

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** July 16, 2025

**To:** Mayor and Town Council  
**From:** Anna Perez, Environmental Analyst  
**Subject:** Approve General Services Agreement and Professional Services Agreement for the Wildfire Hazard Mitigation Project

**Recommendation to Council:**

1. Approve the specifications and award the contract to The Professional Tree Care Company in the amount of \$72,550 with an bid alternate of \$7,600 for a total not to exceed \$80,150 for completion of the Wildfire Hazard Mitigation Project, and authorize the Town Manager to execute said general services contract on behalf of the Town and any required change orders up to the authorized project budget.
2. Approve a Professional Services Agreement with SWCA Environmental Consultants for Pre-Construction Bird Surveying for the Wildfire Hazard Mitigation Project in an amount not to exceed \$11,169 and authorize the Town Manager to execute said agreement on behalf of the Town and any contract amendments up to the authorized project budget.

**Strategic Plan Element:**

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

**Background:**

On August 5, 2020, Town Council accepted the Riparian Corridor Wildfire Fuel Management Plan (Plan), which was developed in response to the 2019 Kincade Fire, to set priorities for riparian corridor fuel reduction. The goal of fuel treatment activities is to modify fire behavior to reduce environmental damage and aid in suppressing wildfires. The specific goals of the Fuel Management Plan are to reduce fire hazards on and adjacent to riparian corridors in the Town of Windsor's wildland-urban interface; maintain and enhance ecological values; preserve aesthetic landscape values; and provide a vegetation management plan that is cost-effective to the Town on a continuous basis.

On March 3, 2021, Town Council authorized Town staff to apply for the FEMA Hazard Mitigation Grant Program (HMGP). Town staff submitted the application, including the Riparian Corridor Wildfire Fuel Management Plan, which was accepted by Town Council on August 5, 2020. On July 10, 2024, CalOES approved and issued the HGMP funds for the Town of Windsor HGMP DR-4558-363-054 in the amount of \$300,000, with a 25% match funding from the Town, for a total project budget of \$400,000.00.

On November 20, 2024, Town Council adopted a resolution to designate the Public Works Director and the Town Manager to sign, submit and file for and on behalf of the Town, any grant-related documentation for the FEMA Hazard Mitigation Grant Program (HGMP) Funds with CalOES for reducing fire fuel loads along Windsor's riparian corridors.

A public meeting to address public concerns was held on May 6, 2025, at the Windsor Senior Center. Several public comments were received in writing before the meeting. The public meeting was attended by over 60 residents, and many concerns were addressed. A few written comments were received after the public meeting. The Town website was updated to include the project information, and meeting attendees were notified of the webpage update by email.

Town staff expects work to start in July 2025 and be completed by December 31, 2025.

**Discussion:**

A Notice to Contractors soliciting bids was issued by Public Works on March 27, 2025. The Notice was advertised in the Press Democrat and added to the Town website. On May 29, 2025, a bid opening was held for the project. 9 bids were received, and the base bid price ranged from \$72,550 to \$266,000 (Attachment 3). The Professional Tree Care Company submitted the lowest responsible bid of \$72,500. In addition to awarding the base bid work, staff also recommend awarding the bid alternate in the amount of \$7,600 for an area adjacent to Pool Creek. The total amount of the proposed general services contract with The Professional Tree Care Company is therefore \$80,150, which is \$227,450 lower than the Engineer's Estimate. The area of work in the bid alternate was included in the grant and environmental clearances.

On March 27, 2025, a Request for Proposals for Pre-Construction Bird Surveying services for the project was issued and posted on the Town website. On May 29, 2025, the Town received five proposals. Following a qualifications-based evaluation, in which cost estimates are not revealed until after selection, staff recommends that SWCA Environmental Consultants be selected to provide services to identify nesting birds and establish work buffer zones prior to commencement of work. SWCA has a thorough understanding of the project, and their proposed fee of \$11,169.00 was deemed fair and reasonable.

**Fiscal Impact:**

Funds for this project are allocated in the approved FY 25/26 Streets Maintenance budget, 010-81-00-0000-4452-000. The FEMA HMGP reimbursement grant is \$300,000 and requires a twenty-five percent local match of \$100,000 for a project budget total not to exceed \$400,000.

**Environmental Review:**

The project is categorically exempt from the California Environmental Quality Act (CEQA) in accordance with section 15304 Minor Alteration of Land because it consists of minor alteration of vegetation, not including mature or scenic trees. Fuel management within 100 feet of a structure to abate extra hazardous fire conditions is also specifically exempt under section 15304(I). A Notice of Exemption was filed with the Sonoma County Recorder's Office on June 18, 2025.

On May 20, 2024, a Record of Environmental Consideration (REC) was published by FEMA to establish the potential environmental impacts of this project. This project is categorically excluded from the requirement for an Environmental Impact Statement or Environmental Assessment, according to FEMA Instruction 108-1-1 and FEMA Directive 108-1-1, authorized by DHS Instruction Manual 023-01-001-01, Revision 1. The REC found no significant impact with regards to the Clean Air Act, Executive Order 11990, Wetlands, Executive Order 12898, Environmental Justice, the Endangered Species Act, the Farmland Protection Policy Act, the Fish and Wildlife Coordination Act, the Magnuson-Stevens Fishery Conservation and Management Act, the National Historic Preservation Act, or the Wild and Scenic Rivers Act. However, under the Migratory Bird Treaty Act, the REC does require conducting a nesting bird survey before work begins and to establish work zone avoidance

buffers.

**Attachment(s):**

1. GSA - The Professional Tree Care Company - Wildfire Hazard Mitigation
2. PSA - SCWA - Pre-Construction Bird Surveying - Wildfire Mit Project
3. Bid Summary 05-29-25 - Wildfire Hazard Mitigation
4. Mitigation Corridor Location Maps

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