



Request for Proposals:

Urban Forestry Management Plan

Date of Release: Fri, September 18th, 2020 at 9 AM

Due Date: Fri, October 2nd, 2020 at 4 PM

Introduction

The City is home to 9,800 people and is two square miles. College Place lies within the greater Walla Walla Valley. The City became a Tree City USA in 2017 and has retained that designation since that time. The City obtained a 2020 Community Forestry Assistance Grant from the State of Washington Department of Natural Resources in early 2020. The grant period ends April 30th, 2021. The City hired an Engineering GIS Intern and partnered with the Arborist in an adjacent to community to map and collect data for all trees within all city parks (four parks at 16.67 acres total) and all City Federally-Classified roads right-of-way (12.75 miles). The GIS work yielded 546 trees within city parks and city Federally-Classified roadway right-of-way. The arborist collected all of the key tree data. This RFP will involve a person/firm who is an Arborist or has Arborists on staff to develop an urban forestry management plan for our city parks and City Federally-Classified roads rights of way. Please note that this work will be the first time a Urban Forestry Management Plan was ever created for the City of College Place, Washington.

Invitation to Propose

The City of College Place, Washington, (City) is requesting a proposal from qualified consulting firms to provide professional service to create an Urban Forestry Management Plan for City Parks and City Federally-Classified rights-of-way street trees.

Create First Ever Urban Forest Management Plan

- A. Plan should be created to incorporate GIS/GPS information collected by City and International Society of Arboriculture Best Practices.

The City of College Place, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, national origin, or sex in consideration for an award. The City received funding from the U.S. Department of Natural Resources (DNR) and the selection and award for the contract must comply with DNR requirements.

Those submitting consultants determined to be best qualified to undertake the services required under this Request for Proposal may be invited to make a presentation to the City's interview team.

Intent of the City

The objective of this Request for Proposal (RFP) is to provide sufficient information to enable qualified Consultants to submit a Request for Proposal that demonstrates recent experience in the completion of a municipal Urban Forestry Management Plan.

The City's intent is to have a Consultant utilize arborists, planners, department managers, cultural resource professionals, environmentalists, and/or other key personnel to perform the compilation of a Comprehensive Urban Forest Management Plan for the City Parks and City Federally Classified Arterial rights-of-way street trees.

The selected Consultant is expected to work closely with the City's Public Works Department and City's Park, Arbor, and Recreation Advisory Board as part of the project team to successfully complete this project.

This RFP is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFP and the Consultant's submittal will be used as the basis to determine final contractual obligations. It is understood that this RFP and the successful Consultant's submittal may be attached or included by reference, in part or in whole, to any agreement regarding the services included in this RFP between the City and said Consultant.

The City may choose to engage with any and all proposers to discuss a possible agreement. The City may withdraw from this process at any time, and submitters may withdraw their proposals and participation at any time they so choose, without recourse.

Submittal

Interested Consultants are required to submit one (1) digital copy of their submittal. Proposals received by 4:00 p.m. on Friday, October 2nd, 2020 will be given priority review and consideration. Submit the above with the subject title "2021 Urban Forest Management Plan – City Parks and Federally-Classified Arterial Street Trees" to the following email address:

Michael Rizzitiello, City Administrator – mrizzitiello@cpwa.us

DUE DATE: October 2nd, 2020 at 4:00 P.M.

Late Submittals and Modifications

Proposals received by 4 pm. On October 2nd, 2020 will be given priority review and consideration. Proposals submitted after the due date may be given secondary review and consideration. Time of closing will be determined by e-mail timestamp upon receipt. The City is not responsible for technical difficulties resulting in non-submittal or late submittal and

strongly recommends the consultant confirm receipt with the City Administrator at the time of submittal.

Conditions Affecting the Work

Before submitting a Response to the Request for Proposal, each submitting Consultant is advised to:

- A. Examine the RFP documents thoroughly.
- B. Familiarize themselves with Federal, State, and Local Laws, Ordinances, Rules, and Regulations that may – in any manner – affect the cost, profess, or performance of the work.
- C. Study and carefully correlate said Consultant’s observations with the RFP.
- D. Be aware of common industry best practices in creating urban forestry management plans for municipalities which are Tree City’s, specifically for smaller municipalities in Eastern Washington State.

Failure to do so will not relieve any Consultant from any contractual obligations of the work described herein.

Explanations for Submitting Consultants

There are seven (7) pages in this RFP, including the cover sheet and table of contents; each is sequentially numbered in the bottom right corner of the page. It is the responsibility of the submitting Consultant to ensure that all pages are included. If any pages are missing, the Consultant should immediately request a copy of the missing page(s) by emailing the request to the City Representative listed in the RFP. Please write “2021 Urban Forest Management Plan – City Parks and Federally-Classified Arterial Street Trees” in the subject line. It is the responsibility of the Consultant to procure missing pages; submittals based on incomplete information will not be granted exception for any faults deriving thereof. Any explanation desire by a submitting Consultant regarding the meaning or interpretation of the RFP, or any part thereof, must be requested in writing (via email) and directed to the City Representative listed within the RFP, no less than 72 hours prior to the time that submittals are due. Any interpretation made will be in the form of an addendum to the RFP and posted on the City’s website no later than 48 hours prior to the time submittals are due.

All notices, clarifications, and addenda to this RFP will be posted on the CITY webpage http://www.cpwa.us/businesses/doing_business_with_the_city.php . Please monitor the website for all information regarding this RFP. The City will not be sending individual notification of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFP.

