

Request for Proposals

Town Tree Inventory and Town-wide Urban Tree Canopy Assessment for the Town of Berwyn Heights, Maryland

Date of Issuance: December 23, 2015
Proposal Due Date and Time: Friday, January 22, 2016 at 4:00 p.m.
Issuing Agency: Town of Berwyn Heights

Contact Person: Jessica Cowles, Town Administrator

Address: Town of Berwyn Heights
5700 Berwyn Road
Berwyn Heights, Maryland 20740

Phone: (301) 474-5000
Fax: (301) 474-5002
E-mail: administrator@town.berwyn-heights.md.us

I. GENERAL INFORMATION

A. Purpose

The Town of Berwyn Heights (Town) is currently seeking proposals from Consultants to perform a comprehensive tree inventory, including tree location, species, size, condition and maintenance requirements, provide tree inventory software, which will become the property of the Town upon completion, and perform an urban forestry management plan. Also included in this proposal is an urban tree canopy assessment for the either 1) the entire Town (public and private properties) or 2) only public property.

B. Issuing Office

The Town of Berwyn Heights is issuing this Request for Proposals (RFP). All inquiries should be submitted to the Town Administrator:

Town of Berwyn Heights
5700 Berwyn Road
Berwyn Heights, Maryland 20740
Phone: (301) 474-5000
E-mail: administrator@town.berwyn-heights.md.us

C. Submission of Proposals

Send one original (unbound) and 3 copies (bound) of the Consultant's response to the RFP to the Issuing Office by the due date and time.

A proposal must be signed by an authorized agent to bind the Consultant to its provisions. The proposal must remain valid for a period of at least 90 calendar days from the proposal's due date of submission. The submission of a proposal shall be considered evidence that the Consultant has made the necessary investigation and is satisfied with respect to the conditions to be encountered, the character, quantity, and quality of the work to be performed. The contract will be awarded to the lowest responsible Consultant whose proposal complies with all prescribed requirements. The Town intends to award the contract in January 2016.

The Consultant shall procure and maintain insurance coverage as indicated in the RFP during the life of the contract.

To be considered, the Consultant must submit a complete proposal to this RFP, using the format provided. The proposal must include three municipal references, and an organizational chart of the Consultant's firm. Additional data may be attached to the RFP response.

D. Pre-Proposal Questions

Consultants may submit questions in writing by email (administrator@town.berwyn-heights.md.us) or by fax (301-474-5002) no later than ten (10) business days prior to the proposal's due date. The Town of Berwyn Heights shall post all questions and responses on the eMaryland Marketplace website site no later than five (5) business days before the due date.

E. Evaluation Criteria

The Town of Berwyn Heights seeks to award a contract to the Consultant that best meets the criteria listed below and that best reflects the needs of the Town. The contract will be awarded to the Consultant with the prerequisite experience and skill to provide the best, long-range, cost-effective method of providing all of the tree inventory and urban tree canopy assessment services listed and explained within the specifications.

Proposals will be ranked as follows:

Fees:	50%
References for similar work:	30%
Previous Experience:	10%
Financial Qualifications:	10%

At least three references, listing specific names of persons and current phone numbers that can attest to the Consultant's ability to perform the specified work must be included. Each Consultant shall submit a current list of employees and/or organizational chart and shall furnish evidence of his/her current financial status.

F. Addenda to the RFP

If it becomes necessary to revise any part of the RFP prior to the proposal's due date of submission, addenda will be posted by the Issuing Office to the eMaryland Marketplace web site.

G. Cost Liability

The Town of Berwyn Heights shall not be responsible or liable for any costs incurred by any Consultant prior to the signing of a contract by all parties. Total liability for the Town is expressly limited to the terms and conditions as stated in the RFP and any subsequent written agreement with the Town.

H. Disclosure

All information in a Consultant's proposal and any contract resulting from this RFP is subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act and the Maryland Public Information Act subsequent to the date of awarding the contract.

I. Acceptance of Proposal Content

The contents of the proposal of the successful Consultant shall become contractual obligations if a contract ensues. Failure of the successful Consultant to accept these obligations may result in cancellation of the award.

