

CITY OF BONDURANT, IOWA

REQUEST FOR PROPOSALS

Street Tree Trimming, Shaping, and Pruning Services

I. Introduction

The City of Bondurant is soliciting proposals from qualified tree care contractors to provide professional trimming, shaping, pruning, and related maintenance services for street trees owned or managed by the City. Work will primarily occur within public rights-of-way and at other City-managed locations as directed by City staff.

The City seeks a contractor capable of completing the work safely, efficiently, and in accordance with accepted arboricultural practices. The selected contractor shall furnish all labor, supervision, equipment, traffic control, materials, and disposal necessary to complete the work.

The City intends to enter into an agreement with one qualified contractor but reserves the right to reject any or all proposals.

II. Scope of Services

The selected contractor shall provide routine and specialty pruning services for trees identified by the City. Services may include, but are not limited to:

- Structural pruning of young and developing trees.
- Crown cleaning to remove dead, diseased, broken, weakly attached, or hazardous branches.
- Crown raising to provide appropriate clearance over streets, sidewalks, trails, signs, lights, and other public infrastructure.
- Crown thinning when necessary to improve structure, branch distribution, and air movement without excessive foliage removal.
- Crown reduction only when appropriate and specifically approved by the City.
- Corrective pruning to improve tree form and reduce foreseeable structural defects.
- Removal of suckers, water sprouts, and broken or hanging branches when directed by the City.
- Removal, hauling, and lawful disposal of all branches, wood, chips, and other debris generated by the work.
- Final site cleanup and restoration of disturbed turf or landscaping.

Tree removal and stump grinding are not included in the base scope of this RFP unless specifically authorized through a written change order or separate work authorization.

Tree Inventory and Work Assignment

The City will identify trees and work locations through a list, map, marked route, or individual work order. Work may be assigned by street, neighborhood, project area, or individual tree. The City does not guarantee a minimum quantity of work unless a specific quantity is stated in the final contract.

Work Hours and Coordination

Work shall be performed during hours approved by the City and coordinated to minimize disruption to residents, businesses, traffic, and scheduled City activities. The contractor shall notify the City before beginning work in each assigned area and upon completion of the assigned work.

III. Anticipated Schedule

Milestone	Anticipated Date
RFP Issued	September 14, 2026
Proposals Due	October 15, 2026 at 4:30pm
Anticipated City Council Award	November 2026
Anticipated Scope of Work	February 2027

The anticipated February start date is intended to align the work with recommended dormant-season pruning practices for Iowa deciduous trees, including oaks. The City may modify the schedule based on weather, contractor availability, or operational needs.

IV. Standards of Work

All work shall conform to the current applicable editions of the following standards and requirements:

- ANSI A300, Tree Care Operations - Tree, Shrub, and Other Woody Plant Management - Standard Practices.
- ANSI Z133, Arboricultural Operations - Safety Requirements.
- International Society of Arboriculture Best Management Practices applicable to pruning and tree risk management.
- Applicable Occupational Safety and Health Administration requirements.
- Applicable federal, state, and local laws, regulations, ordinances, and permit requirements.

Pruning Practices

- Pruning cuts shall be made outside the branch bark ridge and branch collar without leaving unnecessary stubs.
- The natural form, species characteristics, and structural integrity of each tree shall be preserved.
- No more live foliage shall be removed than is necessary to achieve the approved pruning objective.
- Large limbs shall be lowered or removed in sections when necessary to prevent damage to the tree, property, or surrounding infrastructure.
- Pruning equipment shall be maintained in safe operating condition and cleaned or disinfected when necessary to reduce the spread of disease.

Prohibited Practices

- Tree topping or indiscriminate reduction of tree height or spread.
- Lion-tailing or excessive removal of interior branches and foliage.
- Flush cuts, bark tearing, or avoidable damage to branch collars or trunks.
- Removal of excessive live crown or pruning that creates an unbalanced canopy.
- Application of wound dressing, paint, or sealant unless specifically directed by the City.

V. Clearance, Traffic Control, and Site Protection

Clearance Requirements

Clearance pruning shall be completed only to the extent necessary to provide safe and functional clearance. Final clearance dimensions shall be established or approved by the City based on the location, tree species, branch structure, and adjacent infrastructure. The contractor shall not create excessive clearance or permanently disfigure a tree to meet a generalized clearance target.

Traffic and Pedestrian Control

The contractor shall provide all signs, cones, barricades, flaggers, and other traffic or pedestrian control necessary to safely complete the work. Traffic control shall comply with applicable laws and current standards. Streets, sidewalks, driveways, trails, and building access shall remain open whenever practical. Any closure shall be coordinated with and approved by the City in advance.

