

Mary Stacey Memorial Tree Project

REQUEST FOR PROPOSAL

ARBORICULTURE SERVICES:

TREE INVENTORY:

- City Rights-of-Way
- Municipal Campus
 - Fire House 1
 - Fire House 2
 - Rodes Park
 - Software



City of Ladue
Building Department
9345 Clayton Road
Ladue, MO 63124

May 2019

I. General Community Information

The City of Ladue has an estimated population of 8600 within its nine square miles. The City is located minutes from St. Louis City and is accessible from interstates I-64/40 and I-170. Established in 1936, the City of Ladue is a residential community that prides itself on preserving its unique character and quality of life by adhering to the City's Comprehensive Plan and Zoning Ordinance. Ladue is highly regarded for its rural and open feel within an urbanized perimeter as well as the variety of premium quality, unique homes. The City of Ladue is located entirely within the Deer Creek Watershed and comprises 22% of the total area of the watershed. There are 22 center line miles of public roadways and over 60 miles of private lanes. Approximately 5% of the City land area is zoned for commercial development. The City has several very successful business districts which home to a variety of specialty retail businesses and unique dining locales are.

II. Project Background and Overview

The City of Ladue has an estimated 2500-3000 trees in rights-of-way along 22 lane miles of streets the City is required to maintain and on other public property, and therefore is inviting select tree service contractors to submit proposals for professional services for a tree inventory in the City of Ladue, Missouri. The scope of work for the project is in the following areas:

- City Right-of-Way
- Municipal Campus
- Fire House 1
- Fire House 2
- Rodes Park

The City of Ladue will review the proposals provided by contractors and deemed in the best interest of the City of Ladue will be recommended to the City Council. Below you will find the format required for the submittal. The City will be evaluating each contractor based on the information provided. It will be at the discretion of the City how the contractor is selected for this project.

III. Proposal Requirements

Two hard copies and one electronic copy e-mailed in a .PDF format to sseed@cityofladue-mo.gov of the proposal should be submitted. The proposal should be labeled "City of Ladue Tree Inventory" and mailed or delivered to the City of Ladue – Building Department, attn.: Sean Seed, 9345 Clayton Road, Ladue, MO 63124. Hand delivered submittals should be delivered to the Building Department, located on the west end of City Hall on the municipal campus located at 9345 Clayton Road. The Proposal must be received by **2:00 p.m. (CST) May 20, 2019**.

The proposal shall include the following information:

A. Cover Letter which shall include:

- Basic Information (short answers preferred, using the outline provided)
 - Contractor name
 - Local office location(s)
 - Years in business (corporate and local)
 - Number of local employees
 - Professional services provided by the contractor
 - Primary contact's phone number and email address

B. Related Project Experience

- Indicate the prior experience in providing professional arboriculture services on projects of similar scope and magnitude; include the names of clients, client contact information, and brief project descriptions. Projects must have been completed within the past five years.
- List the services provided and indicate the cost therefore.

C. Project Team/Personnel & Capacity/Capability

- Describe the project team organization; identify roles and responsibilities, and specific qualifications/expertise/certifications of key team members,
- Provide project team capacity; identify the number and discipline of the personnel available to the project.

D. Pricing

- Price per tree inventoried with details including location, species, tree size, number of stems, condition, primary maintenance need, risk assessment, risk rating, observations, further inspections, clearance requirements, aboveground utilities, growing space, space size, additional notes, and date tree was inventoried.
- Price of Tree Inventory Data Management Software

IV. Selection Process

The proposals will be reviewed, and the contractor or contractors deemed in the best interest of the City of Ladue will be recommended to the City Council. The City does reserve the right to waive informalities, to reject any or all proposals, and to award the proposal in the City's best interest.

V. Anticipated Project Timeline

RFP Issued:	May 1, 2019
RFP Response Due Date	May 20, 2019 at 2:00 p.m.
Review	May 20, 2019 – June 2019
City Council Awards Contracts	July 15, 2019

VI. Anticipated Scope of Work

Task 1: Tree Inventory

Contractor shall inventory all trees located on the public rights-of-way and other public properties.

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

1. 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.
2. Species—Trees are identified by genus and species using both botanical and common names and by cultivars where appropriate.
3. 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).
4. Stems—The number of stems on trunks splitting less than one foot above ground level is recorded.
5. Condition—The general condition of each tree is rated:

Good- The tree shape and form is average to excellent. The tree has a good main trunk. The branches may be crowded with minor branch dieback. There are few or minor pests, good leaf color and size, and no obvious root or structural problems.

Fair- The tree needs pruning of live or dead branches due to habit, decline, or lack of maintenance. The tree may have pest problems or minor trunk damage, poor branch angle or multi-trunks. There are no obvious structural or hazardous conditions.

