

RESOLUTION NO. 2923

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE SOLE SOURCE SELECTION OF FRIENDS OF TREES FOR FY 2021-22.

WHEREAS, Friends of Trees is a non-profit organization that has been a leader in community tree planting organization in southwest Washington and Oregon's Willamette Valley for over 30 years; and

WHEREAS, Friends of Trees is a regional leader in improving the urban tree canopy and restoring sensitive natural areas—through programs delivered by thousands of volunteers; and

WHEREAS, Friends of Trees has coordinated the planting of over 870,000 trees and native shrubs with thousands of local volunteers in 18 cities, 6 counties, and 2 states, and been recognized as one of Oregon's top 100 non-profit organizations for the past seven years; and

WHEREAS, since 2002, the City has partnered with Friends of Trees to improve habitat in parks and green spaces, and plant trees in neighborhoods throughout Wilsonville; and

WHEREAS, urban tree canopy is a valuable resource to communities for a multitude of reasons, some of the most notable being: stormwater retention, shade and its associated cooling effects, improved air quality, enhanced neighborhood aesthetics, improved wildlife habitat, reduced traffic speeds and mitigating the impacts of climate change; and

WHEREAS, the focus of this partnership with Friends of Trees is to increase canopy coverage in the City by replanting 200 street trees lost to 2021 ice storm along public rights-of-way and in residential yards throughout Wilsonville neighborhoods; and

WHEREAS, the City may sole-source procurements without competition when it is determined that at least one of four (4) criteria outlined in ORS 279B.075 are met based on written findings; and

WHEREAS, the City finds that ORS 279B.075 (2)(a), "That the efficient utilization of existing goods requires acquiring compatible good or services," is met, as Friends of Trees provides the City a unique combination of community involvement and urban forest canopy restoration, and they bring an exceptional level of experience to organizing volunteers and successfully completing habitat improvement and tree planting projects in Wilsonville; and


WHEREAS, the City finds that ORS 279B.075 (2)(d), “Other findings that support the conclusion that the goods or services are available from only one source,” is met, as Friends of Trees is the only organization that provides the capacity to effectively organize volunteers in the restoration of the urban forest, and they cover the gamut of restoring habitat from planting events through long-term maintenance and monitoring; and

WHEREAS, the total projected contract cost for the program from FY 21/22 is \$50,000, with Friends of Trees making an additional in-kind donation of approximately \$21,000 to the Project.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City Council incorporates and adopts the above recitals and the staff report accompanying this Resolution as if fully set forth.
2. The City Council approves the sole source selection of Friends of Trees for FY 21/22.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of August 2021, and filed with the Wilsonville City Recorder this date.

DocuSigned by:

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JULIE FITZGERALD, Mayor

ATTEST:

DocuSigned by:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

| | |
|----------------------------|---------|
| Mayor Fitzgerald | Yes |
| Council President Akervall | Excused |
| Councilor Lehan | Yes |
| Councilor West | Yes |
| Councilor Linville | Yes |



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2021-22 PROPOSED SCOPE OF WORK BETWEEN FRIENDS OF TREES AND THE CITY OF WILSONVILLE

Friends of Trees (FOT) is pleased to provide the following proposal and corresponding cost estimate as a scope of work to the City of Wilsonville (the City) to conduct community tree planting and education during the 2021-22 planting season, with the specific goal of aiding tree canopy recovery following the 2021 ice storm.

ORGANIZATIONAL & TEAM QUALIFICATIONS

Friends of Trees (FOT) has been the premier community tree planting organization in southwest Washington and Oregon's Willamette Valley for 30 years and counting. Our mission is to bring people together to plant and care for city trees and green spaces across the Pacific Northwest through our Neighborhood Trees and Green Spaces planting programs. We engage residents, students, and civic organizations in taking an active role in improving the health of their local watersheds and in creating healthier, more livable communities. So far, we have coordinated the planting of over 870,000 trees and native shrubs with thousands of local volunteers in 18 cities, 6 counties, and 2 states. FOT has been recognized as one of Oregon's top 100 non-profit organizations for the past seven years running.

The ways in which Friends of Trees connects with local residents to plant and steward their urban forest sets us apart from contractors or other tree planting organizations. FOT's nationally recognized programs connect people to nature and their community by conducting safe, fun, and effective volunteer events throughout the year. FOT reaches a diverse range of individuals by offering community volunteers the opportunity to participate and meet their neighbors through our neighborhood planting events. All volunteers learn about proper tree planting and care and can participate in greater capacities if they choose. Key volunteers receive additional training and education about the importance of a healthy environment and how it pertains to environmental justice, tree biology, proper planting and pruning techniques, community organizing, as well as long-term care and maintenance of planted sites. We continue to work with tree recipients after their trees have been planted to provide establishment mentoring and assistance. Further, our planting model is founded on employing professional staff to recruit and organize community volunteers, thus ensuring high quality, well-attended events. To this end, we provide all of the trees, tools, materials, and guidance necessary for our projects.