II. INSTRUCTIONS TO CONSULTANTS

A. Form of Proposal

Each proposal shall be made on the attached proposal form. Fees stated in each proposal shall be plainly written in words and in figures.

B. Conformity to Specifications

Each proposal shall conform to all conditions set forth in the Instructions to Consultants.

C. Obligation to Execute Contract

The Consultant shall be required to execute the contract. In case of his/her refusal or failure to do so, he/she shall be considered to have abandoned all of his/her rights and interest in the award. The contract may then be awarded to another Consultant.

The Town of Berwyn Heights reserves the right to accept or reject any or all proposals, in whole or in part, and to waive any informalities, therein when such waiver is in the interest of the Town of Berwyn Heights, and to award the contract to other than the lowest proposal.

D. Insurance

Prior to the Town's execution of the contract, the Consultant must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland as evidenced by a certificate of insurance and/or copies of the insurance policies. The Consultant's insurance shall be primary.

The Consultant must submit to the Town Administrator a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below. Unless otherwise described in

this contract, the Consultant will be required to maintain for the life of the contract and to furnish the Town evidence of insurance as follows:

Consultant's insurance coverage shall be primary insurance with respect to the Town, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the Town, shall be excess of the consultant's insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation 2. Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.
1. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	Town to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.
2. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	Town to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. Form CA20 48 02 99 form to be both signed and dated.
3. Excess/Umbrella Liability	Each Occurrence/Aggregate: \$1,000,000	Town to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
4. Professional Liability (if applicable)	Each Occurrence/Aggregate: \$1,000,000	Town to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

No change, cancellation or non-renewal shall be made in any insurance coverage without a thirty (30) day written notice to the Town Administrator. The Consultant shall furnish a new certificate of insurance prior

to any change or cancellation date. The failure of the Consultant to deliver a new and valid certificate will result in suspension of all payments until a new certificate of insurance is furnished.

The Mayor and Town Council of Berwyn Heights, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Consultant's Commercial and Excess/Umbrella Insurance for liability arising out of Consultant's products, goods, and services provided under this contract. Additionally, The Mayor and Town Council of Berwyn Heights must be named as additional insured on the Consultant's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Town Council of Berwyn Heights as an additional insured are required to be submitted with the insurance certificate.

CERTIFICATE HOLDER

The Mayor and Town Council of Berwyn Heights

(Contract number and title)

Town of Berwyn Heights
5700 Berwyn Heights Road
Berwyn Heights, MD 20740

E. Legal Conditions

Each Consultant shall be acquainted with State, County and Local laws and ordinances that may affect the work and shall agree to abide by them.

F. Hold Harmless Agreement

To the fullest extent permitted by law, the Consultant shall agree and undertake, defend, indemnify and hold the Town of Berwyn Heights harmless of and from all claims, demands and rights of action of every name, nature and description, whether arising under state or federal statutes, or under common law, for injury or alleged injury to persons, whether employees of the Town of Berwyn Heights or to the Consultant or to its employees or to third parties, and for damages or alleged damage to the property regardless of to whom it may belong or in whose custody it may be, arising through, on account of, or out of the contract and the services performed hereunder, whether said services have been performed negligently or otherwise. The Consultant shall undertake and agree that in case a claim is made or suit is instituted against the Town of Berwyn Heights for any such loss, injury or damage, it shall settle, adjust or defend the same at its sole cost and expense, and shall pay any judgment rendered therein, together with costs of the court.

G. Assignment of Contract

No assignment, subcontract, or transfer of the contract, or any part thereof, or assignment of any monies due under the contract shall be made by the Consultant without the written consent of the Town. If consented to, no assignment, subcontract, or transfer shall be construed as making the Town a party to such action, or subject the Town to liability of any nature to any transferee, subcontractor, or assignee. No assignment, subcontract, or transfer shall relieve the Consultant of its liabilities and obligations under the contract; all transactions with the Town shall be through the Consultant.

