

REQUEST FOR PROPOSALS

CITY OF ALBANY STREET TREE INVENTORY



Release Date: July 28, 2022

Due Date: August 26, 2022, 12 PM

Request for Proposals

Street Tree Inventory

I. Introduction

The City of Albany is seeking qualified firms to submit a proposal to complete a street tree inventory. The inventory is to document existing street trees, locations, and general conditions, including empty tree basins.

II. Background

The City of Albany is a charter city with a population of approximately 21,270 located in Alameda County. The City is organized in accordance with the Council-City Manager form of government with a five-member City Council which annually elects a member to serve as Mayor. Council members may serve two consecutive four-year terms. The City of Albany offers a full range of services for the community through its various departments, including the City Manager's Office, City Clerk, Community Development, Finance & Administrative Services, Fire/Emergency Medical Services, Police, Public Works, and Recreation & Community Services.

III. Project Scope & Overview

The City of Albany is requesting proposals from qualified arborists to perform the Street Tree Inventory. The consultant will work with the City's ArcGIS Online Tree Management Solution software to identify and map existing trees in the City right-of-way, along with existing tree basins that are at time of data collection unplanted.

The complete requirements of the Street Tree Inventory will see the consultant collecting data about all the following:

- Location information
 - Street address information and GPS coordinates for location of each tree and empty tree basin
 - Tree basin size (narrowest dimension of the growing space [i.e., 27"x48"])
 - Tree placement notes (distance from): gas, water, sewer lateral, streetlight, corner (entering), corner (exiting), hydrant, accessible parking, bus zone, red zone, other comments
 - Presence of overhead wires: high-voltage, low-voltage, communications, service drop(s)
 - General comments on sidewalk/hardscape condition

- Tree information
 - Genus/species and common name
 - Tree number for address listed in direction of traffic
 - Measurement in tree DBH (diameter at breast height) in inches
 - Location and size of empty tree basins
 - Crown condition and/or percentage of crown dieback (excellent, fair, poor, etc.)
 - Location of tree on property (front, side, rear)
 - Observations/comments
 - Digitally time-stamped photo of each tree

- Land demographics information
 - 1.7 square miles
 - 29.4 centerline street miles

Excluded from analysis as a part of this project will be land identified as pertaining to the Albany Hill, Albany Waterfront, land owned and controlled by the University of California (University Village), and City of Albany parks. All remaining City of Albany rights-of-way are to be included. In the Appendix are maps with highlighted zones of exclusion pertaining to Albany Hill, the Waterfront, and University Village. Further clarification can be provided upon request.

IV. Proposal Submittal Format

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted.

1. Title Page
The Title Page should include the proposal subject, the name of the firm/arborist, local address, telephone number, date of proposal, and the name(s) and contact information for the individual(s) who will serve as the project manager(s).

2. Introduction
Introduce your firm/arborist. Explain fully your ability to perform the work stated in this RFP. Provide a short profile of the firm and staffing levels. Indicate the persons who will be authorized to make representations for and to bind the firm including their titles, mailing addresses, email addresses and telephone numbers. Indicate your firm's representative clients and any other pertinent information.

3. Consultant's Prior Experience and Qualifications
Provide examples of the last three (3) completed projects similar in scope and purpose within the last five years demonstrating the consultant's current experience working with public agencies in the State of California.

4. References
Provide minimum of three (3) client references applicable to the scope of services. Include contact names, telephone numbers, and email addresses.
5. Team Members
Identify all team members and their titles and responsibilities for the project and provide the resumes of all management and supervisors assigned to this project.
6. Management Overview and Approach
Explain the proposed methodology that will be used and clearly demonstrate understanding of the objectives the project is intended to complete. The firm should provide a detailed work plan and timeline indicating how each task under the Scope of Services will be accomplished.
7. Price Quotation & Timeline
Provide a price breakdown and timeline for each of the functions and reports the firm proposes to perform, inclusive of the tasks previously listed in the section of Project Scope. Also include the hourly rate for services not included in the agreement.

V. Evaluation Criteria

All proposals submitted will be reviewed and evaluated based on the following criteria:

- Knowledge of best practices of municipalities in managing street trees;
- Experience in successfully completing projects similar in scope and purpose;
- Understanding of the project scope;
- Detailed work plan to complete and effective timeline of the project scope;
- Qualifications and experience of team members;
- Overall quality of response to RFP;
- References; and
- Price quotation.

VI. Non-Discrimination Clause

During the performance of this agreement, the recipient, Contractor/Consultant, and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. Contractor/Consultant shall ensure that evaluation and treatment of employees and applicants for employment are free of such discrimination.

VII. Selection Process and Provisions

The Consultant agrees that the firm is an independent contractor and that its officers and employees do not become employees of the City nor are they entitled to any employee benefits as a result of the execution of this agreement.

The Consultant shall indemnify the City, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the City harmless for any loss occasioned as a result of the performance of this contract by Consultant.

The Consultant may not assign or transfer this agreement, any interest therein or claim thereunder without the prior written approval of the City.

The City shall have access to the Consultant's background materials for purposes of review for a period of three years from the date of the report. The Consultant shall make available to their successors their work papers generated by these assessments.

The City shall not reimburse any potential Consultants for costs associated with preparations of this proposal.

The City may terminate this agreement at any time by giving no less than thirty (30) days prior written notice of such termination.

The City reserves the right to reject any and all proposals submitted. Award of the contract will be made to the independent qualified firm, who, based on evaluation of all responses and criteria, is determined to be the best qualified to provide the required services.

The firm awarded the contract will be required to enter into a Professional Services Agreement with the City of Albany which includes the City's standard Terms and Conditions including insurance requirements. The firm awarded the contract will also be required to obtain a City of Albany business license before commencing work in the City.

The City reserves the right to:

- Waive any informalities or minor irregularities, and modify as such, and;
- Accept or reject any and all proposals, and;
- Withdraw or cancel this RFP at any time without prior notice, and;
- Make available the proposals received by the City to any person upon request. Any information to the City becomes public records and are subject to the Public Records Act, and;
- Negotiate with the second choice proposer if an acceptable contract is unable to be negotiated with the first choice proposer within a reasonable period of time, and;

- Judge the correctness, substance and relevance of the proposers' written or oral representations, including seeking and evaluating independent information on any of the proposers' work cited as relevant experience.

All expenses related to any proposer's response or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that proposer. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.

All proposals received will be reviewed and ranked for merit. As a part of its evaluation, the City may request additional information or data from proposers. It is likely that a select field of applicants will be selected for interviews. The City will evaluate proposals based upon responsiveness to the RFP. The evaluation criteria in this RFP will also be considered as part of the overall analysis. The contract will be awarded to the firm that best meets the proposed needs at a reasonable price, not necessarily the lowest price.

Tentative selection schedule:

Release RFP: July 28, 2022

RFP Response Deadline: August 26, 2022, 12 PM

Review of Proposals Received: August/September 2022

Interviews: September 2022

Contract Award: September 2022

We anticipate, but cannot guarantee, a final selection by September 2022.

VIII. To Submit a Proposal

Please submit one (1) electronic submittal via email, hard copies are not required.

Deadline: August 26, 2022, by 12 PM
Submit to: Office of the City Clerk
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
E-mail: cityclerk@albanyca.org
Phone: (510) 528-5710

Inquiries concerning this Request for Proposals ("RFP") should be directed by email to Elizabeth Carrade, Sustainability Coordinator, at: ecarrade@albanyca.org. Such contact shall be for clarification purposes only.