2021-22 PROJECT OVERVIEW

The focus of this planting project is to both increase canopy coverage and replant trees lost to recent ice storms, along public rights-of-way and in residential yards throughout Wilsonville neighborhoods. Urban tree canopy is a valuable resource to communities for a multitude of reasons, some of the most notable being: stormwater retention, shade and its associated cooling effects, improved air quality, enhanced neighborhood aesthetics, improved wildlife habitat, reduced traffic speeds and mitigating the impacts of climate change. FOT will work



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with the City on conducting preliminary neighborhood outreach and on specifying planting location details, but will take lead on all other aspects of our programming, including: coordinating public outreach and education within the neighborhoods and community-at-large, recruiting volunteers, procuring plant material, and facilitating the community events.

With the help of community volunteers, FOT will organize and lead the planting of up to 200 trees over the course of two or more events in Wilsonville Neighborhoods during the 2021-22 planting season. If funding allows, FOT is able to conduct educational community workshops and/or young tree structural pruning as well.

Tree Planting

- **Securing of Project Sites:**

- Our highest priority will be to support residents replacing street trees due to ice/snow damage, then to secure locations for new street and yard trees, as funding and capacity allows.
- FOT has successfully built a model in several communities to support residents and businesses going through tree removal and replacement. We have experience with different removal permitting requirements and are able to help residents navigate this process. If needed, we can also help connect property owners to arborist companies to help with the tree removal and stump grinding.
- If needed, FOT will take the lead on identifying properties and locations for new street trees through on-the-ground assessment and door-to-door canvassing. Our highest priority will be to secure locations for street trees in developed planting strips, followed by street trees in other City rights-of-way, and then on private property.
- From the list of addresses of interested parties, FOT will conduct street tree inspections to collect the following data: number of street trees permitted and from which tree list the customer may select trees.
- FOT will provide the list of inspected properties and details to the City who may perform quality control inspections as desired.
- FOT has created specific tree lists for customers to choose from based on the “right tree, right place” principle. Street tree options provided to residents shall follow the City’s list of approved species. With storm durability in mind, FOT has made recommendations to the City regarding the removal or limited planting of some varieties on the City’s current list, and the addition of some varieties that are more resistant to ice and snow damage.



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- FOT staff will utilize professional utility location services to ensure underground utility locations are identified prior to site preparation.
- FOT staff will work closely with residents during the tree selection process to ensure that residents are able to make an informed decision on which tree is best for their specific needs and planting location.
- All trees will be offered to residents at \$35/tree, although FOT may provide additional discounts under qualifying circumstances.
- FOT and/or the City will attend neighborhood and business association meetings to inform the neighborhood residents of the project.
- FOT will serve as the main point of contact for interested participants throughout the project.

- **Volunteer Recruitment / Project Promotion:**
 - FOT will work with the City, but take the lead on the recruitment of volunteers for planting day. We will also recruit local residents to develop/share their leadership skills by training with us to become volunteer crew leaders, event coordinators or summer tree inspectors.
 - The City agrees to promote these events in conjunction with FOT to the City's volunteer base and the public.
 - FOT will promote all planting events through a variety of means that may include: sending mailings, listing events on printed and online calendars, using online recruitment tools, promoting on our e-newsletter, *Treemail*, utilizing in-person outreach, and by highlighting the partnership with the City on social media.
 - FOT will use the City of Wilsonville logo on all outreach materials when working with tree recipients.
 - FOT will work with the City to provide any information / draft story ideas for local earned media opportunities and for the City's website, newsletters, and events calendar.
 - FOT will pursue additional project support and partnerships within the Wilsonville business community.
 - City staff and elected officials will be invited to participate in the planting.



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- **Safe, Fun, High Quality Planting Events:**

- FOT will organize the event space, refreshments, and logistics for the planting/s in accordance with all state and local COVID-19 safety recommendations. We will provide all necessary tools, materials, and leadership for a successful and enjoyable event.
- FOT will provide trained, volunteer Crew Leaders to manage the volunteer pool in smaller subgroups to ensure all participants safely and properly install plant material. However, there will be at least one (1) program staff member present during the planting event.
- All trees will be staked with two wooden stakes for stability and visibility and affixed with FOT tree tags including species identification and basic care instructions.
- Watering of trees will be the responsibility of adjacent property owners. However, FOT will offer care reminders and verbal support to residents on proper tree establishment.