Protection of Property

The contractor shall protect buildings, vehicles, utilities, pavement, curbs, sidewalks, signs, lawns, landscaping, and other public or private property. The contractor shall promptly notify the City of any damage and shall repair or replace damaged property at the contractor's expense to the satisfaction of the City.

Utility Coordination

The contractor shall identify and account for overhead and underground utilities before beginning work. Work near energized conductors shall be performed only by personnel qualified and equipped for line-clearance arboricultural operations. The contractor shall coordinate with utility owners when required.

VI. Contractor Qualifications

Proposers shall demonstrate the experience, staffing, equipment, and financial capacity necessary to perform the work. At a minimum, the selected contractor shall:

- Have experience performing commercial, municipal, or public right-of-way tree pruning projects of similar scope.
- Provide an ISA Certified Arborist who will supervise the work and be available to coordinate with City staff.
- Employ properly trained and qualified personnel for aerial lift operation, climbing, chainsaw use, traffic control, and work near electrical hazards, as applicable.
- Possess all licenses, registrations, and permits required to perform the work.
- Maintain equipment of sufficient type, condition, and capacity to complete the work safely and efficiently.
- Provide at least two references for comparable tree care work completed within the past five years.

VII. Contractor Responsibilities

- Provide all labor, supervision, tools, vehicles, aerial lifts, chippers, saws, rigging equipment, personal protective equipment, traffic control devices, and other equipment necessary to complete the work.
- Designate a project representative authorized to receive instructions and coordinate daily activities with the City.
- Inspect each work area and tree before beginning work and notify the City of conditions that may affect the scope, safety, or cost of the work.
- Maintain a safe work site and comply with all applicable safety requirements.
- Keep streets, sidewalks, trails, and adjacent property reasonably free of debris during operations.
- Remove all debris from the site each workday unless otherwise approved by the City.
- Prevent wood chips, sawdust, branches, or other material from entering storm drains, waterways, or private property.
- Report property damage, unsafe conditions, suspected tree defects, pests, or diseases observed during the work.
- Correct deficient work at no additional cost when directed by the City.
- Submit invoices containing sufficient detail to identify work locations, quantities, unit prices, and completed services.

VIII. City Responsibilities

- Identify or approve trees and work locations.
- Provide available maps, lists, or other project information.
- Coordinate City notifications when the City determines notification is necessary.
- Review work and communicate acceptance or required corrections.
- Provide reasonable access to City-managed work areas.
- Process approved invoices in accordance with City procedures and the final agreement.

IX. Performance Standards and Inspection

- Completed trees shall exhibit a balanced, natural appearance consistent with the approved pruning objective.
- Cuts shall be clean and properly positioned, with no avoidable bark tearing, stubs, or flush cuts.
- No topping, excessive canopy removal, or other prohibited pruning practices shall be accepted.
- Work areas shall be free of branches, chips, sawdust, litter, and other debris generated by the contractor.
- Traffic control devices shall be removed promptly when no longer required.
- Damage to turf, landscaping, pavement, structures, or other property shall be repaired to the City's satisfaction.

The City may inspect work in progress and completed work. Inspection or payment shall not relieve the contractor of responsibility for defective or nonconforming work. The contractor shall correct rejected work within the timeframe established by the City.

X. Proposal Content

Proposals shall be concise but sufficiently detailed for the City to evaluate the proposer's ability to perform the work. Proposals shall include:

- Cover letter expressing interest in the project and identifying the individual authorized to bind the proposer.
- Company background, ownership, location, and years in business.
- Description of relevant municipal, commercial, or right-of-way tree care experience.
- Names and qualifications of key personnel, including the ISA Certified Arborist who will supervise the work.
- Copies or documentation of applicable certifications and licenses.
- Description of available crews, equipment, traffic control capabilities, and anticipated scheduling approach.
- Description of quality-control and safety procedures.
- Two client references for comparable work.
- Proof of insurance or a statement confirming the ability to meet City insurance requirements.
- Completed pricing proposal and any assumptions or exclusions.

XI. Pricing Proposal

Proposers shall provide unit prices for the categories below. Diameter at breast height (DBH) shall be measured at approximately 4.5 feet above grade. Prices shall include all labor, equipment, supervision, traffic control, mobilization, debris removal, disposal, and incidental costs necessary to complete the work.

Item	Service / Tree Size	Unit	Unit Price
1	Pruning - tree up to 12 inches DBH	Each	\$_____
2	Pruning - tree 13 to 24 inches DBH	Each	\$_____
3	Pruning - tree 25 to 36 inches DBH	Each	\$_____
4	Pruning - tree greater than 36 inches DBH	Each	\$_____
5	Young-tree structural pruning	Each	\$_____
6	Additional crew labor, when authorized	Hour	\$_____
7	Aerial lift / bucket truck, when authorized	Hour	\$_____
8	Traffic control / flagging, when separately authorized	Hour	\$_____
9	Mobilization outside assigned project area, if applicable	Each	\$_____

The City may request clarification of unit prices or negotiate a project-specific lump sum based on the unit pricing submitted. The City reserves the right to add, remove, or revise pricing categories before contract award.

