

Town of Pinedale
2020 Pinedale Community Tree Inventory
Request for Proposal

Issuing Agency: Town of Pinedale
P.O. Box 709
Pinedale, WY 82941

All Inquiries:

Kevin Mitchell
Public Works Supervisor
kevinmitchell@townofpinedale.us

Submittal Deadline:

July 23, 2020 @ 1700 via email delivery
Deliver to:
kevinmitchell@townofpinedale.us

Project Description

The Town of Pinedale is seeking proposals from qualified companies with experience in tree inventory data collection to procure a Street and Public Property Tree Inventory and an Urban Forest Report for the Town of Pinedale's Urban Trees.

General

The last community tree inventory conducted in Pinedale was in 1993. In order to maintain a healthy community forest and continue augmenting it with strategic annual plantings, a new inventory is needed. The inventory data will be collected and maintained in an ArcGIS database which the Town will update either as changes are observed or, at minimum, annually. Utilizing the Town's existing ArcGIS software minimizes training time and eliminates annual fees for proprietary software.

Ways this inventory data will be used:

- Track insect and disease occurrence
- Track species and age composition
- Provide a basis for strategic planning of tree plantings
- Planning and tracking of pruning and other tree maintenance
- Provide a "paper trail" of individual tree risk assessment and hazard tree mitigation

Proposals must include the performance of a computerized and complete tree inventory and a final document in compliance with the requirements of this RFP.

Project Location

The planning area includes the Town of Pinedale parks, street rights-of-way, public facility grounds and other public property within the Town of Pinedale. A map of the project area is included in Attachment A. Shapefiles will be made available to the successful firm prior to the beginning of work. The available shapefiles include Town Limits, Town-owned parcels, and overall ownership lines within Town limits (which should aid in determining right-of-way.)

Timing

Time is of the essence to this agreement and all work must be completed by September 11, 2020. A draft report is due to the Town of Pinedale by close of business on September 7. Project Closeout is required by September 11, 2020.

Scope

Street Tree Inventory: Conduct a street tree inventory in parks, street rights-of-way, public facility grounds and other public property within the Town of Pinedale. Contractor may use a GPS-based data collection system and must provide the data to the Town of Pinedale in Microsoft Excel, Access, or ESRI shapefile formats.

Tree inventory data fields must include, but are not limited to:

- Location – GPS Coordinates
- Tree Common Name
- Tree Latin Name
- Trunk Diameter
- Tree Height (Estimated)
- Condition (Overall) – good, fair, poor, dead
- Observations – general observations warranting recognition (including but not limited to monument tree, unusual conditions, etc.)
- Primary Maintenance Needed
- Growing Space Type

Common “unimproved” areas of trees can be classified as a single tree with general characteristics deemed appropriate by the arborist. Any additional fields recommended should be indicated in the proposal.

Urban Forest Report

The contractor will provide a written report to the Town of Pinedale based on the inventory data. The report must contain, but is not limited to:

1. Trends
 - a. Species Diversity
 - b. Size Distribution
 - c. Condition
 - d. Primary Maintenance Needs

2. Pest and Disease Management
3. General Recommendations
4. Applicable Charts and Graphs

Project Pricing

The Town of Pinedale has a strict budget of \$8,000. The proposed cost should include the approximate number of trees to be inventoried as well as the drafting of the Urban Forest Report.

A. GIS Tree Inventory	
Data Collection Cost/Tree	\$
# of Trees	
Total Inventory Cost	\$
B. Urban Tree Report	
Final Report	\$

Total Proposed Cost \$_____

Standard Contract

The selected Firm shall include in their proposal a copy of their Standard Contract.

Qualification Requirements

The proposal should include a statement of qualification outlining the firm and personnel that are qualified to complete the work. The work must be completed by an individual being an ISA Certified Arborist. **Proof of Certification must be submitted with proposal.**

Submittal Requirements

The submittal **must** include the following:

1. Qualification Statement
 - a. Including Proof of ISA Certified Arborist
2. Description of Proposed Work or Alterations
3. Project Pricing
 - a. Including inventory (# of trees up to)
 - b. Final report
4. Agreement to meet project completion dates

Evaluation Criteria

The Town of Pinedale Park and Tree Board and Town Staff will evaluate proposals and make a formal recommendation to the Town of Pinedale Mayor and Town Council.

Proposals will be evaluated based on qualification and cost of each proposal. Proposers may be contacted and asked to conduct a phone interview for final evaluation.

The Town may reject all responses at its discretion. The Town will select a firm best qualified to perform the requested services based on the following criteria:

1. Ability. The ability of the firm to complete the work.
2. Experience. The experience and qualifications of the firm's staff that will have primary contact with Town of Pinedale staff.
3. Timeliness. The firm's commitment to delivering work on time and within budget.

The Town hopes to finalize their selection at the regular Town Council meeting on 7/27/2020.

Additional Information

A portion of funds for this project originated from the USDA Forest Service, State and Private Forestry Program.

Attachment A – Project Area

