



**Request for Qualifications
Consulting Arborists – Urban Forestry Specialists
17-RFQ-05**

Due by 11:00 A.M. on May 15, 2017

MAYOR AND CITY COUNCIL MEMBERS:

**JIM FARLEY, MAYOR
KEN BROWN
MICHAEL GUDIS
ROBERT HOLMES
PATRICK FITZPATRICK, VICE MAYOR**

**CITY MANAGER:
DAVID BURNELL**

**CITY ATTORNEY:
GEORGE G. ANGELIADIS**

**PUBLIC WORKS DIRECTOR:
BEAU KEENE, P.E.**

**CITY OF CRYSTAL RIVER
DEPARTMENT OF PUBLIC WORKS
123 NW HIGHWAY 19
CRYSTAL RIVER, FLORIDA 34428
(352) 795-4216
(352) 795-6245 (fax)**

**NOTICE OF REQUEST FOR QUALIFICATIONS FOR
CONSULTING ARBORISTS – URBAN FORESTRY SPECIALISTS
City of Crystal River 17-RFQ-05**

PUBLIC NOTICE IS HEREBY GIVEN that the City of Crystal River (“City”) invites Statements of Qualifications (SOQs) for the RFQ and will receive submittals until **11:00 A.M. on May 15, 2017**.

Synopsis: The City of Crystal River is seeking Statements of Qualifications from licensed firms to provide Consulting Arborist - Urban Forestry Specialists services through a continuing services agreement on an “as needed” basis for a period of two (2) years, with the option for a 2-year renewal upon mutual agreement. Consulting Arborists - Urban Forestry Specialists services to be utilized may involve, but would not necessarily be limited to, work in the following areas: consulting arborist, urban forest management, tree inventory, and development of a management plan. It is anticipated that the City will select a minimum of two (2) firms to provide continuing services.

Submittal Requirements: SOQs must be prepared in conformance with the “Format and Content of Statement of Qualifications Submittals” section of the RFQ. One (1) signed original and three (3) photocopies shall be submitted in one sealed package, clearly marked on the outside "**Sealed SOQ for Consulting Arborists – Urban Forestry Specialists, 17-RFQ-05**” and addressed to:

CITY OF CRYSTAL RIVER
MIA FINK, CITY CLERK
123 NW HWY 19
CRYSTAL RIVER, FL 34428

Submittals will be publicly opened in Council Chambers in the presence of City officials at the above address at the stated time and date. Respondents are invited to be present.

All documents may be examined at City Hall at no charge, downloaded for free on the City website (www.crystalriverfl.org), or picked up at City Hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFQ packages may be picked up at the Public Works Department at City Hall, at the address above, between the hours of 8:00 am and 5:00 pm Monday through Friday. The contact person is Theresa Krim, 352-795-4216, extension 314 or tkrim@crystalriverfl.org or via fax at 352-795-6245.

The City reserves the right to reject any or all submittals, to waive any irregularity, and to take all submittals under advisement for a period of sixty (60) days.

CITY OF CRYSTAL RIVER

Mia Fink

/s Mia Fink, City Clerk

Published: Citrus County Chronicle: April 30, 2017

TABLE OF CONTENTS

I	INTRODUCTION	4 - 5
II	FORMAT AND CONTENT OF SOQs.....	5 - 6
III	CONSULTANT SELECTION PROCESS	6
IV	GENERAL INFORMATION	7 - 8

I INTRODUCTION

The City of Crystal River is seeking Statements of Qualifications (SOQs) from licensed firms to provide Consulting Arborist - Urban Forestry Specialists services through a continuing services agreement on an “as needed” basis for a period of two (2) years, with the option for a 2-year renewal upon mutual agreement. Services to be utilized may involve, but would not necessarily be limited to, work in the following areas: consulting arborist, urban forest management, tree inventory, and development of a management plan. The City intends to recommend two (2) firms to provide continuing services.

The purpose of this RFQ is to select consultants to provide independent and objective knowledge, analytical skills and professional judgment to arboricultural-related circumstances in order to provide observations, conclusions, reports and appropriate recommendations in the field of arboricultural analysis. Types of projects include, but are not limited to:

- Report on tree conditions, both orally and in written form, and provide an accurate and detailed assessment of trees’ species, size, health, evaluation of root conditions, structure, risk factors, and monetary value.
- Provide pest and disease diagnostics and provide protection strategies from the physical stresses of construction.
- Advise staff on all matters related to tree planting and removal for all street trees and trees in public areas, provide sound solutions for view disputes and review appeals regarding tree removals, plantings, trimming, and pruning.
- Act in an advisory capacity to the City Council, City Manager and City staff.
- Advise staff on the development, review and amendment of the comprehensive street tree inventory and master street tree list.
- Advise staff on the development of a tree protection ordinance and any other associated ordinances.
- Advise staff on policies, standards, guidelines and regulations for street trees and other public trees located on city-owned property.
- Advise staff of the City’s annual street tree work program.
- Advise staff and recommend policy and guidelines for tree removal and replacement, to be reviewed annually, and advise staff on a regular, periodic programmed maintenance schedule.
- Advise staff on public outreach and education regarding the benefits of the Urban Forestry Program.
- Communicate with, and periodically report to, city staff on the progress of the work.

