



**Meeting Date:** May 8, 2025

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
DiJaida Durden, Deputy Director of Operations

**From:** Jon Swae, Bureau of Urban Forestry, Manager of Contracts & Grants

**Subject:** Tree Watering and Workforce Development Services - Chapter 21G.8  
Sole Source Grant Award - San Francisco Clean City Coalition

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**Director's Recommendation:** Approve a Chapter 21G.8 Sole Source Grant Award for Tree Watering and Workforce Development Services to San Francisco Clean City Coalition in an amount not to exceed \$4,931,307.00 for 730 calendar days to operate and manage a workforce development program to support participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies through experience in tree watering services.

**Grant Background:**

San Francisco Public Works' Bureau of Urban Forestry is committed to preserving and growing the City's tree canopy. The City and County of San Francisco's Urban Forest Plan set a goal of increasing the street tree population to 155,000 street trees over 20 years. To achieve this goal thousands of new trees must be planted and watered each year to grow the City's street tree population (approximately 125,000 street trees currently). Tree watering provides a valuable workforce development training opportunity. With low barriers to entry, this work can offer temporary employment and career development opportunities leading to stable jobs in urban forestry, landscape maintenance, and related fields. The Tree Watering Workforce Development Grant provides funding to a non-profit organization that can successfully carry out the goals to increase the street tree population while simultaneously providing career pathways for those facing barriers to employment.

The Tree Watering Workforce Development Grant scope of work includes:

**Employment Readiness and Job Support Services**

- Provide urban forestry job training and skills development
- Conduct workshops and training related to resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs
- Connect participants to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies

**Tree Watering Services**

- Water up to 2,400 street trees per week to ensure establishment after planting
- Plant up to 600 replacement trees

- Perform watering from a water tank or truck with each tree receiving 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball)
- Replace damaged or missing watering bags and missing tree stakes, cross braces and ties

**Solicitation Process:** Public Works conducted a competitive solicitation process for Tree Watering and Workforce Development Services on May 9, 2023. Proposals were received on July 5, 2023 with the intention to award one grant. San Francisco Conservation Corps was the highest ranked proposal and was awarded the contract.

**Sole Source Justification:** The current grantee, San Francisco Conservation Corps, ceased performance of the work under the previously awarded grant on January 31, 2025, necessitating an expedited award to prevent service disruption. Public Works is unable to conduct a competitive process currently due to the urgent nature of the grant, which requires immediate action to ensure continuity of essential services, such as tree watering.

Public Works did conduct a competitive solicitation process approximately two (2) years ago. A Request for Proposals (RFP) was issued May 9, 2023 with a July 5, 2023 proposal due date. Public Works received two (2) proposals for Tree Watering Workforce Development RFP with an intent to award one (1) grant. City staff reviewed all proposals and determined that both were responsive and responsible. The responsive and responsible proposals were then evaluated and scored by a panel comprised of subject matter experts from San Francisco Public Works and UCSF. Proposer San Francisco Conservation Corps was the highest ranked proposal for the Tree Watering Workforce Development RFP based on the panelists scores.

SF Clean City Coalition was the only other Proposer in the aforementioned RFP process conducted. Additionally, as the prior grantee of this program, SF Clean City Coalition has demonstrated a proven track record of successfully completing the scope of work. Their institutional knowledge, experience, and established infrastructure uniquely position them to execute the grant objectives efficiently and without interruption.

Given these circumstances, awarding a sole source grant to San Francisco Clean City Coalition is the most feasible and effective course of action to ensure the timely and successful continuation of program services. This sole source grant award will include watering up to 2,400 trees per week and planting up to 600 trees as well as providing workforce development services over a two-year (24 month) grant period.