- **Monitoring & Establishment Care:**

- FOT will send a postcard and/or email to all new tree purchasers reminding them to start watering in late Spring/early summer (and reminder communication one and two years later.)
- FOT will recruit and train Summer Inspector volunteers to monitor newly planted trees. These volunteers will inspect newly planted trees twice during the 1st summer and will provide feedback to tree recipients on best tree establishment practices. Summer Inspectors also record tree health and site condition data which is then permanently stored in FOT's Neighborhood Trees database.
- FOT will replace any tree that dies within the first summer if it is determined to have been improperly planted or the planting stock was damaged. We will not offer free replacement trees due to negligence on the part of the property owner, vandalism, or act of God.
- Data from this monitoring effort will be made available to the City as part of our final project reporting. FOT will additionally provide volunteer numbers, hours, and their projected value, as well as any in-kind donations received as part of our reporting to the City.

Young Tree Structural Pruning Events

FOT has a strong young tree pruning program in three municipalities. The pruning program focuses on creating a strong foundation for the tree by addressing street and pedestrian clearance, and long-term structure and form. Through our pruning program, we can either focus on pruning a large amount of trees through a neighborhood-wide pruning event, or we can scale back on the quantity of trees pruned to focus more on community education. For maximum result, both models (outlined below) could be offered.



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- **Neighborhood Scale Pruning Event:**

- In preparation for a pruning event, FOT will survey the project area and identify all young trees (6" DBH and under, typically 8 years in the ground or less) in need of pruning by visual assessment.
- FOT will tag the trees, collect the property information, and leave behind information for the property owner about the FOT program and how to opt-out if not interested.
- On event day, trained FOT volunteers, staff and/or interns will visit all tagged trees. If the tags have not been removed by the property owner, the pruning team will assess the tree and make necessary cuts to improve the structure and form by removing dead wood, problematic branches, and lower limbs for clearance.
- Each property will receive proper pruning guidance via a handout post-pruning. This handout could be tailored to meet the needs of your program.
- FOT collects data on tree species, location and type and scale of pruning to each tree. This information is available to the City, if requested.
- This is a great model for those neighborhoods that have a lot of younger trees in need of pruning, and/or for highly visible neighborhoods to showcase proper pruning to residents.
- With this model, more focus is on properly pruning all eligible trees in the area with less engagement at each property.
- FOT will recruit, train and coordinate all volunteers for the pruning events. All pruning volunteers will have previously completed a holistic pruning training through FOT and be accompanied by veteran pruning leaders. . The training includes tree biology, proper pruning cuts, reasons for and benefits of pruning (clearance, structure, form, dead and dying branches), tool selection, usage and safety, and any City code that governs tree pruning.

- **Pruning and Tree Education Workshops**

- FOT will schedule, promote, plan, coordinate and implement community workshops covering a range of topics including proper pruning, tree selection, tree planting, tree care and establishment, and community engagement. The goal of these workshops is to teach skills and empower residents to care for their own trees. Workshops may include educational presentations from knowledgeable staff and/or volunteers, opportunities for discussion, questions and sharing of community interests and ideas.



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- We're also able to host community conversations to help understand community needs and interests around community and urban forestry, or other topics relating to urban greening and livability.
- Pruning workshops will focus on structural pruning of young trees (6" DBH or less) to ensure proper growth and strong branch attachments. Topics covered include identification of pruning needs, proper pruning cuts, reasons for and benefits of pruning (clearance, structure, form, dead and dying branches), tool selection, usage and safety, and any City code that governs tree pruning.
- FOT will pre-select trees to prune prior to the day of the workshop to ensure that attendees who are interested in making pruning cuts alongside experienced educators will have the opportunity to do so. All pre-selected trees will be approved by the property owner in advance.
- Most workshops can take place in-person or virtually, although some may benefit from in-person field portions, such as planting and pruning.
- Verbal or written notes about the workshop may be shared with City staff, as there is interest. City staff will also be invited and welcome to attend.

Measures of Success

- **Community Involvement** – to have at least 50 volunteers contribute 200 volunteer hours toward the volunteer planting event, as allowed by local and state COVID-19 guidelines and community comfort during the pandemic.
- **Tree Plantings** – to plant up to 200 large stock trees (1" – 2" caliper) along rights-of-way or on private property within Wilsonville neighborhoods.
- **Tree Survival Rate** – to achieve a minimum 90% survival rate for newly installed street trees by the end of summer of 2022.



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BUDGET

The following budget estimate is for the FOT Neighborhood Trees program to plant 200 trees in Wilsonville during the 2021-22 planting season to help recover the lost canopy from the 2021 snow and ice storm. A budget is included to conduct one educational community workshop, and/or a pruning event as well, in the event budget allows.

