

REQUEST FOR PROPOSAL
Tree Inventory and Management Plan
Ogden City Corp Parks & Cemetery Ogden, UT



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REQUEST FOR PROPOSAL
Tree Inventory and Management Plan

Ogden City Corporation is accepting sealed proposals from qualified entities with experience in street tree inventory data collection, and urban forest management plan preparation to provide services within Ogden City's boundaries.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading proposal packets from the Ogden City website at bids.ogdencity.com. Bidders are responsible for securing any and all addenda issued.

A mandatory pre-bid meeting will be held on **March 7, 2019 at 10 AM**. We will meet at the Community Services Building located at 1875 Monroe Blvd. All contractors intending to submit a proposal are REQUIRED to attend, in person or conference call and obtain relevant information concerning the project. Please allow at least 1.5 hours for this meeting. For conference call option, contractors must call (801) 629-8003 @ 10 AM and enter code 111111.

Proposals will be accepted **no later than 4 PM on March 14, 2019**. Respondents shall submit five (5) hard copies of the proposals in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510 Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address. **Late proposals will not be accepted.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority-owned businesses.

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1. PURPOSE

This RFP provides prospective bidders with sufficient information to prepare and submit quotations for consideration by Ogden City Corp. To be considered, each offering must demonstrate the ability to complete the scope of services outlined in this RFP. The City seeks to accomplish the following goals with this project:

- Locate, assess, and inventory all trees in selected street rights-of-way, street tree easements, parks, and other city owned properties within Ogden City.
- Record critical tree attributes by professional and skilled arborists.
- Develop a comprehensive urban forest management plan.

2. RESPONSE TO RFP

Responses to the RFP must be submitted as follows:

- Sealed Proposal containing five (5) hard copies submitted to the office of the City Purchasing Agent.
- Plainly marked with proposer's name and title
- Company name
- Indicate **Tree Inventory and Management Plan RFP**
- Organize the proposal as follows:
 - o Section 1 = Cover Letter & Executive Summary
 - o Section 2 = Company Qualifications
 - Company Resume = Team and Project Manager qualifications
 - Knowledge and demonstrated experience working with Municipalities or similar entities to perform Urban Tree Inventories and Management Plans
 - Relevant References (3)
 - Schedule & Availability = Estimated project start and completion dates.
 - o Section 3 = Cost Proposal
 - o Section 4 = Proposed Work Plan & Milestones related to Scope of Services

Deadline for submittal: 4PM on March 14, 2019

No exceptions for late submissions

2.1 Submittal Review and Assessment

Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the City's best interest, shall be selected. Criteria used in evaluating the presentations will include but may not be limited to the following:

- Qualifications and Experience = 30 Pts
 - Company qualifications including relevant experience of project team; including expertise and management experience of proposed Project Manager
 - Knowledge, experience and demonstrated success on municipal street tree inventory & management plan or substantially similar projects
 - Relevant references
- Demonstration of understanding of the project description = Proposed work plan to be performed to successfully meet the City's goals = 30 Pts
- Cost Proposal = 25 Pts
- Schedule & Availability (Estimated start & completion of project) = 15 Pts

2.1.2 A Selection Committee will evaluate each submittal according to the criteria set forth in the bid document. The Selection Committee will select a bid based on the submittals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to award contracts to one or more qualified Providers. The City may perform a due diligence process on the Firm receiving the highest evaluation.

3 Scope of Services

3.1 General Description

Street Tree Inventory: Conduct a street tree inventory in selected street rights-of-way, street tree easements, parks, and other city owned properties within Ogden City for approximately 30,000 trees. Collected data shall be delivered to the City in an acceptable GIS format. Upon review of bids, the City may choose to require Contractor to use City supplied web service base maps and aerial photography in the ArcGIS Collector mobile app to conduct the inventory.

Tree inventory data fields must include, but are not limited to: (City to provide specific criteria)

- Location – GPS coordinates and or tree/sites located by aerial mapping.
- Tree Common Name
- Tree Latin Name (Genus & species)
- Trunk Diameter (in inches)
- Tree Height (in 5' increments)
- Tree Spread (in 5' increments)
- Overall Condition –

The general condition of each tree is evaluated in accordance with the International Society of Arboriculture rating system:

Excellent- Trees in this class are judged to be exceptional trees possessing the best qualities of the species. They have excellent form, very minor maintenance issues, with virtually no dead branches, deformities or nutritional problems. These trees are in an acceptable location and can be expected to achieve a full mature shape and life expectancy. (ISA Rating 100%)

Good- Trees in this class are judged to be desirable and with proper maintenance can be returned to excellent classification. They may be interfering with utility lines, planted in an overcrowded location, or have minor insect, pathogen or nutritional deficiencies. (ISA Rating 80%+)

Fair- Trees in this category have some or all of the following problems: large dead limbs representing less than one-third of the canopy, large cavities in the trunk, major deformities, girdling roots, obvious insect, pathogen, or nutritional problems. (ISA Rating 60%)

Poor- Trees in this group are in degraded condition with irreversible problems.

