Takoma Park City Council Meeting March 23, 2022
Agenda Item 1C

Voting Session (Consent Agenda)
Resolution Acknowledging Sole Source Designation for the University of Vermont Spatial Analysis Laboratory for Completion of the Tri-Annual Tree Canopy Analysis

Recommended Council Action
Approve Resolution

Context with Key Issues
The City's Procurement regulations allow for designation of a Sole Source Procurement for a contract not exceeding $50,000. The requirement for competitive bidding can be waived when the City Manager determines, in writing, that there is only one available source for the good, service or construction item or if a specific manufacturer's product is required to ensure compatibility and so notifies the City Council. Further, the City Manager's determination shall be subject to review and approval by the City Council by resolution.

The City has received a proposal from the University of Vermont Spatial Analysis Laboratory (UVMSAL) to complete the tree canopy analysis and related mapping and data evaluation for $14,941.31. In prior years the UVMSAL was able to apply grant funding to reduce the cost of the project for the City. That grant funding is no longer available. UVMSAL has completed the Tri-Annual Tree Canopy Analysis for the City in 2008, 2014 and 2019.

The Department recommends the selection of UVMSAL to provide continuity in the evaluation and the ability to track and correlate changes in the database over time. UVMSAL is recognized nationally as a leader in tree canopy analysis mapping and has worked with the US Forest Service to develop and standardize the tree canopy assessment protocols. UVMSAL works with other regional partners, including Maryland National Capital Parks and Planning Commission, the State of Maryland, and the Chesapeake Bay High-Resolution Land Cover Mapping partnership as well as Washington, D.C. Continuity of the analysis partner across jurisdictions makes it easier to share and compare data regionally.

UVMSAL was part of the team, led by the Sanborn company, which was contracted by the Maryland National Capital Park and Planning Commission to acquire and process the 2020 LiDAR data that will be used for this analysis. Contractor familiarity with the process for how the raw data was imaged and produced is an asset.

UVMSAL is a not for profit organization and their rates are below market value for this type of work.

Council Priority
Environmentally Sustainable Community

Prepared by: Daryl Braithwaite, Public Works Director Revised: 2022-03-21; Posted: 2022-03-18
Approved by: Jamal T. Fox, City Manager

Environmental Impact of Action

The tree canopy analysis enables the City to compare the tree canopy across all areas of the City and to determine, over time, the impacts of the City's tree policies, as well as those from climate change and other environmental factors on the City's tree canopy. Additionally, the analysis helps inform future allocation of City resources for tree planting and maintenance.

Fiscal Impact of Action

The proposal price is $14,941.31. Funds are available in the Urban Forest Division subcontracts budget.

Racial Equity Impact Statement

The Tree Canopy Analysis identifies which areas of the city have less tree canopy and can be a useful tool in identifying areas where additional tree planting is possible. The analysis can also be used to evaluate tree canopy by census tract and neighborhood, to identify those areas that have lower canopy and compare by socioeconomic factors.

Attachments and Links

Resolution

City Manager's Memorandum Authorizing Sole Source Designation

Introduced by: Councilmember

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION NO. 2022-X

APPROVING THE SOLE SOURCE DESIGNATION FOR THE UNIVERSITY OF VERMONT SPATIAL ANALYSIS LABORATORY FOR A TREE CANOPY ANALYSIS

WHEREAS, the City's Procurement regulations allow for designation of a Sole Source Procurement for a contract not exceeding $50,000.; and

WHEREAS, the requirement for competitive bidding can be waived when the City Manager determines, in writing, that there is only one available source for the good, service or construction item or if a specific manufacturer's product is required to ensure compatibility and so notifies the City Council.; and

WHEREAS, the City Manager's determination shall be subject to review and approval by the City Council by resolution; and

WHEREAS, Resolution 2020-15 Overarching Goals and Principles for Tree Canopy and Urban Forest Policies requires that the City must conduct a reassessment of the urban tree canopy City-wide through lidar or similar technology every three years; and

WHEREAS, the University of Vermont's Spatial Analysis Laboratory (UVMSAL) has performed the prior tree canopy assessments and analysis for the City in 2008, 2014 and 2019; and

