



# REQUEST FOR PROPOSAL

---

## Street and Public Property Tree Inventory and Tree Assessment

City of Hamtramck  
Dee Chase, CPM  
313-800-5263  
Purchasing Agent

February 7, 2019

**REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER**

### REQUEST FOR PROPOSAL Street and Public Property Tree Inventory and Tree Assessment

The City of Hamtramck is accepting bids for the Street and Public Property Tree Inventory and Tree Assessment as described in this bid document.



**DATE OF REQUEST** February 7, 2019

**REFERENCE PROPOSAL NUMBER** RFP 02072019

**PROPOSED DATE/TIME REQUIRED** February 25, 2019 11:00  
A.M.

**BID OPENING** February 25, 2019 11:00 A. M.

**SUBMIT PROPOSAL TO** City of Hamtramck City Clerk Office  
August Gitschlag – City Clerk  
ATTN: Purchasing  
3401 Evaline  
Hamtramck, MI 48212

**PRE-BID MEETING** City of Hamtramck Admin Offices  
Dee Chase 313-800-5233 x308  
3401 Evaline First Floor Conference Room  
Hamtramck, MI 48212

**MARK PROPOSAL** DELIVER TO THE PURCHASING OFFICE  
IMMEDIATELY

Purchasing Agent and City Manager reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If, either a unit price, or extended price is obviously in error, or, the other is obviously correct, the incorrect price will be disregarded.

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be bidder for sixty (60) days from the deadline listed above.

All proposals must be submitted with (1) original hard copy, (1) hard copy, (1) digital copy to be addressed and directed to the:



City Clerk Office  
August Gitschlag – City Clerk  
Attn: Purchasing  
3401 Evaline  
Hamtramck, MI 48212

## **Introduction**

The purpose of this Request for Proposal is to contract with a professional arborist to document and digitize detailed, tree-specific information about Hamtramck’s street trees and other trees in the public realm (on school grounds, municipal facilities, parks, etc.). Species, age, health, canopy height, canopy diameter, and other characteristics should be collected and recorded for each tree in the City. The City of Hamtramck (City) is seeking bids from contractors to perform a comprehensive tree inventory, including tree location, species, size, condition and maintenance requirements, perform an urban forestry management plan, and provide tree inventory software, which will become the property of the City upon completion.

### **“REQUEST FOR PROPOSAL: Street and Public Property Tree Inventory and Tree Assessment Specifications for the City of Hamtramck, Michigan**

The City of Hamtramck is seeking proposals from individuals and bidders interested in providing a public tree assessment. The data will be used to prioritize tree management activities throughout the City, and will identify trees that require immediate attention. The intent of the RFP is to award a contract to conduct a tree assessment (which will include an estimated 7,500 trees) and planting sites within the public right-of-way (ROW) and/or parks and other public properties. The successful bidder shall inventory all trees located on the public rights-of-way (from the street curb to the sidewalk) and other public properties within the quadrants of the City. This RFP outlines the minimum acceptable requirements for a comprehensive citywide street tree inventory and assessment for the City. The successful bidder must perform all tasks required for the assessment project; no sub-contracted consulting bidders shall be permitted.

Proposals must include the public tree assessment of the approximate 7,500 trees and planting sites located on various public properties. The assessment must locate, identify and assess each tree and provide maintenance and planting data in an electronic format.

The assessment must be performed using GPS equipment or other GIS-compatible data collection hardware capable of locating trees within 10 feet of its actual location. Tree inventory data shall be collected in a computerized system using the latest available aerial imagery to facilitate tree location. The City of Hamtramck shall have access to the contractor’s data management system to see all tree data collected and uploaded on, at least, a weekly basis. The City may elect to assess required accuracy of tree inventory data as outlined in this scope.



All tree assessment data shall be delivered in i-tree Streets, Microsoft Excel, Access and ESRI shapefile formats. All geospatial data shall be delivered in an ESRI-compatible Shapefile or file geodatabase in the applicable Michigan State Plane coordinate system.

### **MINIMUM QUALIFICATIONS OF CONSULTING BIDDER**

The consulting bidder must have completed a minimum of six (6) tree assessment projects similar in scope in the last four (4) years. The proposing bidder will provide current references for the six (6) assessment projects listed. At least three of these references shall be projects located within Michigan.

- 1) Each person employed to collect tree data shall have the necessary qualifications for completing tree assessment data collection. These qualifications include, but are not limited to, International Society of Arboriculture (ISA) arborist certification. It is required that at least one person, located on-site for the duration of the project, is Tree Risk Assessment Qualified (TRAQ).
- 2) Preference will be given to consulting bidders with staff having a four (4) year degree in urban forestry or a related field of study.
- 3) Consulting bidder must be able to start the project by March 14, 2019, perform the assessment services without delay from other projects and commitments, and be able to complete the tree assessment scope of work based on the timeline outlined and agreed upon in the contract. Work must be completed by July 15, 2019 unless otherwise agreed upon. Contractor shall demonstrate sufficient staffing capacity to complete the entire tree inventory within one month and without delay due to illness, death, or injury.

