

**REQUEST FOR PROPOSALS**  
**STREET, PARK, AND PUBLIC PROPERTY**  
**TREE ASSESSMENT SERVICES**  
**for the**  
**CITY OF ROSEVILLE, MINNESOTA**

The City of Roseville, MN is seeking a qualified Consultant to provide a public tree assessment which will create data to be used to prioritize tree management activities for public trees throughout the City.

**PROJECT TIMELINE**

Release of RFP	March 10, 2023
Proposals are due	April 7, 2023 2:00 p.m.
Approval of Contract	TBD
Project Completed	August 31, 2023

**PROPOSAL SUBMISSION**

One (1) original and two (2) copies of the complete submission must be received no later than 2:00 p.m. on April 7, 2023 at the following address:

City of Roseville  
Park and Recreation Dept, Attn: Jim Taylor/Anita Twaroski  
2660 Civic Center Drive  
Roseville, MN 55113

Questions about this RFP may be directed to:

Jim Taylor at [jim.taylor@cityofroseville.com](mailto:jim.taylor@cityofroseville.com); or  
Anita Twaroski at [anita.twaroski@cityofroseville.com](mailto:anita.twaroski@cityofroseville.com) .

## BACKGROUND

The City of Roseville intends to award a contract for tree assessment which will include a complete inventory of trees within the public right-of-way (ROW), parks, and all other public properties in maintained areas and within 10' of both sides of a public pathway.

## PROJECT SCOPE OF WORK

At a minimum, the tree assessment must include:

1. **Address/Location**—Identify the location of each tree and stump and planting site by the following attributes.
  - a. Address. House address. OR “Across from the” OR “Across from”.
  - b. On Street. The street on which the tree is physically located.
  - c. X and Y coordinates in the desired format.
  - d. Park Name. The name of the park where the tree is located.
2. **Species**—Identify trees by genus and species using both botanical and common names, and by cultivars where appropriate.
3. **Tree Size**—Measure diameter to the nearest inch in 1-inch size classes at 4½ feet above the ground, or diameter at breast height (DBH), using a Biltmore Stick, DBH tape, or other accurate technology to be agreed upon with City.
4. **Condition**— Note the general health of the tree including but not limited to: signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests. Each tree must be given a general health category as follows:
  - a. Good: shows no major problems.
  - b. Fair: has minor problems that may be corrected with time or corrective action.
  - c. Poor: has major problems that are irrecoverable.
  - d. Dead: shows no sign of life.
5. **Primary Maintenance**—Assign a maintenance needs category to each tree as follows:

- a. Remove: Has defects that cannot be practically or cost-effectively treated. The majority of trees in this category have a large percentage of dead crown.
  - b. Prune: Needs the removal of one or more limbs in order to reduce risk, provide clearance, and restore the tree.
  - c. Train: Needs pruning to improve tree and branch architecture, applies to young and medium aged trees.
  - d. Discretionary: City will determine whether to prune to manage for tree health or aesthetic appearance.
  - e. Remove Stump.
6. **Plant**—Identify vacant planting sites as: Vacant Site Small, Vacant Site Medium, and Vacant Site Large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.
7. **Risk Rating**—Evaluate risk and assign a risk rating based on an assessment of the failure mode (i.e., branch, whole tree, and codominant stem) with the greatest risk. The specified period for the risk assessment is one year. The risk component of this assessment and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. Each tree shall be assigned a single risk rating of Low, Moderate, High, or Extreme.
8. **Overhead Utilities**—Record overhead utilities for each tree or site indicating whether lines are:
- a. Present and not conflicting;
  - b. Present and conflicting; or
  - c. Not present.
9. **Date of Assessment**—Record the date data are collected and the name of the arborist.
10. Additional data fields can be added, if desired.

#### **INFORMATION / ASSISTANCE TO BE PROVIDED BY THE CITY**

- 1) Street maps of the areas 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.

- 3) GIS data layers and digital ortho-photographs that the City may have.
- 4) Daily contact with city arborist and/or supervisory personnel.

### **ADDITIONAL PERFORMANCE REQUIREMENTS**

One Consultant must perform all tasks required for the assessment project; no sub-contracted Consultants shall be permitted.