**Grant Details:**

<b>Grant Contract Title:</b>	Tree Watering Workforce Development Grant Program
<b>Grant Award Amount:</b>	\$4,931,307.00
<b>Grant Funding Sources:</b>	<ul style="list-style-type: none"> <li>• Tree Maintenance Fund (TMF) -\$2,506,478.88</li> <li>• Adopt a Tree -\$986,261.40</li> <li>• COP -\$344,802.32</li> <li>• FY23 CIP-\$107,503.00</li> <li>• Prop L -\$986,261.40</li> </ul>

<b>Grant Duration:</b>	730 Calendar Days (24 months)
<b>Grantee Name:</b>	San Francisco Clean City Coalition
<b>CEQA Compliance :</b>	Tree watering according to the 2014 Urban Forest Plan Phase I is subject to Class 4 and Class 8 Categorical Exemptions (CEQA Guidelines Sections 15304(b) and 15308) under the California Environmental Quality Act (“CEQA”).
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: Sole Source Justification Attachment 2: Staff Report Attachment 3: Proposed Budget for SF Clean City Attachment 4: Score Summary Support (tabulations)

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, San Francisco Public Works' Tree Watering Workforce Development Services grant provides valuable job training and job placement support to San Francisco residents from underserved communities through a workforce development program focused on the weekly watering of up to 2,400 street trees to help implement the San Francisco Urban Forest Plan; and

WHEREAS, On May 9, 2023, San Francisco Public Works issued a Request for Proposals ("RFP") for the Tree Watering Workforce Development Program; and received two proposals in response on July 5, 2023; and

WHEREAS, On September 11, 2023, San Francisco Conservation Corps was awarded the grant but became unable to deliver grant services resulting in termination of the grant by Public Works on January 31, 2025; and

WHEREAS, San Francisco Clean City Coalition ranked second in the Tree Watering Workforce Development RFP; and

WHEREAS, To prevent service disruption Public Works must continue to ensure weekly watering of newly planted street trees with support from non-profit workforce development partners but is unable to conduct a new competitive grant process given the urgency; and

WHEREAS, Tree watering according to the 2014 Urban Forest Plan Phase was determined to be exempt from the California Environmental Quality Act ("CEQA") as a Class 4 Categorical Exemption and a Class 8 Categorical Exemption (CEQA Guidelines Sections 15304(b) and 15308) as described in the determination contained in the Commission's files for this resolution; now, therefore, be it

RESOLVED, That this Commission approves San Francisco Public Works to execute a Chapter 21G.8 Sole Source grant agreement with San Francisco Clean City Coalition to provide tree watering, planting and workforce development services; and

FURTHER RESOLVED, That this Commission hereby approves a Sole Source grant agreement for Tree Watering Workforce Development in the amount of \$4,931,307.00, with a contract duration of 730 calendar days (24 months) to San Francisco Clean City Coalition.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
Commission Affairs Manager  
Public Works Commission



**Carla Short, Director** | Director's Office

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### **Public Works Award of Sole Source Grant Approval**

**Director's Recommendation:** Request that San Francisco Public Works Commission approve Public Works to execute a Chapter 21G.8 Sole Source grant agreement with San Francisco Clean City Coalition.

**Public Works Division/Section:** San Francisco Public Works - Bureau of Urban Forestry (BUF)

**Project Manager:** Jon Swae, Contracts & Grants Manager – Bureau of Urban Forestry (BUF)

**Grant Program:** Tree Watering Workforce Development Grant Program

**Grant Award Amount:** \$4,931,307.00

**Grant Term:** 730 consecutive calendar days

**Supplier Name:** San Francisco Clean City Coalition

**Grant Program Background:** San Francisco Public Works' Bureau of Urban Forestry (BUF) is committed to preserving and growing the City's tree canopy. The City of San Francisco's Urban Forest Plan set a goal of increasing the street tree population to 155,000 street trees over 20 years. To achieve this goal thousands of new trees must be planted and watered each year to grow the City's street tree current population of approximately 125,000 street trees. Tree watering provides a valuable workforce development training opportunity. With low barriers to entry, this work can offer temporary employment and career development opportunities leading to stable jobs in urban forestry, landscape maintenance, and related fields. The Tree Watering Grant will provide funding to a non-profit organization who can successfully carry out the goals to increase the street tree population while simultaneously providing career pathways for those facing barriers to employment.

The Tree Watering Workforce Development Grant scope of work includes:

Employment Readiness and Job Support Services

- Provide urban forestry job training and skills development.
- Conduct workshops and training related to resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs.
- Connect participants to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies

## Tree Watering Services

- Water up to 2,400 street trees per week to ensure establishment after planting.
- Plant up to 600 replacement trees.
- Perform watering from a water tank or truck with each tree receiving 25-30 gallons of water per week (20 gallons of water in the Treegator bag and 5-10 gallons on the rootball).
- Replace damaged or missing watering bags and missing tree stakes, cross braces and ties.