H. Project Timeline

The contract shall run from February 1, 2016 through June 30, 2016. The schedule of tasks is as follows:

Task 1 – Urban Tree Canopy Assessment: February 1, 2016 – April 1, 2016

Task 2 – Tree Inventory: March 1, 2016 – May 31, 2016

Task 3 – Tree Inventory Software: March 1, 2016 – May 31, 2016

Task 4 – Urban Forestry Management Plan: April 1, 2016 – June 30, 2016

Please refer to the specifications for more details on the above tasks.

I. Termination of Contract

This Contract may be terminated by the Town, in its sole discretion, with or without cause, upon thirty (30) days written notice to the Consultant.

J. Work Delay or Stoppage

In no event shall the Town be liable or responsible to the Consultant or to any other business entity or individual for any delay or stoppage in the work to be performed because of an injunctive or other legal or equitable proceeding, or because of any delay over which the Town has no control.

K. Business Entity

Each Consultant shall identify its business entity as individual, or if doing business under an assumed name, indicate the assumed name, partnership (naming partners), or corporation, and shall state the official capacities of the person submitting and executing the proposal.

L. Independent Contractor

Notwithstanding that it is bound to follow the direction of the Town, the Consultant shall be considered an independent Consultant and not an agent, servant or employee of the Town.

III. Urban Tree Canopy Assessment Specifications and Scope of Work

A. Overview

The Urban Tree Canopy (UTC) assessment will pertain to both public and private trees. The information provided from this assessment will be used to establish a UTC baseline of known accuracy, establish classification methodology that can be used to track canopy gains and losses over time, and develop sound urban forestry management policy and plans based on current UTC and ecosystem benefits. Specifically, the Consultant will complete a Town-wide comprehensive UTC assessment.

B. Objective

The proposed assessment will encompass the total 0.69 square miles of the Town of Berwyn Heights. The goal of this study will be to establish a baseline UTC, increase the Town and community's understanding of its urban forest resources, measure how the Town's UTC compares to similar communities, prioritize areas for community outreach, and will be used in conjunction with the tree inventory to establish an Urban Forest Management Plan.

C. Minimum Consultant Qualifications

- Consultant must have completed a minimum of four (4) UTC projects similar in scope in the last three (3) years.
- Consultant must be able to perform the UTC services without delay from other projects and commitments.

D. Scope of Work

TASK 1: Complete a Town-wide Comprehensive UTC assessment

Provide high resolution, spatially explicit, and detailed assessment of the Town's current baseline conditions of land cover, tree canopy, and planting potential. Examine the spatial distribution of the Town's tree canopy. This assessment will achieve a minimum of 94% user's accuracy for tree canopy and impervious classes. Overall accuracy across all classes must be $\geq 92\%$. Estimate current ecosystem services benefits using I-tree software (future projections are also desirable). At a minimum, Consultant will provide GIS land cover (raster) and assessment data layers (vector) including metadata that conforms to recognized standards. PDF maps and a final assessment report for the entire Town that includes a detailed narrative of the classification methodology, findings, and appropriate recommendations.

IV. Tree Inventory Specifications and Scope of Work

A. General Information

The intent of these specifications is to outline the minimum acceptable requirements for a comprehensive tree inventory for the Town of Berwyn Heights with the proposal to include the option of conducting an inventory on public and private property, or only on public property. One Consultant must perform all tasks required for the inventory project; no subcontractors, students, or interns shall be permitted.

Proposals must include the performance of a complete, computerized tree inventory. The inventory must locate, identify, and assess each public tree and provide maintenance data in a spreadsheet and electronic formats. The inventory must be performed using GPS equipment or other GIS-compatible data collection hardware that is no older than three years.

The proposals shall include the installation of tree management software. The tree management software program shall provide inventory data management, work history tracking and analysis, maintenance cost analysis, a mapping component and visual representation of the inventory data. Comprehensive training on use of all the software shall be provided.