XII. Selection Process

The City will evaluate proposals for responsiveness to this RFP and may consider the following factors:

- Relevant experience and demonstrated ability to perform comparable work.
- Qualifications of personnel assigned to the project.
- Understanding of the scope and proposed approach.
- Availability of appropriate crews and equipment.
- Safety record and quality-control procedures.
- References and past performance.
- Pricing and overall value to the City.
- Completeness and clarity of the proposal.

The City may award the contract to the responsible proposer whose proposal is determined to be in the best interest of the City. The City is not required to select the lowest-priced proposal and may conduct interviews, request additional information, or negotiate scope and pricing before award.

XIII. Insurance Requirements

The selected Contractor shall, at its own expense, procure and maintain insurance coverage throughout the term of the contract that meets the City of Bondurant's Contractor Insurance Requirements.

At a minimum, the Contractor shall maintain the following coverage:

Workers' Compensation and Employers Liability

- Workers' Compensation as required by the laws of the State of Iowa.
- Employers Liability:
 - Bodily Injury by Accident: \$500,000 each accident
 - Bodily Injury by Disease: \$500,000 policy limit
 - Bodily Injury by Disease: \$500,000 each employee
 - The Workers' Compensation policy shall include a Waiver of Subrogation in favor of the City.

Commercial General Liability: Commercial General Liability insurance shall include coverage for bodily injury, property damage, and personal injury with minimum limits of:

- General Aggregate: \$4,000,000
- Products/Completed Operations Aggregate: \$4,000,000
- Personal and Advertising Injury: \$2,000,000
- Each Occurrence: \$2,000,000
- Fire Damage (any one fire): \$300,000
- Medical Expense (any one person): \$5,000

Coverage shall include:

- Premises and operations (ongoing and completed)
- Per Project Aggregate Endorsement
- Personal and advertising injury
- Independent contractors
- Contractual liability
- Explosion, collapse, and underground (XCU) hazards

Automobile Liability: Automobile Liability insurance covering all owned, hired, leased, and non-owned vehicles with a combined single limit of not less than \$2,000,000 per accident.

Umbrella/Excess Liability: Required insurance limits may be satisfied through a combination of primary and umbrella/excess liability insurance.

Additional Insured: The City of Bondurant shall be named as an Additional Insured on all liability policies, except Workers' Compensation, for both ongoing and completed operations. Coverage shall be primary and non-contributory to any insurance maintained by the City.

Certificates of Insurance: Prior to commencement of work, the Contractor shall furnish a Certificate of Insurance demonstrating compliance with these requirements. All policies shall be issued by insurance companies authorized to do business in the State of Iowa and acceptable to the City. Policies shall not be canceled or materially modified without at least thirty (30) days' prior written notice to the City.

Governmental Immunity: Nothing contained in these insurance requirements shall be construed as a waiver of the City's governmental immunities or defenses available under Iowa Code Chapter 670.

XIV. General Terms

- The City reserves the right to reject any or all proposals.
- The City reserves the right to waive informalities, request clarification, or require supplemental information.
- The City may modify, reduce, expand, or cancel the scope before award when determined to be in the City's best interest.
- The selected contractor will enter into a written agreement with the City before work begins.

- The contractor shall not assign or subcontract the work without prior written approval from the City.
- The contractor shall be an independent contractor and shall be responsible for all payroll taxes, benefits, insurance, and employment obligations related to its personnel.
- The contractor shall comply with all applicable nondiscrimination and equal employment opportunity requirements.
- The City assumes no responsibility for costs incurred in preparing or submitting a proposal.
- All proposal materials may become public records subject to Iowa law. Proposers shall clearly identify information claimed to be confidential and state the legal basis for the claim.
- The final agreement may include termination, indemnification, record-retention, audit, and other standard City contract provisions.

XV. RFP Questions

All questions shall be submitted in writing to the city of Bondurant's Public Works Department, at publicworks@cityofbondurant.com by the deadline listed in the anticipated schedule. Responses to material questions may be issued to all known proposers or posted on the City's website. Oral interpretations shall not be binding on the City.

XVI. Submittal Instructions

Issue Date	Sept. 1, 2026
Due Date	October 15, 2026 at 4:30pm
Email Submission	publicworks@cityofbondurant.com
Mail / Delivery	City of Bondurant, Attn: John Horton, 200 2nd St. NE, PO Box 37, Bondurant, IA 50035

Proposals received after the stated deadline may be rejected. The proposer is responsible for confirming timely delivery. Electronic submissions should be provided as a single PDF file whenever practical.