

City of Sonoma
REQUEST FOR PROPOSALS (RFP)
FOR

TREE INVENTORY & HEALTH ASSESSMENT BY CERTIFIED ARBORIST



RFP RELEASE DATE: MONDAY, JANUARY 10, 2022

**PROPOSALS MUST BE RECEIVED NO LATER THAN
3:00 p.m., MONDAY, JANUARY 31, 2022**

City of Sonoma Public Works Department
City Hall, No. 1 The Plaza Sonoma, CA 95476

Approved for release by:

Public Works Director City of
Sonoma

Date

CITY OF SONOMA PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
FROM A
ISA CERTIFIED ARBORIST FOR
TREE INVENTORY & HEALTH ASSESSMENT

SECTION 1 INTRODUCTION

The City of Sonoma invites qualified Arborists to submit a proposal to update the tree inventory and health assessment of the trees located in the City’s Plaza Park.

Background: The City of Sonoma has twelve (12) public parks and periodically conducts health assessments of the trees therein to prioritize maintenance needs and immediate hazards. Previously the City contracted with MacNair & Assoc to conduct such a survey of the trees located within the City’s Plaza Park and produce a risk assessment with the results as attached in Exhibit C.

Scope of Services: The Contractor shall conduct a tree inventory based on the survey conducted previously. Contractor will update the tree inventory and update the health evaluations and risk assessment of the trees therein. Evaluation should consider overall health, structural stability, impacts, and sustainability of the tree. A sample City Professional Services Agreement is included as Attachment A. A list of trees assessed completed at Plaza Park previously and maintenance recommendation included as Exhibit B.

ANTICIPATED PROJECT SCHEDULE

The anticipated project schedule is listed below.

Milestone	Estimated Date
Proposals Due	January 31, 2022
Award of Contract	February 10, 2022
Inventory and Health Assessment Plaza Park Complete	TBD (based on proposal)

SECTION 2 CONTENTS OF PROPOSAL

To maintain uniformity in the evaluation process, proposal length is limited to a maximum of 10 pages on single-sided, 8½” x 11” paper. Use text font (ARIAL, TAHOMA, or similar) size 11 or larger. The cover letter, table of contents, front and back covers, and section dividers and resumes are excluded from the page count.

The Proposal Package must include following:

a) Cover Letter

Include the primary contractor’s name and business address, as well as the project manager’s name, telephone number and email address. Summarize your understanding of the project and demonstrate expertise that would meet the minimum qualifications laid out in Section 2(g). The cover letter shall be

signed by the person authorized to negotiate a contract for proposed services with the City of Sonoma on behalf of submitting firm.

b) Relevant Project Experience

Describe your team’s experience on projects of a similar nature to this Project. Provide a project description, services provided, rates, the project’s total cost, and references.

c) Scope of Services

Confirm acceptance of the proposed scope of services and identify any changes from the scope herein and in Exhibit B.

d) Assessment Methodology

Describe the methodology the Arborist proposes to use to inventory the trees as well as ascertain the health, structural stability, infrastructure impacts, and sustainability of the trees (i.e Resistograph methodology or similar)

e) Report

Describe the final report and recommendations the City can expect from the Arborist. Include any maps, inventory lists, or other descriptive products that the City might expect to see to understand the findings

f) Schedule

Schedule to complete inventory as well as assessments.

g) Required Certifications and Minimum Qualifications (not included in page count)

Included with proposal the following documentation for review.

- ISA Arborist Certification
- Valid Contractor’s License
- City of Sonoma business license
- Insurable for coverage limits for Commercial General and Automobile Liabilities and Workers Compensation and Employers Liability as required as described in Attachment A.

h) Proposed Fee Schedule

Provide pricing to update the included tree survey and health assessment for Plaza Park. Provide any other necessary pricing and description.

Work Item	Unit	Unit Price (\$)	Total Price (\$)
Update Plaza Park Tree Survey & Health Assessment	LS		

SECTION 3 PROPOSAL SUBMISSION, AND SELECTION PROCESS

Submit questions concerning the RFQ to Oriana Hart via email at ohart@sonomacity.org

no later than 5:00 pm on January 24, 2022

Responses to questions will be provided, no later than, 5 pm on Wednesday, February 16, 2022.

Submit a PDF of your proposal to Oriana Hart via email at ohart@sonomacity.org

no later than 3:00 pm on Monday, January 31, 2022.

Contractor proposals will be evaluated based on a combination of factors that result in the best value for the City, including but not limited to understanding of the work, quality and responsiveness of proposal, demonstrated competence and professional qualifications, recent experience in successfully performing similar services, proposed methodology for completing the work, references, background and related experience of team members, and proposed compensation. Contractor selection may be based solely on proposals, or interviews for short-listed firms may occur for this project.

The issuance of this RFP constitutes only an invitation to present responses. The City reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The City reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the City for any reason, the City shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The City reserves the right, at its sole discretion, to waive any irregularities or informality.

The City reserves the right to reject any and/or all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the City's sole judgment, best meets the requirements of the project.

Attachment A is the City's Professional Services Agreement and is attached for your reference and review. The necessary insurance coverages and limits are contained in this agreement. Please indicate acceptance of these terms. By submitting a proposal without exception, the Contractor accepts all terms and conditions contained in attached agreement.

The City reserves the right to reject any proposal that provides changes to the agreement not acceptable to the City.

Thank you for considering our Request for Proposals.

LIST OF ATTACHMENTS

- **Attachment A - Sample Agreement**
 - **Exhibit A – Compensation/Fee Schedule**
 - **Exhibit B – Scope of Services**
 - **Exhibit C – Previous Plaza Park Inventory and Assessment**