SOQs shall demonstrate high levels of skill in technical areas relating to trees and tree care, providing objective, independent opinions, with training for higher communication, presentation and/or report writing skills. Consultant must be a Registered Consulting Arborist with the American Society of Consulting Arborists, or possess an International Society of

Arborists credential as either a) ISA Certified Arborist Municipal Specialist with at least three years of experience as a consultant for governments or b) ISA Board Certified Master Arborist with at least three years of experience as a consultant for governments.

Evaluations of SOQs and selection of consultant(s) will be performed as described in Section III – CONSULTANT SELECTION PROCESS.

II FORMAT AND CONTENT OF SOQ SUBMITTALS

SOQ submittals must be organized in the following format and include the following content:

- **Cover Letter**

- **Project Types**

Indicate clearly past experiences which most closely relate to the services for which the City is seeking.

- **Office Locations**

List the location of offices from which work for the CITY would be performed.

- **Litigation History**

Provide litigation history for the organization or state “none”.

- **Qualifications and Management Approach**

- o Identify the Registered Consulting Arborist, ISA Certified Arborist Municipal Specialist, or ISA Board Certified Master Arborist. Provide brief resumes and qualifications for key personnel. Resume summaries should focus on experience and qualifications relevant to the specific needs listed in Section I. Note that all services will only require one arborist.

- **Similar Project Experience**

- a. Provide a brief description of examples of services similar to the types listed in Section I that have been completed by the Consultant’s team (by individual) in the last three (3) years. Include the following information with each project description:
 - Description of client
 - Description of services provided

- Total value of services provided
- Project start date
- Project completion date (actual or projected)
- Budget and schedule performance
- Sub-consultants and laboratories involved (if applicable)
- Client’s name, phone number, and address

b. Include at least one writing sample of a recent tree evaluation report.

- **Rate Sheet**

Submit a spreadsheet listing the name, classification and billing rate of each proposed staff member for the specific service type.

III **CONSULTANT SELECTION PROCESS**

a. Evaluation of RFQ submittals: A committee comprised of City of Crystal River staff members will conduct an evaluation of the SOQs. Respondents may be requested to make an oral presentation. The City intends to evaluate responses based on the following:

- | | |
|--|-----------|
| i. Qualifications and capabilities of professional staff | 25 points |
| ii. Past performance | 25 points |
| ii. Experience in providing similar services which includes a tree inventory and companion management plan consistent with the requirements of the National Urban and Community Forestry Grant Program | 20 points |
| iii. Litigation history | 10 points |
| iv. Possession of and proficiencies with current technologies | 10 points |
| v. Recent, current, and projected workload of the firm | 5 points |
| vi. Location of offices that would be providing service to the City | 5 points |

b. Following evaluation of the RFQ submittals, the top two (2) ranking respondents may be recommended to City Council for award of a continuing services contract to provide Consulting Arborist - Urban Forestry Specialists services on an “as needed” basis for a period of two (2) years, with the option for a 2-year renewal upon mutual agreement.

IV GENERAL INFORMATION

1. SOQ/Package Submittal

SOQs must be prepared in conformance with the “Format and Content of Statement of Qualifications Submittals” section. One (1) signed original and three (3) photocopies shall be submitted in one sealed package, clearly marked on the outside "**Sealed SOQ for Consulting Arborists – Urban Forestry Specialists, 17-RFQ-05**” and addressed to:

CITY OF CRYSTAL RIVER
MIA FINK, CITY CLERK
123 NW HWY 19
CRYSTAL RIVER, FL 34428

Submittals will be publicly opened in Council Chambers in the presence of City officials at the above address at the stated time and date. Respondents are invited to be present.

All documents may be examined at City Hall at no charge, downloaded for free on the City website (www.crystalriverfl.org), or picked up at City hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFQ packages may be picked up at the Public Works Department at City Hall, at the address above, between the hours of 8:00 am and 5:00 pm Monday through Friday. The contact person is Theresa Krim, 352-795-4216, extension 314 or tkrim@crystalriverfl.org or via fax at 352-795-6245.

The City reserves the right to reject any or all submittals, to waive any irregularity, and to take all submittals under advisement for a period of sixty (60) days.

2. Late Submittal

A SOQ is late if received at any time after 11:00 A.M., May 15, 2017. Late SOQs will not be opened.

3. Questions/Correspondence

Questions or correspondence concerning this project shall be directed in writing no later than seven (7) days prior to the deadline for submittal of proposals to: Theresa Krim at either tkrim@crystalriverfl.org or via fax at 352-795-6245.

4. Schedule

The anticipated schedule of activities related to this RFQ is as follows:

<u>Activity</u>	<u>Date</u>
RFQ Advertisement.....	April 30, 2017
SOQ Submittal Deadline	May 15, 2017 at 11:00 A.M.
Recommendation to City Council.....	May 22, 2017

5. Statement of Qualifications/Proposal Property

All RFQ responses become the property of the City upon submission and will be subject to public record laws.

6. Cost of Statement of Qualifications Preparation

The City shall not be liable for any pre-contractual expenses incurred by any submitting Consultant. Each submitting Consultant shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFQ.

7. Non-Commitment of the City

The City reserves the right to accept or reject any or all SOQs received as a result of this request, or to modify or cancel in part or in its entirety the RFQ if the City determines it is in the best interest of the City to do so.