees, and improvements that occur within those parks.

As per the [Park Board Procurement Policy](#) approved in July 2022, all contracts with values of \$2,000,000 and greater require Council approval, with Vancouver Park Board, Park Board General Manager, City Manager and Director, Legal Services concurrence.

**CONTEXT AND BACKGROUND**

The City of Vancouver's Board of Parks and Recreation's Urban Forestry team is responsible for the care and maintenance of the City's urban forest on public land encompassing over one (1) million trees. This includes:

- 150,000 street trees: Lining streets, medians, and boulevards throughout the city.
- 35,000 trees in parks and golf courses: Providing shade, beauty, and environmental benefits in recreational areas.
- Approximately one (1) million trees in forest areas: Providing ecological services in significant green spaces like Stanley Park and Jericho Park.

The Park Board's Urban Forest team, lead by the Director of Park Operations, is responsible for operational decision making in order to deliver on the priorities established by the Park Board, as laid out by the recently updated and adopted Urban Forest Strategy, related to the Urban Forest.

To support managing this extensive inventory and address current backlog of service requests, Park Board's Urban Forestry team recommends and requires the use of qualified and experienced vendors to increase capacity beyond the scope of current internal staff and fleet assigned to this work.

The increased capacity will allow for more proactive management and maintenance of the City's tree inventory and mitigate public safety risks.

The services provided will include the supply of all labour, materials, and equipment necessary to provide:

- tree removal;
- tree pruning;
- stump grinding;
- emergency response; and,
- consulting arborist services as required.

Work will be assigned at a tree, block, or neighbourhood basis. Opportunities to bid on projects will be provided to the pre-qualified vendors for pricing, and they will be evaluated and awarded based on a combination of cost, experience, and availability.

The work will be carried out in adherence to the following set of standards:

- The American National Standards Institute (ANSI) Z133 Safety Standards for Arboriculture Operations;
- The American National Standards Institute (ANSI) A300 Tree Care Standards for trees, shrubs, palms and other woody landscape plants Parts 1-10 (Pruning, Supplemental Support Systems, Tree Risk Assessment, etc.);
- Ministry of Transportation and Infrastructure Traffic Management; and,
- WorkSafeBC Guidelines.

It is recommended that the pre-qualified contractors and consultants be signed to standing offer agreements to help maintain and preserve its stock of street and park trees in two categories:

- Tree Maintenance Services; and
- Arborist Consulting Services.

The standing offer agreements utilized will contain Living Wage language as per the Vancouver Board of Parks and Recreation policy.

The purpose of the RFA was to identify pre-qualified vendors with demonstrated capability to meet the City's technical and service requirements for tree related maintenance and consulting services over the term of the contract at competitive pricing and meeting the Park Board's service requirements.

## **DISCUSSION**

The RFA was issued in accordance with the City's Procurement Policy (ADMIN-008). Responses to the RFA were received from 15 separate applicants. The responses were evaluated, using both quantitative and qualitative factors, by an evaluation team comprised of representatives from the Board of Parks and Recreation under the stewardship of Supply Chain Management, to assess each response's overall value.

Some of the Criteria considered in the overall evaluation process included:

- Applicant overview
- Applicant's ability to meet the City's technical requirements
- Personnel qualifications
- Applicants related experience and references
- Hourly rates for different key positions and use of common related equipment.

Based on the overall evaluation, the team concluded that the applications submitted by the attached list of 8 vendors (Appendix A) best met the City's requirements and provided best overall value to the City.

**FINANCIAL CONSIDERATIONS**

Finance has reviewed and confirmed that funding is available for tree related services from Capital and Operating Budgets – and all work will adhere to approved budget levels as set by the Park Board. After contract execution with prequalified vendors, Financial Planning & Analysis (FP&A) will review each service request against available budget to ensure appropriate and sufficient funding is in place prior to any project award.

As a result of the RFA, the Park Board is able to achieve cost certainty for the proposed 3-year contract term.

**LEGAL CONSIDERATIONS**

Park Board Procurement Policy requires that all contracts, renewals, extensions, and any other forms of commitments and contracts will be on terms and conditions approved by the City Solicitor.

All contracts awarded by Council valued at \$2,000,000 or greater will be signed by the Vancouver Park Board General Manager, the City Manager, and the Director of Legal Services.

**CONCLUSION AND NEXT STEPS**

Staff recommend that the Vancouver Park Board enter into a three (3) year agreement in which staff may negotiate for Tree Related Maintenance Services with the eight (8) pre-qualified vendors as attached in Appendix A.

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## **APPENDIX A**

### **Recommended Vendors**

#### **Recommended Tree Related Maintenance Services Vendors**

- Asplundh Canada ULC
- BC Plant Health Care Inc.
- Davey Tree Expert Co. of Canada, Limited
- NGS Contracting Ltd.
- Silverback Treeworks Ltd.
- TreeLine Management Inc.

#### **Recommended Consulting Services Vendors**

- BC Plant Health Care Inc.
- Chartwell Resource Group Ltd.
- Blackwell Consulting Ltd.