B. Minimum Qualifications of Consultant

- Consultant must have completed a minimum of four tree inventory projects similar in scope in the last three years.
- Each person employed to collect tree data shall have the necessary qualifications for completing tree inventory data collection. It is required that the successful Consultant have no less than three certified arborists as designated by the International Society of Arboriculture on staff, and that these professionals have been employed for the company at least one year. Preference will be given to Consultants with staff having a four-year degree in urban forestry or a related field of study, or having a combination of knowledge and experience at least equal to such qualifications and designate a project manager with the Municipal Specialist designation.
- Consultant must be able to perform the inventory services without delay from other projects and commitments, and be able to expand the field staff within a two-week period if needed and desired by the Town.

C. Scope of Work

TASK 2: Tree Inventory

Consultant shall provide proposal for an inventory all trees located within the Town of Berwyn Heights located on:

1. All public rights-of-way and other public property and private property
2. On public rights-of-way and other public properties

At a minimum, the information collected for each tree shall include:

- Location – Identify the location of each tree and/or site. Street tree locations should be organized by sequential tree site number and road name, block side, or corner location.
- GPS Coordinates – Each tree should have a GPS coordinate that can be used in a GIS system to identify the location of the tree.
- Species – Trees are identified by genus and species using both botanical and common names and by cultivars where appropriate.
- Tree Size – Diameter is measured to the nearest inch in one-inch size classes at 4-1/2 feet above the ground, or diameter-breast-height (DBH).
- Stems – The number of stems on trunks splitting less than one foot above ground level is recorded.
- Condition – The general condition of each tree is rated according to the following categories adapted from the International Society of Arboriculture's rating system:

Excellent	100%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- Primary Maintenance Need – The following primary maintenance needs will be determined based on ANSI A300 standard specifications:
 - Removal – Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category have a large percentage of dead crown. All trees with safety risks that could be seen as potential threats to persons or property and seen as potential liabilities to the Town would be in this category. This includes large dead and dying trees that are high liability risks as well as those that pose minimal liability to persons or property (such as trees in poor locations or undesirable species) will be identified in this category. Priority of work should depend upon the risk associated with the individual trees.
 - Large Tree Cleaning – These trees require selective removal of dead, dying, broken, and/or diseased wood to minimize potential risk. Priority of work should be dependent upon the risk associated with the individual trees. Trees in this category are large enough to require bucket truck access or manual climbing.
 - Small Tree Cleaning – These trees require selective removal of dead, dying, broken, and/or diseased wood to minimize potential risk. Priority of work should be dependent upon the risk

- associated with the individual trees. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
- Young Tree Training – These are young trees that must be pruned to correct or eliminate weak, interfering, or objectionable branches in order to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole pruner by a person standing on the ground.
 - Stump Removal – This category indicates a stump that should be removed. Lacking specific information on stump removal required by local requirements per the Town, any stump 6" or greater in diameter be specified for removal.
- Risk Assessment – A Level 2 Qualitative risk assessment will be performed based on ANSI A300 (Part 9) standards, along with the companion publication Best Management Practices: Tree Risk Assessment, published by the International Society of Arboriculture (2011). Trees are subject to various failure scenarios and risk ratings. During the inventory, each tree will be assigned a risk rating. The failure mode with the greatest risk will serve as the overall tree risk rating. The specified time period for the risk assessment is one year. Risk is assessed based on the degree to which trees are susceptible to failure. Ratings are determined by the following measurements:
 - Likelihood of Failure. Identifies the most probable failure and rates the likelihood that structural defect(s) will result in failure based on observed current conditions.
 - Likelihood of Impacting a Target. The rate of occupancy of targets within the target zone and any factors that could affect the failed tree as it falls toward the target.
 - Categorizing Likelihood of Tree Failure Impacting a Target. The likelihood of failure and the likelihood of target impact are combined in a matrix to determine the likelihood of tree failure impacting a target.
 - Consequence of Failure. The consequences of tree failure are based on the level of target and potential harm that may occur. Consequences can vary depending upon size of defect, distance of fall for the tree or limb, and any other factors that may protect a target from harm. Target values are subjective and should be assessed from the Town's perspective.
 - Risk Rating. The tree's risk rating is determined based on combining the likelihood of tree failure impacting a target and the consequence of failure in the matrix below. Trees can fail in several ways and can affect multiple targets. Tree risk assessors will identify the tree failure mode having the greatest risk, and report that as the tree risk rating. Generally, trees with the highest qualitative risk ratings should receive corrective treatment first. The following risk ratings will be assigned:
 - None. Used for planting and stump sites only.
 - Low. The Low Risk category applies when consequences are negligible and likelihood is unlikely or consequences are minor and likelihood is somewhat likely. Some trees with this level of risk may benefit from mitigation or maintenance measures, but immediate action is not usually required.
 - Moderate. The Moderate Risk category applies when consequences are minor and likelihood is very likely or likely; or likelihood is somewhat likely and consequences are significant or severe. In populations of trees, Moderate Risk trees represent a lower priority than High or Extreme Risk trees.
 - High. The High Risk category applies when consequences are significant and likelihood is very likely or likely, or consequences are severe and likelihood is likely. In population of trees, the priority of High Risk trees is second only to Extreme Risk trees.