These can include dead branches representing 50% or more of the canopy, drastic deformities, multiple trunk cavities, and severe insect, pathogen or nutritional problems. (ISA Rating 40%)

Removal- Trees in this category are either already dead or in such poor condition that removal is required. These trees have over 90% dead branches and/or have completely succumbed to insects, pathogens or nutritional deficiencies. (ISA Rating of Less than 40%)

- Primary Maintenance Needed

The following maintenance categories will be collected:

Immediate Removal- Trees designated as immediate removals are dead or have one or more defects that cannot be cost-effectively remedied.

Removal- Trees designated as removals should be removed, but do not pose a liability as great as the immediate priority or pose minimal liability.

Immediate Priority Pruning- Trees in this category require pruning to remove deadwood and/or broken branches that pose a potential risk to people or property. These trees have broken and/or hanging limbs, hazardous deadwood and dead, dying or diseased limbs or leaders greater than four inches in diameter.

High Priority Pruning- Trees in this category require pruning to remove deadwood and/or broken branches that pose a potential risk to people or property. These trees have broken and/or hanging limbs, hazardous deadwood and dead, dying or diseased limbs or leaders greater than two but less than four inches in diameter.

Routine Pruning- Trees in this category have characteristics that could become risks if not corrected. Deadwood is less than two inches in diameter.

Training Pruning- This category includes trees less than 20 feet in height with

correctable structural problems or minor amounts of deadwood that pose little or no threat of personal injury or property damage. Pruning at this stage is relatively inexpensive but can have significant effects in the future.

Stump Removal- Tree stumps which are recommended for grinding to allow for a future planting, or to improve the appearance of the site.

- Condition of sidewalk adjacent to tree – including cracking, uplifting or encroachment by trunks or limbs.

- Vacant tree sites- Locations where no tree exists, but fit with current city

standards for a tree location. (Please view link below)

http://sterlingcodifiers.com/codebook/index.php?book_id=882&chapter_id=68407 - s669907

- Overhead utilities

- Stumps

Urban Forest Management Plan:

The contractor will support Ogden City Corp in developing a comprehensive urban forest management plan. The plan shall be based on inventory data and discuss major trends, such as species composition and tree conditions, as identified in the inventory. Tree characteristics that affect management, such as species diversity, condition, and maintenance requirements, should also be discussed. Provide a multi-year budget and management recommendations.

Additional content may include, but are not limited to:

- Trends – species diversity, size distribution, condition, primary maintenance needs, etc.
- 5 and 10 year strategies for maintenance schedules.
- Annual, 5-year and 10-year budgets for maintenance activities.
- Potential pest and disease management
- General recommendations
- Applicable charts and graphs
- Appendices
- Overall monetary value of the City's urban forest

4 MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held on **March 7, 2019 at 10 AM**, at the Community Services Bldg. located at 1875 Monroe Blvd, Ogden UT. All contractors intending to submit a proposal are REQUIRED to attend in person or conference call and obtain relevant information concerning the project and to conduct specific site visits with the City representative. Please allow at least 1.5 hours for this meeting. **Attendance is mandatory to qualify for bidding.**

5 Project Pricing

- GIS Based Street Tree Inventory
 - Bids to reflect data Collection Cost per tree, stump and per site \$
 - The lump sum total cost of data Collection for all trees, stumps and sites located along city streets in ROW and in city parks and facilities \$ (Ogden City is approximately 28 square miles in area, has 46 parks and has approximately 300 lane miles).

- Urban Forest Management Plan Development
 - Urban Forest Management Plan Cost \$

6 ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.

Award of Contract - The selection of the contractor will be made by a selection committee comprised of City employees. The selected contractor shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

7 General Terms and Conditions

Qualified respondents shall be Licensed Contractors for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

All costs related to the preparation of proposals and any related activities are the sole responsibility of the respondent. No reimbursement will be made by Ogden City for any costs incurred in preparing proposals.

Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the City and will not be returned to the respondent.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City welcomes and encourages proposals from women and minority owned businesses.

Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The City reserves the right to issue contracts to multiple service providers.

Public records: Pursuant to the Utah Government Records Access and Management Act (**GRAMA**), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, they are required to provide a written request for business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

Ogden City reserves the right to cancel or modify this request for proposal. There is no guarantee that Ogden City will enter into an agreement for the requested services.

8 Other Pertinent Information

For any questions, please submit in writing to Purchasing@ogdencity.com, no later than 1 PM on March 11, 2019. A list of all questions and answers will be posted to the same web page that this document was posted as an addendum. All Addenda must be acknowledged.