City Representative

Mike Rizzitiello, City Administrator – mrizzitiello@cpwa.us , 509-394-8506

Form of Submittals

To assist in the evaluation process, submittals shall conform to the following:

A. General:

1. The submittal shall be limited to a maximum of 10 numbered pages (ten single-sided pages).
2. All pages will be counted towards the page total, except for the front cover, back cover, tab pages, resumes, references, and the cover letter. The cover letter shall be limited to a maximum of 1 page.
3. All pages shall be typed on 8 1/2" X 11" size paper and submitted as a .pdf file.
4. Font shall be "Arial" no smaller than "10 point". Use of an alternate font or size smaller than 10- point will result in a 50% score reduction. The body of this RFP is written in "Arial 10 point" as example.
5. Margins on all edges should be a minimum of .075-inches.

Scope of Work/Deliverables

The City will select a consultant based on the consultant's demonstrated ability to deliver the highest overall value to the City.

A. General: The selection will give consideration to the consultant's demonstrated experience conducting similar projects. For the purpose of this RFP, "similar projects" shall mean the completion of an Urban Forest Management Plan where the tree population is similar to or larger than this project; the project was one of similar complexity; and, the project was of a similar type or scope. The Consultant must also demonstrate the ability to work closely with City staff as well as the Park, Arbor, and Recreation Advisory Board to ensure a successful completion of the project. The City reserves the right to modify the RFP at any time. The City is not responsible for the cost of submittal development.

B. Selection Committee: The Selection Committee shall be made up of City staff and Parks, Arbor, and Recreation Advisory Board members. The City reserves the right to reject any and/or all submittals.

C. Ranking:

1. Submittals will be ranked based on the following categories:
 - a. Project Understanding and Approach
 - b. Team Experience and Qualifications

- c. Presentation, Organization and Clarity of Response to Request for Proposal Submittal
 - d. Project Management, Teamwork, and Communication
 - e. Timeline
 - f. Cost
2. Final Selection:
- a. The Consultant judged to be the most qualified based on all the information presented and evaluated will be selected.
 - b. The selected Consultant shall be notified in writing. No other method shall be considered to be official notification of selection by the City.
 - c. The selection of the committee shall be final.
3. Projected Schedule
- a. October 2nd, 2020 – Submittal due date
 - b. October 5th –October 9th, 2020 – Selection Committee reviewed submittals, selects candidates for interviews if applicable, and extends invitations to short-listed Consultants for further deliberation.
 - c. October 12th – October 13th, 2020 – Interview with short-listed Consultants if applicable.
 - d. October 14th, 2020 – Consultant recommendation to City Administrator and notification to selected Consultant.
 - e. October 15th – October 21st, 2020 – Negotiate detailed scope of services.
 - f. October 27th, 2020 – Contract approved by City Council.
 - g. October 28th, 2020 – Estimated start work date.
 - h. March 26th, 2021 – Present Urban Forestry Management Plan to the Park, Arbor, and Recreation Board.
 - i. April 27th, 2021 – Get Urban Forestry Management Plan Adopted by City Council.
 - j. April 30th, 2021 – Submit adopted Urban Forestry Management Plan to State Department of Natural Resources/Closeout grant.

The City reserves the right to reject any or all the submittals. If the City elects to select one of the submitting Consultants, the City will have the right to negotiate with said submitting Consultant over the final terms and conditions of the contract in the best interest of the City. The primary objective of the negotiations is to maximize the City’s ability to obtain the best value, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached, the negotiations will be terminated, and similar negotiations will occur with the second ranked submitting Consultant.

Scope Components

Consultant will use the inventory completed by City staff/contracted out Arborist of 546 trees, which will support the first ever Urban Forestry Management Plan (UFMP) for City Parks and City Federally-Classified Arterial rights-of-way street trees. The scope of work will include at a minimum, the following elements:

A. General

1. Project Management
2. Monthly Invoicing with summary of work performed
3. Project updates.

B. Complete Urban Forestry Management Plan

1. Plan Administration
 - i. Partner with City staff and the Park, Arbor, and Recreation Board in the identification of scope and purpose of the plan.
 - ii. Planning Horizon
 - iii. Environmental Assessment
2. Community Outreach
 - i. Conduct outreach to garner community and Council objectives pertaining to an updated Urban Forestry Management Plan specific to the City.
3. Assessment and recommendation regarding the strategic planning for:
 - i. Mature Trees
 - ii. Young Trees
 - iii. New/Future Tree Planting
 - iv. Trees by location type (Park, Street)
 - v. Maintenance objectives and recommended action.
 - vi. Risk assessment of current inventory including assessment intervals.
4. Implementation Plan
 - i. Funding Sources
 - ii. Strategy
 - iii. Performance Metric/Monitoring Plan
 - iv. Estimated cost for 1,5, and 10 year Urban Forest Management Plan Execution

Consultant Qualifications

The required minimum qualifications for submitting consulting firms are as follows:

- A. Staff shown in the organization chart should currently all possess all applicable certifications and licensing from the State of Washington, required to complete the project.

- a. The organizational chart needs to identify the Project Manager who will be the primary staff person developing the plan and the direct contact with the City.
 - b. The organizational chart shall include all staff working on the project that possess a current International Society of Arboriculture Certification
- B. Knowledge of all applicable federal, State, and local regulations and standards.
- C. Experience with “similar projects”
- D. Knowledge of International Society of Arboriculture Best Practices.

Budget

A maximum budget of **\$19,913.04** for this project.