- Extreme. The Extreme Risk category applies in situations where tree failure is imminent and there is a high likelihood of impacting the target, and the consequences of the failure are severe. In some cases, this may mean immediate restriction of access to the target zone area to avoid injury to people.
- Observations – General observations warranting recognition include, but are not limited to, the following:
 - Cavity/decay
 - Pest problem
 - Improperly installed grate/guard
 - Poor location
 - Improperly mulched
 - Improperly pruned
 - Signs of Stress
 - Nutrient deficiency
- Further Inspection – Trees in this category require an annual inspection for several years.
- Hardscape Damage – Tree roots causing cracking or heaving of sidewalk pavement one inch or more are noted.
- Aboveground Utilities – The inventory indicates the presence of overhead utilities at the tree site.
- Growing Space – Growing space locations are categorized as: island, median, natural area, open/unrestricted, planter, tree lawn, well/pit, and others as the Town directs.
- Additional Notes – Additional information of possible importance is noted here.
- Date of Survey.

D. Scope of Work

TASK 3: Tree Inventory Software

A Tree Inventory Data Management Software program will be provided. The software program required by the Town will be a web based software package, optimized for Google Chrome and MS Internet Explorer 10.0. The inventory software will be capable of supporting a tree inventory that has Geographic Information Systems (GIS) data associated with it, as well as supporting a Tree Inventory that does not have GIS data associated with it. The Town of Berwyn Heights does not currently have an asset management system or an editor's license for ArcGIS v 10.0 or above. The software program will support multiple concurrent connections. The software solution will run on versions of Microsoft server 2008 or higher. A hosted cloud solution may also be considered. All ongoing licensing or hosting fees for each solution shall be listed in a distinctive fee schedule.

The software program will be specifically designed for ease of use, and consist an administration center, query system that supports any combination of available data fields, a calls module, a work order and work history module, and a reporting system that has customizable reports that can be saved. With available GIS data, a mapping window will be used to display and manage the geographically referenced tree inventory data, and to track tree work and maintenance history. On the primary map page, points

representing the individual trees contained within the inventory database will be displayed, along with various basemap layers. The map page must provide the user with the basic functions of GIS: zoom, pan, label, and identify. The data must be able to be manipulated directly on the map - add, delete, move, and edit tree points. The software program must provide the user with a visual representation of the tree inventory.

The software should run in a Windows environment, version 7 or above. It is preferable that the software also run in a current Apple operating system environment. Any websites shall be rendered in a responsive format, optimized for mobile viewing. Tree attributes should be exportable for use in spreadsheets or other database software and the tree shapefile should be exportable for use in other ESRI products now or in the future.

E. Quality Control

- The Consultant must have professional arborists conduct the inventory. All managing inventory arborists must be certified arborists through the International Society of Arboriculture; no students or temporary employees will be allowed.
- During the inventory process, extensive quality control algorithms must be applied on a daily basis. These quality control checks will verify the accuracy and completeness of the tree inventory data. The Consultant must run specific analysis software on the collected data to ensure consistency and accuracy.
- In addition to computerized quality checks and control, a senior inventory arborist must be on-site regularly to field-check the data collected by other staff to assure adherence to Town work specifications and national industry standards.
- The Town may further test the accuracy of the Consultant's GPS and GIS equipment and mapping capabilities of staff by requiring the Consultant to collect location data on known reference points in the Town.
- The Consultant must assure the Town that if any errant tree site location is detected, that is due to operator error or equipment malfunctions, the correction responsibility belongs to the Consultant and will be promptly remedied.

