

**CITY OF HOQUIAM
REQUEST FOR PROPOSAL
Tree Inventory and Management Plan**

REQUEST FOR PROPOSAL

1. Introduction

The City of Hoquiam is looking for a consultant to complete a Street Tree Inventory and Management Plan.

2. General Information for Consultants

The intent of the project is to prepare a street tree inventory and management plan to assist the City in managing our urban forest canopy. The City estimates that there are approximately 700-1,000 located within City parks and improved Street Right-of-Ways. The inventory will serve as a management tool for City staff in maintaining our existing trees while assessing our needs for new trees. The end goal of the inventory and management plan is to identify our current resources, prioritize goals for the future, and utilize the plan to build a sustainable urban forestry program.

2.1 RFP Coordinator

The RFP Coordinator is the sole point of contact in the CITY for this procurement. All communications between the Contractor and the CITY upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Alissa Thurman, City Planner
Address: 609 8th St. Hoquiam, WA 98550
Phone Number: (360) 637-6011
Fax Number: (360) 538-0938
E-mail address: athurman@cityofhoquiam.com

2.2 Estimated Schedule of Procurement Activities

Issue Request for Proposals	September 22, 2010
Proposals Due:	October 6, 2010
Evaluate Proposals	October 7, 2010
Conduct interviews with finalists, if required	October 8, 2010
Announce "apparent Successful Contractor"	October 11, 2010
Begin Project Work	October 12, 2010
First draft plan/inventory submittal	May 1, 2010
Draft Plan/inventory submittal	June 1, 2010
Project Complete	June 24, 2010

2.4 Submission of Proposals

Contractors are required to submit 4 copies of their proposal. The proposal, whether mailed or hand delivered, must arrive at the CITY no later than 10:00 am, local time, on October 6, 2010.

The proposal is to be sent to the RFP Coordinator at the CITY address. See RFP Coordinator information for address. Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Mayor of the CITY and the apparent successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 TO 42.17.340, "Public Records."

Consultants mailing proposals should allow mail delivery time to ensure timely receipt of their proposal by the RFP Coordinator. Consultants assume the risk for the method of delivery chosen.

2.5 Responsiveness

The City reserves the right at its sole discretion to waive minor administrative oversights.

2.6 Most Favorable Terms

The CITY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The CITY does reserve the right to contact a contractor for clarification of its proposal.

2.7 Costs to Propose, No Obligation to Contract, Rejection of Proposals

The CITY will not be liable for any costs incurred by the Contractor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

3. Proposal Contents

Proposals are requested to be submitted on eight and one-half by eleven (8 ½ x 11) inch paper, with tabs separating the major sections of the proposal.

Name, address, principal place of business, telephone number, and fax numbers/e-mail address of legal entity or individual with whom contract would be written is to be included.

Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification Number (UBI) is to be included.

3.1 Qualifications

Contractor must be a certified arborist, certified through the International Society of Arboriculture.

Contractor must demonstrate experience in completing street tree inventories and management plans for other municipalities.

It is highly desirable that the proposal include references for the principals of the Contractor.

Contractor must obtain a City of Hoquiam business license prior to beginning work on the project.

The Contractor must demonstrate experience working with ArborPro software or other similar tree inventory software.

4. Scope of Work

1. The consultant must prepare a complete Street Tree Inventory and Management Plan to present to the Urban Forestry Advisory Board and City Council.
2. The consultant shall inventory all street trees within the improved right-of-way of the City of Hoquiam. Trees within platted but unimproved streets shall not be included. Trees within the surveyed portion of Sunset Memorial Park shall be included. Trees in all designated City parks shall be included, except for trees located within Elton Bennett Park. The consultant shall collect the following information on each tree: species, diameter, condition, public safety concerns, conflicts with infrastructure, and shall photograph each tree. The GIS coordinates of each tree shall be documented and the consultant shall import all information into the tree inventory software.
3. The consultant must develop the management plan using the elements described in "A Guide to Community and Urban Forestry Programming" authored by the Washington State Department of Commerce and the Evergreen Communities Partnership Task Force.

5. Cost Proposal

5.1 Maximum Fee for Contract

The maximum fee for this contract must be \$10,000.00 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP.

6. Evaluation and Contract Award

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the CITY, which will determine the ranking of the proposals.