



STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION  
Division of Infrastructure  
Bureau of Construction

SCOP..... : 06 -004G

CATEGORY..: CONSTRUCTION  
Subcategory : TREE CONSULTANT

SUBJECT: TREE CONSULTANT PROCUREMENT AND PAYMENTS (REVISED)

Keywords ..... : TREE PRUNING,  
REMOVAL, PLANTING

APPROVED:

**ORIGINAL SIGNED BY**

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Supersedes..... : 04-013G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : June 26, 2006

When Tree Consultant work is added to a construction contract via Change Order, or to a consultant contract via Task Order or Additional Services, costs for such services must be adequately justified to EAO (Engineering Audit Office) to ensure that they are fair and reasonable.

EAO considers either one of the following methods to be fair and reasonable. These are the only currently acceptable methods for establishing costs for these services:

- 1 - The lowest bid from at least three (3) vendors is to be submitted. Bids may be in writing or by telephone, in each case the names, telephone numbers, price quoted (all inclusive prices), and the date of the quote for each vendors, must be recorded and submitted with the payment requisition.
- 2 - If the Tree Consultant is an employee of the Subconsultant, the actual rate (including supplemental benefits) will be paid to the Tree Consultant plus 21 % for overhead and profit, plus the cost of payroll taxes and worker's compensation insurance. Note that the cost of payroll taxes, the premium portion of overtime pay, and worker's compensation insurance shall not be subject to any percentage for overhead and profit. Payroll Register or other payroll records for the specified period must be submitted for verification.
- 3 - If the approved Tree Consultant is an employee of the prime consultant, then subject to payroll verification, payment will be made under the staffing allowance and the contract multiplier will be applied.

This procedure will be applicable to all new Change Orders, Task Orders or Additional Services to be issued for Tree Consultant services in the future. In addition, all Tree Consultants must also be approved by the New York City Parks Department.