F. Information for the Town to Provide

The Town will provide:

1. Street maps of the area to be inventoried.
2. Right-of-way width or other information that will enable the Consultant to determine if trees are located on public property.

V. Tree Inventory Specifications and Scope of Work

A. Scope of Work

TASK 4: Urban Forestry Management Plan

Create an Urban Forestry Management Plan that will present a brief overview of inventory findings, discuss major trends identified in the inventory, including species composition, maintenance requirements, and conditions, and a detail of definitions, information, and data collection methods used to conduct the inventory will be documented. Tree population characteristics that affect management, especially species diversity, urban forest condition, and maintenance requirements, additional specific

trends, observations, and concerns noted during data collection will be discussed. An estimated multi-year budget will also be provided for the activities that will constitute a comprehensive urban forest management program.

The primary objectives of the Urban Forestry Management Plan are to:

- Ensure that the Town of Berwyn Heights has an accurate and complete picture of its urban forest, both on public and private lands.
- Encourage public participation and input in urban forest management by engaging the community about the importance of maintaining and preserving the Town's urban forest.
- Establish a long term tree maintenance program for Town street trees and trees on Town-owned lands, including Town parks and open space.
- Establish the Town's urban forest as an asset in a meaningful way and the need to protect it.
- Promote the importance of forest sustainability, including increasing the overall tree canopy, attaining a health tree species diversity, and controlling threats to the urban forest such as invasive species.
- Provide a road map for effective and efficient management of the urban forest, employing best practices and technical standards that reflect the latest advancements in the field.
- Establish a monitoring system that will address the effectiveness of the plan, how success will be measured, and how the plan will be updated.
- Evaluate other resources including other governmental entities and non-profit partners that can contribute to the success of the growth and sustainability of the Town's urban forest.
- Analyze the Town's urban forest community for benefits such as:
 - Storm water management benefits
 - Energy conservation benefits
 - Improved air quality
 - Sequestration of carbon dioxide
 - Aesthetic and social benefits
 - Increases in property values

B. Review the Town's Ordinances on Urban Forest

As part of the Urban Forest Management Plan, the Consultant shall review the Town's applicable ordinances related to urban forest and make recommendations for any changes needed to advance the Urban Forest Management Plan. Specific areas of interest in policy setting include whether to extend urban forest regulations to private property, the possible structure of a permit management process, composition and authority of the Shade Tree Board, and Departmental responsibilities for urban forest regulatory enforcement.

Appendices to the Urban Forest Management Plan will be provided that include:

- A complete set of important references for the future, pruning guidelines, and recommended tree species.
- A sample specifications for contracting tree work.
- A source of additional information in urban forestry and arboriculture.

C. Briefings to Mayor and Town Council

The Consultant is expected to provide periodic in-person project updates to the Mayor and Town Council on the Urban Forest Management Plan.

Proposal Format

Business Name _____

Business Address _____ City _____ State _____ Zip _____

Check one: Individual _____ Partnership _____ Corporation _____ (State) _____

Name of authorized agent _____ Phone number _____

Attach current list of employees and/or organizational chart.

Deviations from RFP specifications: _____

Demonstrate financial qualifications.

Provide three municipal references (name, address and current phone number):

TASK	DESCRIPTION	CONSULTANT FEE
1.	Urban Tree Canopy Assessment	_____
2.	Tree Inventory	_____
	All public and private property	_____
	All public property	_____
3.	Tree Inventory Software	_____
4.	Urban Forestry Management Plan	_____

Non-Discriminatory Clause

The Consultant shall certify that he/she will comply with any provisions established to eliminate and prevent discrimination based on race, religion, color, national origin, gender, sexual orientation, age, marital status, pregnancy, height, weight, familial status, disability or political affiliation.

INITIAL _____

Additional information / comments: _____