Tree Planting: There will be a \$250.00 charge per street tree planted to cover tree and tree-dependent costs. In addition, if 50 or fewer trees are to be planted at an event, FOT will add a project fee of \$3,500.00 to cover staff time and event logistics. Maximum costs for the planting project will not exceed \$50,000.00, unless otherwise directed by the City.

| Friends of Trees Budget Proposal for 2021-22 Wilsonville Tree Planting Project | | | | |
|---|-------------|-------------|------------|-----------------------|
| City Expenses - by Wilsonville | Cost | Unit | Qty | Project Cost |
| Neighborhood planting event fee* | \$3,500 | fee | 1 | \$ 0 |
| Tree charge | \$250 | 2 | 100 | \$ 50,000.00 |
| Wilsonville | | | | \$ 50,000.00 |
| Matching Funds - by FOT | Cost | Unit | Qty | Projected Cost |
| Tree Recipient Funds (\$35/tree) | \$35 | tree | 200 | \$ 7,000.00 |
| In-kind donations | \$150 | event | 2 | \$ 300.00 |
| Sponsorship Funds (\$2500/event) | \$2500 | event | 1 | \$ 2,500.00 |
| Value of Volunteer Hours | \$28.54 | hour | 400 | \$ 11,416.00 |
| FOT | | | | \$ 21,216.00 |
| Tree Planting Project Value | | | | \$ 71,216.00 |

* Neighborhood planting event fee is only assessed if 50 or fewer trees are to be planted to cover staff time and event logistics costs. Costs not to exceed \$50,000, unless otherwise directed by the City.



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Neighborhood Pruning Event: Neighborhood-scale pruning events will only be conducted if funding is available, and as directed by the City.

| Friends of Trees Budget Proposal for 2021-22 Wilsonville Neighborhood Pruning Event | | | | |
|--|-------------|-------------|------------|-----------------------|
| City Expenses - by Wilsonville | Cost | Unit | Qty | Projected cost |
| Pruning event - young tree structural pruning <ul style="list-style-type: none"> Includes, but not limited to: tree identification, pruning notification, volunteer recruitment & training, material development, implementation, participant communication | \$7,500.00 | event | 1 | \$7,500.00 |
| Wilsonville: | | | | \$7,500.00 |
| Matching Funds - by FOT | Cost | Unit | Qty | Projected cost |
| Sponsorship funds (\$2500/event) | \$2,500.00 | event | 1 | \$2,500.00 |
| Individual donations (\$100/event) | \$100.00 | event | 1 | \$100.00 |
| In-kind donations (\$100/event) | \$100.00 | event | 1 | \$100.00 |
| Value of volunteer hours | \$28.54 | hour | 100 | \$2,854.00 |
| Supplies <ul style="list-style-type: none"> Includes, but not limited to: outreach and training materials, tools and refreshments | \$500.00 | event | 1 | \$500.00 |
| FOT Match: | | | | \$6,054.00 |
| Neighborhood Pruning Event Project Value: | | | | \$13,554.00 |



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Community Workshops: Workshops will only be conducted if funding is available, and as directed by the City.

| Friends of Trees Budget Proposal for 2021-22 Wilsonville Community Workshop Project | | | | |
|---|-------------|-------------|------------|-----------------------|
| City Expenses - by Wilsonville | Cost | Unit | Qty | Projected cost |
| Community workshop - pruning or other <ul style="list-style-type: none"> Includes, but not limited to: outreach, site/tree identification, notification of pruning, content planning, development of education materials, implementation, participant communication | \$7,500.00 | event | 1 | \$7,500.00 |
| Wilsonville: | | | | \$7,500.00 |
| Matching Funds - by FOT | Cost | Unit | Qty | Projected cost |
| Sponsorship funds (\$2500 / event) | \$2,500.00 | event | 1 | \$2,500.00 |
| Individual donations (\$100/event) | \$100.00 | event | 1 | \$100.00 |
| In-kind donations (\$100 / event) | \$100.00 | event | 1 | \$100.00 |
| Supplies <ul style="list-style-type: none"> Includes, but not limited to: outreach and educational materials, tools and refreshments | \$500.00 | event | 1 | \$500.00 |
| FOT Match: | | | | \$3,200.00 |
| Community Workshop Project Value: | | | | \$10,700.00 |

Thank you for taking the time to review this proposal. We look forward to working toward shared goals in planting and caring for trees in the City of Wilsonville.

Please direct questions to:

Erica Timm, Neighborhood Manager
 Friends of Trees
ericat@friendsoftrees.org
 503-310-8108 (cell - text and call)