### **SCOPE OF WORK**

The successful bidder shall assess various trees and planting sites located on the public rights-of-way and other public properties as designated by the City of Hamtramck.

At a minimum, the information collected for each tree shall include:

1. **Address/Location**—Identify the location of each tree, stump, and planting sites by the following attributes.
  - a. Address. House address.
  - b. On Street. The street on which the tree is physically located.
  - c. Side. The side of the house on which the tree stands in relation to the physical address.
  - d. X and Y coordinates in the desired format.
  - e. Park Name. The name of the park is recorded.
2. GPS coordinates – Each tree should have a GPS coordinate that can be used in a GIS system to identify the location of the tree.



3. **Species**—Trees are identified by genus and species using both botanical and common names, and by cultivars where appropriate.
4. **Tree Size**—Diameter is measured to the nearest inch in 1-inch size classes at 4½ feet above the ground, or diameter at breast height (DBH), using a Biltmore Stick.
5. **Condition**— A general note on the health of the tree. Signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests are all considerations in the assessment of tree condition.
  - a. Good. A good tree shows no major problems.
  - b. Fair. A fair tree has minor problems that may be corrected with time or corrective action.
  - c. Poor. A poor tree has major problems that are irrecoverable.
  - d. Dead. A dead tree shows no sign of life.
6. **Primary Maintenance**—The following maintenance needs will be assigned:
  - a. Remove. Trees designated for removal have defects that cannot be practically or cost-effectively treated. The majority of trees in this category have a large percentage of dead crown.
  - b. Prune. This is the removal of one or more limbs, needed to reduce risk, provide clearance, and restore the tree.
  - c. Train. Pruning of young or medium aged trees to improve tree and branch architecture.
  - d. Discretionary. The client may opt to prune to manage for tree health or aesthetic appearance.
  - e. Stump Removal. This category indicates a stump that should be removed.
  - f. Plant. During the assessment, vacant planting sites are identified as Vacant Site Small, Vacant Site Medium, and Vacant Site Large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires. Lacking local code definitions, planting sites are determined based on standard specifications included in accepted technical journals and by the arboriculture industry.
8. **Risk Rating**—Evaluate risk and assign a risk rating based on an assessment of the failure mode (i.e., branch, whole tree, co-dominant stem) with the greatest risk. The specified period for the risk assessment is one year. The risk component of this assessment and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. Each tree shall be assigned a single risk rating of Low, Moderate, High, or Extreme.
12. **Overhead Utilities**—For each tree or site, overhead utilities will be recorded if lines are:
  - a. Present and not conflicting;
  - b. Present and conflicting; or
  - c. Not present.
13. **Date of Assessment**—The date data are collected and the name of the arborist is recorded.

## QUALITY CONTROL

The proposing consultant bidder's personnel conducting and completing the assessment must be college-educated and professional arborists. All managing assessment arborists must be Certified Arborists



through the International Society of Arboriculture; no students or temporary employees will be allowed. At least one person associated with the project and on-site for project duration shall have the Tree Risk Assessment Qualification (TRAQ) through the International Society of Arboriculture.

In addition to computerized quality checks and control, a senior assessment arborist must be on-site regularly to field-check the data collected by other staff to assure adherence to City of Hamtramck work specifications and national industry standards.

The City of Hamtramck may further test the accuracy of the contractor's GPS and GIS equipment and mapping capabilities of staff by requiring the consulting bidder to collect location data on known reference points in the City of Hamtramck.

The consulting bidder must assure the City of Hamtramck that if any errant tree site location is detected, that is due to operator error or equipment malfunctions, the correction responsibility belongs to the consulting bidder and will be promptly remedied.

#### **PROPOSAL EVALUATION PROCESS**

Proposals, which the City of Hamtramck determines in its sole discretion, that are deemed responsive to this RFP, will be reviewed and evaluated by the City of Hamtramck. Proposals will be evaluated, in part, according to whether the Contractor meets the minimum qualification and submits a proposal complying with all of the requirements of this RFP.

Evaluation of vendor proposals will be based on the following criteria:

25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.

15% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.

10% References – will be based on references submitted as part of RFP, but can include clients not submitted.

40% Cost of proposal – must contain a cost for each project/process recommended as well as a “not to exceed” amount.

10% Staff - capability and availability of professional staff to serve the City of Hamtramck in a competent and timely manner.