Poor- The tree has many dead branches, splitting trunk, and hazardous branches with more than half of the crown dead. The tree may be leaning, have structural problems, or extensive damage from insects or disease.

Dead/dying- The tree has extensive branch dieback or trunk decay, storm damaged branches, heavy pest problems, or already dead and needing to be removed.

6. 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 client 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 Clean. 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.
- Young Tree Train. 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.
- Plant Tree. During the inventory, vacant planting sites will be identified by street, address and site number. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires. Lacking local code definitions, planting sites are determined based on standard specifications set forth in accepted technical journals and by the arboriculture industry.

7. Risk Assessment—A risk rating will be assigned using an assessment protocol based on the USDA Forest Service Community Tree Risk Rating System.

- Probability of Failure (1 – 4 points). Identifies the most likely failure and rates the likelihood that the structural defect(s) will result in failure based on observed, current conditions.
- Size of Defective Part (1 – 3 points). Rates the size of the part most likely to fail. If the trunk is the part most likely to fail, tree will be recommended for removal and the DBH value will be used for the size of the defective part.
- Probability of Target Impact (1 -3 points). Rates the use and occupancy of the area that would be struck by defective part.
- Other Risk Factors (0 -2 points). This category can be used if professional judgment suggests the need to increase the risk rating. It is especially helpful to use when tree species growth characteristics become a factor in risk rating. For example, some tree species have growth patterns that make them more vulnerable to certain defects such as weak branch unions (silver maple) and branching shedding (beech). This optional subjective risk rating is used if professional judgment suggests the need to increase the total risk rating and invoke immediate corrective action. For example, trees with a numeric risk rating of 9 or 10 would be identified as high priority trees to receive corrective treatments first. An inspector may wish to increase a tree's risk rating from 8 to 9 as a means of ensuring the tree will receive immediate corrective treatment. The total risk rating should not exceed 10 points.

8. Risk Rating—Generally, trees with the highest numeric risk ratings should receive corrective treatment first. The overall risk rating of the tree will be indicated, based on the sum of above risk assessment field values. See the formula below:

None- Numeric Risk Rating equals 0.

Low- Numeric Risk Rating equals 3 or 4.

Moderate- Numeric Risk Rating equals 5 or 6.

High- Numeric Risk Rating equals 7 or 8.

Severe- Numeric Risk Rating equals 9 or 10.

9. Observations—General observations warranting recognition include, but are not limited to, the following:

Cavity/Decay Pest Problem
Grate/Guard Poor Location
Improperly Installed Poor Root System
Improperly Mulched Poor Structure

Improperly Pruned Remove Hardware
Mechanical Damage Serious Decline
Memorial Tree Signs of Stress
Nutrient Deficiency

10. Further Inspection— Trees in this category require an annual inspection for several years.
11. Clearance Requirements—Pruning necessary to meet clearance standards over streets and sidewalks is noted where branches are considered to be interfering with the movement of vehicles or pedestrians or where they are obstructing signs, streetlights, or traffic lights.
12. Aboveground Utilities—The inventory indicates the presence of overhead utilities at the tree site.
13. Growing Space—Growing space locations are categorized as: island, median, natural area, open/unrestricted, planter, tree lawn, well/pit, and others as the City directs.
14. Space Size—The minimum width of growing space for root development is recorded.
15. Additional Notes—Additional information of possible importance is noted here.
16. Date of Inventory

Task 2: Tree Inventory Software

A Tree Inventory Data Management Software program will be provided. The software program required by the City will be a web-based software package, accessible by Google Chrome 71.0 or higher on a computer with Windows 7 Professional Edition, an Intel® Core™ I5-4590 CPU @ 3.30 GHz processor, and 8 GB RAM. 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 software program will be specifically designed for ease of use, and consist of 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 base map 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, edit tree points. The software program must provide the user with a visual representation of the tree inventory.

The map window must utilize the ESRI shapefile format and/or .tif image files. 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.

VII. Additional Information

The City reserves the right to amend the RFP, not award a contract for requested services, waive any irregularities or informalities in any proposal, and accept the contractor deemed to be the most beneficial to the public and the City of Ladue.

The City will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing contractor.

This Request for Proposals is not a contract or a commitment of any kind by the City and does not commit the City to award a contract or to pay any costs incurred in the submission of a proposal.

Proposals may be modified or withdrawn prior to the time and date specified for proposal submission by formal written notice from an authorized representative of the applicant. Proposals submitted will become the property of the City after the proposal submission deadline and may be released as public documents after that time.

Selected contractor will be required to furnish a Certificate of Insurance as required by the City.

VIII. Contact Information

Questions regarding this Request for Proposal shall be in writing, and shall be sent by electronic mail to:

Sean Seed

City Arborist, Property Maintenance and Housing Inspector

City of Ladue, MO

sseed@cityofladue-mo.gov

Thank you for your consideration and interest in performing arboriculture services for the City of Ladue.