

## PUBLIC NOTICE

### REQUEST FOR PROPOSALS (RFP)

#### CREATION OF A TREE INVENTORY & COMMUNITY FOREST MANAGEMENT PLAN

#### CITY OF OLEAN

Requests for Proposals (RFP) are being solicited to complete a Tree Inventory & Community Forest Management Plan (CFMP) for the City of Olean, New York. The certified arborist chosen for the project will be required to have an International Society of Arboriculture (ISA) professional certification.

The Request for Proposal documents, including instructions for submitting proposals, may be requested from Keri Kerper, Department of Community Development Program Coordinator by email at [kkerper@cityofolean.org](mailto:kkerper@cityofolean.org) or accessed online at [www.cityofolean.org](http://www.cityofolean.org).

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Keri Kerper, Community Development Program Coordinator at [kkerper@cityofolean.org](mailto:kkerper@cityofolean.org). Any revisions or corrections to this RFP after posting will be communicated to those registered. Failure to register your contact information may result in nonparticipation of the RFP process. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Any requests for additional information that may be needed for the preparation of the proposal should be directed to Keri Kerper, Program Coordinator at [kkerper@cityofolean.org](mailto:kkerper@cityofolean.org). All questions must be received in writing before 2:00 p.m., five (5) days prior to the receipt of proposal date. Questions received after that time will not be addressed.

Proposals will be accepted until Friday, March 26, 2021 by 2:00 p.m. Please provide three (3) paper copies and one (1) electronic PDF copy of the Proposal for the evaluation process to:

Keri Kerper  
Community Development Program Coordinator  
City of Olean  
Department of Community Development  
101 East State Street, Room 209  
Olean, NY 14760  
[kkerper@cityofolean.org](mailto:kkerper@cityofolean.org)

The contract award will be made by the City of Olean after consideration of proposal evaluation factors, as listed in the Request for Proposal document.

The City of Olean reserves the right to reject any or all proposals, bids, to waive any informality, and to withdraw this solicitation at any time. The City of Olean is an equal opportunity employer.