

INVITATION TO SUBMIT PROPOSALS

For Professional Arborist Services September 10, 2021

The City of Hendersonville, North Carolina, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an Arborist. The City of Hendersonville is pleased to offer an excellent opportunity for a qualified professional to serve as the City Arborist (on an as needed basis, not a full time employee of the city). If you are an experienced Arborist professional, certified by the International Society of Arboriculture (ISA), with a genuine commitment to high-quality customer service and administrative excellence, we invite you to respond to this Request for Proposals (RFP).

1) INTRODUCTION

(1) The intent of this Request for Proposal (RFP) is to establish a contract for professional services for an Arborist (certified by the International Society of Arboriculture) for tree management services for the City of Hendersonville.

2) SCOPE OF SERVICES - Successful firm will meet the following requirements:

- a) We seek an ISA certified arborist for routine maintenance of existing trees in city public right of way areas using best management practices.
- b) The arborist will conduct and supervise all pruning, removal, fertilization and other routine treatment to sustain our existing trees. Whenever practical, the arborist will be assisted by an assigned city maintenance worker when pruning, fertilizing and treating trees.
- c) We also seek advice on the strategic addition of new trees and the replacement of lost trees.
 - (a) *The work of the arborist will include acting in an advisory capacity to city staff in the development of the City's Tree Management Plan. This inventory will include a condition assessment of each tree located in the public right of way in the MSD of Hendersonville.*
- d) The arborist selected through this RFP process will update existing inventory and condition assessment as work is performed on the trees.
- e) The arborist selected will serve as an advisor to the Tree Board. And, may review and make recommendations regarding landscape plans for new developments.
- f) The arborist may assist the City Planner with review of submitted plans to include, but not limited to, landscaping design and lay-out. As well as, administration of the City Tree Ordinance.
- g) Must have a familiarity of the topography and climate of Hendersonville.

- h) Be able to meet the deadlines for the projects assigned. This may mean having sufficient support staff to effectively process and deliver the work product.
- i) Be accountable for all quality control associated with work done for the City of Hendersonville under the terms of the Agreement.
- j) Keep current all required insurance sufficient to cover the projected liability of all projects assigned to the firm. As part of the Agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and evidence and that it will indemnify and hold harmless the City from any and all claims and/or liability, which may arise as a result of the firm's negligence, errors, and/or omissions.
- k) Have an available email address and cell phone to maintain communication with the City.
- l) Have field personnel trained in first aid and general jobsite safety.

3) PROPOSAL FORMAT AND CONTENT

Proposals are to follow the following format and are to contain information listed in this section. In order to be responsive, proposals must address all the items in this section.

- a) Letter of transmittal introducing you, your firm and your qualifications. Provide firm name, address, telephone number, fax number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated.
- b) Narrative items - Brief resumes of the personnel to be assigned to the project. Discuss experience specifically related to this project.
- c) Prior work experience - Provide a summary of all applicable projects and activities completed by your company within the past three (3) years. This summary should include a table of pertinent activities and a list of key personnel involved in each of the listed projects. This table should also include the name of the project, the owner or operating entity with contact information and the overall cost of the project.
- d) References - Provide at least three (3) references that the City may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in the proposal.
- e) Fees and rates for the items listed in the Scope of Services.
- f) Proof of current liability insurance policy and workers' compensation coverage.

4) CURRENT ISA CERTIFICATION IS REQUIRED

Provide the International Society of Arboriculture certification number.

5) EVALUATION CRITERIA AND SELECTION PROCESS Consultant selection and award of contract will be made on the basis of:

- a) Qualifications of Arborist
- b) Program work and general approach
- c) Competitive fees and rates
- d) Work history and references

6) SUBMITTAL

Proposals must be submitted via email no later than 2:00 p.m., EST on October 1, 2021. Late submittals will not be accepted. No faxed proposals will be accepted. It is the contractor's responsibility to see that their proposals have sufficient time to be received by the City's Agent before the submittal deadline. Proposals are to be submitted via email to Jamie Carpenter at jcarpenter@hvlnc.gov.

Inquiries regarding the RFP should be directed to Jamie Carpenter, downtown manager at jcarpenter@hvlnc.gov.

Interviews on the RFPs may be necessary. In the event, selected firms will be notified with at least five (5) days advance notice of the date, time and location of interview. The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of proposals. The City of Hendersonville reserves the right to: reject any and all proposals, select the firm(s) most qualified for the referenced work, waive technical errors and informalities, and to accept the proposal, which, in its sole judgment, best serves the public interest.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Hendersonville.