WHEREAS, The City has received a proposal from UVMSAL to complete the tree canopy analysis and related mapping and data evaluation for $14,941.31; and

WHEREAS, The Public Works Department believes that the services provided by UVMSAL will provide a superior analysis than any other company could provide for the following reasons:

- Continuity of the contractor partnership ensures familiarity with the techniques used in the prior assessments to ensure that the data comparison over time is high quality.
- UVMSAL works with other regional partners, including Maryland National Capital Parks and Planning Commission, the State of Maryland, and the Chesapeake Bay High-Resolution Land Cover Mapping partnership. They have also done similar work for Washington, D.C. Continuity of the analysis partner across jurisdictions makes it easier to share and compare data regionally.
- UVMSAL was part of the team, led by the Sanborn company, which was contracted by MNCPPC to acquire and process the 2020 LiDAR data that will be used for this analysis. Contractor familiarity with the process for how the raw data was imaged and produced is an asset.

- As a not for profit educational institution, UVMSAL's rates are below market value for this type of work.
- UVMSAL is recognized nationally as a leader in tree canopy analysis mapping and worked with the US Forest Service to develop and standardize the tree canopy assessment protocols.
- UVMSAL has conducted this assessment for the City three times before, delivering a high-quality product, and has proven to be a highly accommodating partner. Their previous reports and presentations have been well-received by staff, the City Council, and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the City Council hereby approves the designation of the University of Vermont Spatial Analysis Laboratory as a Sole Source Provider; and

BE IT FURTHER RESOLVED THAT the City Council authorizes the City Manager to execute a contract with the University of Vermont Spatial Analysis Laboratory for a tree canopy analysis at the contract price provided

Adopted this ___ day of ___, 2022.

Attest:

Jessie Carpenter, CMC
City Clerk

City of Takoma Park

Jamal T. Fox, City Manager

MEMORANDUM

DATE: March 10, 2022

TO: Mayor and Members of Council

COPY: Jessica Clarke, Deputy City Manager
Susan Cheung, Finance Director
Daryl Braithwaite, Public Works Director

FROM: Jamal T. Fox, City Manager

SUBJECT: Request for Sole Source Designation for University of Vermont for A Tree Canopy Evaluation

The City's Procurement regulations allow for designation of a Sole Source Procurement for a contract not exceeding $50,000. The requirement for competitive bidding can be waived when the City Manager determines, in writing, that there is only one available source for the good, service or construction item and if a specific manufacturer's product is required to ensure compatibility. This memo shall serve as my official notice and approval of the Sole Source request to the City Council.

The Department of Public Works requested the City Manager's consideration to designate the University of Vermont's Spatial Analysis Laboratory (UVMSAL) as the Sole Source Provider for the Council mandated Tri-Annual Tree Canopy Analysis. As you are aware, UVMSAL has performed the prior tree canopy assessments and analysis for the City in 2008, 2014 and 2019. The City has received a proposal from UVMSAL to complete the tree canopy analysis and related mapping and data evaluation for $14,941.31.

One of the purposes of our periodic Tree Canopy Analysis is to compare change in tree canopy cover over time. Continuity of the contractor partnership ensures familiarity with the techniques used in the prior assessments and that the data comparison over time is high quality.

UVMSAL works with other regional partners, including Maryland National Capital Parks and Planning Commission, the State of Maryland, and the Chesapeake Bay High-Resolution Land Cover Mapping partnership. They have also done similar work for Washington, D.C. Continuity of the analysis partner across jurisdictions makes it easier to share and compare data regionally.

UVMSAL was part of the team, led by the Sanborn company, which was contracted by MNCPPC to acquire and process the 2020 LiDAR data that will be used for this analysis. Contractor familiarity with the process for how the raw data was imaged and produced is an asset. UVMSAL is recognized nationally as a leader in tree canopy analysis mapping and worked with the US Forest Service to develop and standardize the tree canopy assessment protocols.

It is my recommendation to Council that you review and approve the resolution to designate the University of Vermont's Spatial Analysis Laboratory as the Sole Source provider of the tree canopy analysis.