**Sole Source Justification:** San Francisco Administrative Code Chapter 21G.8, permits a department to negotiate a Sole Source Grant Agreement without open and competitive process, bypassing Sections 21G.4, 21G.5, and 21G.6, as long as it follows the Purchaser's rules and regulations.

1. **Approval by Commission or Board:** If the Granting Agency operates under a commission or board, it **must** obtain approval from that commission or board before awarding a sole source grant.
2. **Recommendation Requirement:** The Granting Agency **must** recommend the sole source grant to the commission or board, justifying why the competitive process is not feasible or necessary.
  - a. **Justification from Public Works:** The current grantee, San Francisco Conservation Corps (SFCC), ceased performance of the Grant Plan on January 31, 2025, necessitating an expedited award to prevent service disruption. Public Works is unable to conduct a competitive process currently due to the urgent nature of the grant, which requires immediate action to ensure continuity of essential services, such as tree watering.

Public Works conducted a competitive solicitation process approximately two (2) years ago. A Request for Proposals (RFP) was issued 5/9/23 with a 7/5/23 proposal due date. Public Works received two (2) proposals for the Tree Watering Workforce Development (WFD) RFP with an intent to award one (1) grant. City staff reviewed all proposals and determined that both were responsive and responsible. The responsive and responsible proposals were then evaluated and scored by a panel comprised of subject matter experts from San Francisco Public Works and UCSF. Proposer San Francisco Conservation Corps was the highest ranked proposal for the Tree Watering WFD RFP based on the panelists scores.

SF Clean City Coalition was the only other Proposer in the aforementioned Request for Proposals (RFP) process conducted. Additionally, as the prior grantee of this program, SF Clean City Coalition has demonstrated a proven track record of successfully completing the scope of work. Their institutional knowledge, experience, and established infrastructure uniquely position them to execute the grant objectives efficiently and without interruption.

Given these circumstances, awarding a sole source grant to SF Clean City Coalition is the most feasible and effective course of action to ensure the timely and successful continuation of program services.

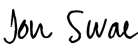
3. **Formal Adoption:** The commission or board **must adopt a resolution** approving both the justification for the sole source grant and the actual grant award.

Contract Funding Sources: & Amounts

Source	Amount
Tree Maintenance Fund (TMF)	\$2,506,478.88
Adopt a Tree	\$986,261.40
District 10 COP	\$ 344,802.32
FY23 CIP	\$107,503.00
Prop L	\$986,261.40

Recommended:

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Jon Swae, Program Manager

Date

DocuSigned by:



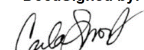
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Nicholas Crawford, Bureau Manager

Date

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Carla Short, Director

Date



City and County of San Francisco  
San Francisco Public Works  
Contract Administration Division



## BUREAU OF URBAN FORESTRY WORKFORCE DEVELOPMENT RFP

### Program A: Tree Watering Program

Sourcing Event ID No.: 0000006777

Date Proposals Received: July 5, 2023

#### Panelist Review – Score Summary and Ranking

	Panelist 1	Panelist 2	Panelist 3	AVG TOTAL
<b>SF Conservation Corps</b>				
Project Approach	28	42	39	
Organizational Capacity	27	30	22	
Fiscal Capacity	22	25	24	
<b>Total</b>	<b>77</b>	<b>97</b>	<b>85</b>	<b>86.33</b>
<b>SFCCC</b>				
Project Approach	33	41	38	
Organizational Capacity	25	30	24	
Fiscal Capacity	20	25	22	
<b>Total</b>	<b>78</b>	<b>96</b>	<b>84</b>	<b>86.00</b>