Proposals must include the performance of a complete, public tree assessment of trees as described above. All project data must be provide in an accessible electronic format, compatible with the City's existing software Beehive.

The assessment must be performed using GPS equipment or other GIS-compatible data collection hardware capable of locating trees within 2 meters of its actual location. Tree inventory data shall be collected in a computerized system using the latest available aerial imagery to facilitate tree location. The City shall have access to the Consultant's data management system to see all tree data collected and uploaded on a regular basis. The City may elect to assess required accuracy of tree inventory data as outlined in this scope.

All tree assessment data shall be delivered in Microsoft Excel, Access and ESRI shapefile formats. All geospatial data shall be delivered in an ESRI-compatible Shapefile or file geodatabase in the applicable Minnesota State Plane coordinate system.

### **MINIMUM QUALIFICATIONS OF CONSULTANT & PERSONNEL**

1. The Consultant must have completed a minimum of four (4) tree assessment projects similar in scope in the last three (3) years. Firm will provide current references for the four (4) assessment projects listed. At least one (1) reference must be from a project located within Minnesota.
2. Each person employed to collect tree data must have the necessary qualifications for completing tree assessment data collection. These qualifications include, but are not limited to, International Society of Arboriculture (ISA) arborist certification. It is required that at least one person associated with the project is Tree Risk Assessment Qualified (TRAQ).
3. Preference will be given to Consultants with staff having a four (4) year degree in urban forestry or a related field of study.

4. Consultant must be able to perform the assessment services without delay from other projects and commitments, and be able to complete the tree assessment scope of work based on the timeline outlined in this RFP.
5. Consultant's personnel conducting and completing the assessment must be college-educated and professional arborists. All project arborists must be Certified Arborists through the International Society of Arboriculture; no students or temporary employees will be allowed. At least one person directly associated with the project must have the Tree Risk Assessment Qualification (TRAQ) through the International Society of Arboriculture.

### **QUALITY CONTROL**

1. A senior assessment arborist must be on-site regularly to field-check the data collected by other staff to assure adherence to City work specifications and national industry standards.
2. The City may further test the accuracy of 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 City.
3. The Consultant must assure the City 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.

### **SUBMITTAL REQUIREMENTS**

The Proposal response should be fully self-contained and demonstrate clearly and accurately the capabilities, knowledge, experience, and capacity of the Consultant respondent to meet the requirements of the project and the RFP. The City will evaluate each submittal in light of the information presented in the submittal and not on the basis of what is inferred. The City reserves the right to eliminate from further consideration any submittal that is deemed to be substantially or materially unresponsive to the request for information included in this section.

### **PROPOSAL EVALUATION PROCESS**

Proposals, which the City determines in its sole discretion, that are deemed responsive to this RFP, will be reviewed and evaluated by the City. Proposals will be evaluated according to whether the Consultant meets the minimum qualification and submits a proposal complying with all of the requirements of this RFP.

Evaluation of proposals will be based on the following criteria:

20% Methodology – the methods that the Consultant will use to conduct work outlined in RFP and evidence of ability to perform the work described herein. The specialized experience and technical competence of the firm with respect to tree assessment, inventory, and management services will be considered.

15% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations is important.

10% References – references submitted as part of RFP, or other references. The firm’s reference list of previous street and park tree inventories will be reviewed.

40% Cost of proposal – for each project/process recommended as well as the “not to exceed” amount. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules will be considered.

10% Staff – qualifications of staff to be assigned to project and relevant capability and availability. The firm’s ability to deliver high quality data in a variety of formats as desired by the City including but not limited to Beehive, Excel, shapefile, geodatabase, etc. is essential. The firm’s familiarity with the area in which the project is located is critical.

5% Women or Minority Ownership. Please clearly state whether your firm is women and/or minority owned.

## **SELECTION PROCESS**

The City will review each proposal to verify that all the necessary documents have been submitted with the proposal package. Proposal packages failing to submit the necessary documentation may be rejected without further evaluation at the sole discretion of the City and the Consultant will be informed in writing.

At its discretion, the City may schedule interviews to evaluate the qualifications and approach of proposing firms.

The Consultant selected for a contract will be the Consultant whose proposal is responsible and the most advantageous to the City, as determined by the City in its sole discretion.

Final selection is contingent upon entering into a written professional services agreement with the City.