



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: TREE CONSULTANT PROCUREMENT AND PAYMENTS

SCOP..... : 04 -013G

CATEGORY.... : CONSTRUCTION
Subcategory : TREE CONSULTANT

Keywords TREE PRUNING, REMOVAL
PLANTING

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

APPROVED: _____

Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : September 10, 2004

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 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 a Subconsultant, the actual rate (including payroll taxes and supplemental benefits) will be paid to the certified Tree Consultant plus 21 % for overhead and profit plus the cost of workers' compensation insurance. Note that the cost of payroll taxes 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.

The prime contractor or consultant will receive an additional 5% of the total invoice as a handling fee under either method 1 or 2 above.

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.