The City reserves the right to reject any qualification and/or modify the requested qualifications as it sees fit.

The City reserves the right to schedule bid interviews to evaluate the qualifications and approach of proposing bidders.

In applying these criteria specifically to this RFP, bidders will be evaluated based upon the following:

- 1) The specialized experience and technical competence of the bidder with respect to tree assessment, inventory, and management services;
- 2) The bidder's reference list of previous street and park tree inventories.
- 3) The capacity and capability of the bidder to perform the work in question, including specialized services, within the time limitations;
- 4) The past record of performance of the bidder with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- 5) The bidder's familiarity with the area in which the project is located;
- 6) The bidder's ability to deliver high quality data in a variety of formats as desired by the City of Hamtramck including but not limited to i-Tree, CityWorks, Excel, shapefile, geodatabase, etc.

All questions must be submitted no later than 2 p.m. February 20, 2019, to Dee Chase at, [dchase@hamtramckcity.com](mailto:dchase@hamtramckcity.com). Answers to all questions will be provided as an addendum to the RFP no later than close of business on February 21, 2019.

#### PROJECT TIMELINE

Release of RFP	February 7, 2019
Pre-Bid Meeting	February 19, 2019
Project Start Date	March 15, 2019
Project Completion Date	July 15, 2019

**All Costs Included:** The proposal price MUST include all direct and indirect labor, materials, testing, incidental, or other costs. Vendor is responsible for all costs and materials related to the deployment of physical equipment as well as all aspects of the assessment. Vendor's efforts must be approved by City Manager and DPS Director, but have a minimal impact on the City's employee staff.

**Contractor Responsibility:** The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all the damages to persons and property either on or off the site, which occur as a result of fault or negligence in connection with the completion of the



work. The safety provision of applicable federal, state and local laws (including Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) standards) shall be observed and the contractor shall take or have cause to be taken such additional safety and health measures as the City may determine to be reasonably necessary.

**Indemnification:** Contractor to the fullest extent permitted by law agrees to indemnify, defend and save harmless the City of Hamtramck and its elected and appointed officials and officers, agents, servants and employees from and against all loss or expense, including cost and attorney's fees by reason of liability imposed by law upon the City of Hamtramck and its elected and appointed officials and officers, agents, servants and employees for damages because of bodily injury, including death, resulting from or sustained by any person or persons on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of the contract whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the City of Hamtramck, its elected and appointed Officials, officers, appointed agents, servants and employees, except only if such injury or damage is occasioned by the sole negligence of the City of Hamtramck.





### CONTRACTOR INSURANCE REQUIREMENTS

1. At all times during this Contract, including renewals or extensions, Contractor shall obtain and maintain insurance according to the following specifications:
  - a. Commercial General Liability - with the following as minimum requirements:
    - \$3,000,000 – Each Occurrence (Total Limit)**
    - Occurrence Form Policy
    - Broad Form Property Damage
    - Premises/Operations
    - Independent Contractors
    - Products and Completed Operations
    - (Blanket) Broad Form Contractual
    - Personal Injury - Delete Contractual Exclusion
    - Additional Insured: The City of Hamtramck;
  - b. Workers' Compensation - as required by law and \$500,000 Employer's Liability;
  - c. Automobile Liability and Property Damage - \$1,000,000 each occurrence, including coverage for all owned, hired and non-owned vehicles including No Fault coverage as required by law;
  - d. Professional Liability/Errors & Omissions Insurance (as applicable) - with minimum limits of \$1,000,000 per claim and \$1,000,000 dollars aggregate.
2. General Certificates of Insurance:
  - a. All Certificates of Insurance shall contain evidence of the following conditions and/or clauses and shall be sent to: The City of Hamtramck Purchasing Division, 3401 Evaline Street, Hamtramck, MI 48212.
  - b. All Certificates are to provide 30 days written notice of material change, cancellation, or non-renewal. Certificates of Insurance or insurance binders must be provided no less than ten (10) working days before commencement of work to the Oakland County Purchasing Division. Insurance carriers are subject to the approval of the City of Hamtramck.
3. Contract: The City's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful proposer(s) and the



City. In submitting a proposal, the submitter acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentation by the City, the City may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

**Disputes:** In the event a bidder disagrees with the recommendation of the Hamtramck Purchasing Agent concerning this award, the bidder may obtain a Bid Protest Form from the Purchasing Office which must be completed and returned to Dee Chase, Hamtramck Purchasing Agent, 3<sup>rd</sup> Floor, Hamtramck City Administration, 3401 Evaline, Hamtramck, MI 48212, **within ten (10) working days from the date of the notice of intent to award.**



### **CERTIFICATION**

The individual signing below certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.



**Attachment A**

*Name:	
*Title:	
Signature:	
*Name Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	