**Appendix C: Proposed Budget Template**  
**Tree Planting Workforce Development Programs**

Direct Program Personnel Costs						
Personnel Title of Position	# of Staff in the Position	Allowable Pay Range	Mid Rate	FTE % based on 40 hour week	Program Cost	
Tree Specialist Op Mgr	1	45	\$ 45	100%	\$	93,600
Tree Specialist Operators	4	39	\$ 39	100%	\$	324,480
Tree Specialist Operators	2	39	\$ 39	50%	\$	81,120
Employment Training Mgr	1	45	\$ 45	100%	\$	93,600
Job Readiness Coordinator	1	35	\$ 35	100%	\$	72,800
Workforce Participants	5	24	\$ 24	75%	\$	187,200
Director of Operations	1	83	\$ 83	80%	\$	138,112
Executive Director	1	98	\$ 98	40%	\$	81,536
Tree Planting Mgr	1	56	\$ 56	100%	\$	116,480
Tree Plating Participants	3	36	\$ 36	20%	\$	44,928
					\$	-
					\$	-
					\$	-
<b>Subtotal Personnel</b>				<b>765%</b>	<b>\$</b>	<b>1,233,856</b>
<b>% of Personnel Costs</b>						
<b>Fringe Benefits</b>				<b>21%</b>	<b>\$</b>	<b>259,110</b>
<b>Direct Program Personnel</b>					<b>\$</b>	<b>1,492,966</b>
<b>Total</b>						

Non-Personnel Program Costs						
<b>Subcontractors</b>		*allowed only for Program B				
Subcontractor 1						
Subcontractor 2						
Subcontractor 3						
Subcontractor 4						
<b>Professional Development &amp; Training</b>					<b>\$</b>	<b>15,000</b>
<b>Program Materials &amp; Supplies</b>					<b>\$</b>	<b>175,000</b>
<b>Equipment</b>					<b>\$</b>	<b>183,000</b>
<b>Maintenance</b>					<b>\$</b>	<b>25,000</b>
<b>Facilities &amp; Occupancy</b>					<b>\$</b>	<b>111,400</b>
<b>Transportation &amp; Travel</b>					<b>\$</b>	<b>43,000</b>
<b>Insurance</b>					<b>\$</b>	<b>52,000</b>
<b>Human Resources</b>					<b>\$</b>	<b>12,000</b>
<b>Stipends and Participant Incentives</b>						
<b>Non-Personnel Program</b>					<b>\$</b>	<b>616,400</b>
<b>Costs Total</b>						
<b>TOTAL DIRECT COSTS</b>					<b>\$</b>	<b>2,109,366</b>

Indirect Costs			% of Direct Costs	
<b>Administrative and Overhead</b>			<b>15%</b>	<b>\$ 316,405</b>
<b>TOTAL REQUEST</b>				<b>\$ 2,425,771</b>

**Appendix C: Proposed Budget Template**  
**Tree Planting Workforce Development Programs**

Direct Program Personnel Costs						
Personnel Title of Position	# of Staff in the Position	Allowable Pay Range	Mid Rate	FTE % based on 40 hour week	Program Cost	
Tree Specialist Op Mgr	1	45	\$ 45	100%	\$	93,600
Tree Specialist Operators	6	39	\$ 39	100%	\$	486,720
					\$	-
Employment Training Mgr	1	45	\$ 45	100%	\$	93,600
Job Readiness Coordinator	1	35	\$ 35	100%	\$	72,800
Workforce Participants	5	24	\$ 24	75%	\$	187,200
Director of Operations	1	86	\$ 86	70%	\$	125,216
Executive Director	1	101	\$ 101	35%	\$	73,528
Tree Planting Mgr	1	56	\$ 56	100%	\$	116,480
Tree Plating Participants	3	36	\$ 36	20%	\$	44,928
					\$	-
					\$	-
					\$	-
Subtotal Personnel				700%	\$	1,294,072
% of Personnel Costs						
Fringe Benefits				21%	\$	271,755
Direct Program Personnel Total					\$	1,565,827

Non-Personnel Program Costs						
Subcontractors		*allowed only for Program B				
Subcontractor 1						
Subcontractor 2						
Subcontractor 3						
Subcontractor 4						
Professional Development & Training					\$	15,000
Program Materials & Supplies					\$	159,500
Equipment					\$	185,000
Maintenance					\$	30,000
Facilities & Occupancy					\$	111,400
Transportation & Travel					\$	48,000
Insurance					\$	52,000
Human Resources					\$	12,000
Stipends and Participant Incentives						
Non-Personnel Program Costs Total					\$	612,900
TOTAL DIRECT COSTS					\$	2,178,727

Indirect Costs			% of Direct Costs	
Administrative and Overhead			15%	\$ 326,809
TOTAL REQUEST				\$ 2,505,536