



**Public Works Department
Maintenance Division
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May 11, 2016

SUBJECT: Request for Proposal –Tree Inventory and Survey of City Maintained Trees

Dear Consultant,

You are invited to submit proposals to provide design services for the **Tree Inventory and Survey of City Maintained Trees** as outlined herein and delineated on the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Thursday, June 9, 2016.**

PROJECT REQUIREMENTS

The City of Los Altos is soliciting proposals from a qualified and responsible consultant to provide tree inventory and software services for a survey of City maintained trees and vacant tree sites. The City maintains trees growing in the median areas, parks, areas adjacent to a residential rear yards in the public right of way and street trees in commercial areas. The project requires that specific data collection attributes be collected on each individual tree or tree site by International Society of Arboriculture (ISA) Certified Arborists on Global Positioning System (GPS) devices transferred into the existing City or other Geographical Imaging System (GIS) and linked to the City or other work order system. The data and imaging will function as a dynamic tool for keeping the City's urban forest and tree inventory and maintenance program current.

The consultant shall provide individual condition assessment of each City tree as identified in Attachment 1. The data and analysis are advance urban forestry management in the City of Los Altos by facilitating a proactive approach to tree maintenance and to improve the community's (residents, elected officials and staff) access to and knowledge of the condition, value, needs and benefits of the City's urban forest. The general objectives of the tree inventory are to improve tree risk management through prioritization of trees that require pruning or removal; identify the individual trees in the urban forest and characterize their species, size, health and environment; identify potential tree sites for future planting and track the work history of each tree.

The successful consultant will have expertise in urban tree inventories and tree management software.

A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

TIME SCHEDULE

A proposed time schedule for the project and each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The consultant's proposal should include a statement, indicating adherence to the proposed schedule.

INSURANCE REQUIREMENTS

The consultant will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The consultant shall obtain a City of Los Altos Business License.

FEE SCHEDULE

Not to exceed fees should be listed in the Fee Schedule for each task for the project. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. Due to the fact the City does not know the amount of trees to be surveyed the fee shall be based on per 1000 trees surveyed, with no less than 5,000 trees surveyed.

PROPOSALS

Please submit five (5) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and may conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant.

Enclosures:

- (1) Scope of Services,
- (2) Agreement for Consultant Services (draft version)