

Request for Proposals For Professional Arborist Services

INTRODUCTION

The City of Dahlonega, Georgia is seeking professional services from an Arborist (**certified by the International Society of Arboriculture**) for tree management services in Downtown Dahlonega.

The selected Arborist will be required to enter into an agreement with the City of Dahlonega.

Interested parties should submit six (6) copies of their proposal. Include qualifications and background of key personnel, relevant project experience, and 3-5 references from projects similar in size and scope, along with other required documents found in the RFP package. Submittals are due by 4:30 p.m. on October 7, 2010 to the City of Dahlonega, 465 Riley Road, Dahlonega, GA, 30533, Attn: Joel Cordle.

To better understand the scope of the project, we urge you to refer to our 2009 Tree management plan located on our website. Go to www.dahlonega-ga.gov and find the Arborist RFP package in the upper left corner of the homepage. The documents are located in that package.

The City of Dahlonega will review the Requests for Proposals. Interviews on the RFPs may be necessary. In that event, selected firms will be notified, with at least 5 days advance notice, of the date, time and location of interviews. We hope to select the qualified firm by October 14, 2010.

The RFP is presented as outlined below:

I. Background

II. Scope of Services

III. Proposal Format & Content

IV. Evaluation Criteria and Selection Process

V. Submittal Requirements

I. BACKGROUND

Incorporated in 1833, the city of Dahlonega is the county seat for Lumpkin County, Georgia. The 2000 census put Dahlonega's total population at 3,638. Dahlonega is about an hour's drive north of Atlanta. Dahlonega is a city rich in culture and history. It is a gateway to the Georgia Appalachians. Dahlonega's beautifully preserved downtown commercial district is listed on the National Register of Historic Places and includes the Public Square, the old Lumpkin County Courthouse built in 1836 (now the Dahlonega Gold Museum), the US Mint building built in 1833 (now North Georgia College & State University's Price Memorial Hall), and many other historic buildings.

With many previous successes and partnerships, our tree protection programs have realized the following accomplishments:

- Implementation of a tree ordinance
- Appointment of a Tree Commission
- Designation as a Certified Tree City for seven consecutive years
- Update of our tree ordinance
- Produced educational brochures to educate property owners and builders

- Worked with community groups and volunteers to create and update our tree inventory and assessment in 2001 and updated it in 2007
- Worked with community groups and volunteers to plant new trees
- Created a Tree Management Plan for the city's urban forest trees located on public right of way in downtown Dahlonega.

The purpose of this RFP and project is to maintain our existing trees as well as to plan for the addition of new trees for the future. Our aim is for a long-term, sustained urban forestry program.

II. SCOPE OF SERVICES

1. We seek an ISA certified arborist for routine maintenance of existing trees in our downtown public right of way area using best management practices.
2. 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 grounds staff member when pruning, fertilizing and treating trees. The arborist will advise and instruct the city staff member in best management practices.
3. We also seek advice on the strategic addition of new trees and the replacement of lost trees using the city's tree management plan as a guide.

The work of the arborist will be aided by an up to date tree inventory that is part of the tree management plan. The inventory of trees included a condition assessment of each tree located in the public right of way in the downtown Dahlonega area.

4. The arborist selected through this RFP process will update the existing inventory and condition assessment as work is performed on the trees.

*The contractor shall provide all equipment, labor and materials necessary for performing all pruning, removal, maintenance and fertilization services. **The project must be fully completed by September 30, 2011.***

III. PROPOSAL FORMAT AND CONTENT

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

A. Letter of transmittal introducing your firm and your proposal.

B. Narrative items

1. Brief resumes of the personnel to be assigned to the project. Discuss experience specifically related to this project and how that experience will be applied to this project.

C. Prior Work

A copy (s) of work from not more than two **similar projects** completed by your firm.

D. References

Provide names and telephone numbers of three to five (3-5) references who will attest to your firm's ability to undertake and complete **projects similar to this** on time and within budget.

E. Fees and rates for the items listed in the Scope of Services shown in hourly, half-day, and full day increments.

F. Proof of current liability insurance policy and workers compensation coverage.

H. Current ISA Certification is required.

Provide the International Society of Arboriculture certification number:

V. EVALUATION CRITERIA AND SELECTION PROCESS

Consultant selection and award of contract will be made on the basis of:

A. Qualifications of the Arborist (Staff strengths & experience with similar projects)

B. Program of Work and general approach

C. Competitive fees and rates

D. Past performance/references

VI. SUBMITTAL

Proposals must be submitted in the format provided. Six copies of the proposal are due at Dahlongega City Hall **no later than 4:30 p.m. on October 7, 2010**. Late submittals will not be accepted. Telephone, telegraphic, electronic, and faxed proposals will not 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 in a sealed envelope to: City of Dahlongega, 465 Riley Road, Dahlongega, GA, 30533, Attn: Joel Cordle.

The Firm assumes the burden of delivery. Proposals are to be submitted in a sealed envelope clearly marked:

**“Request for Proposals
For Professional Arborist Services”**

Inquiries regarding the RFP should be directed to Joel Cordle, Downtown Development Authority Director, 706-864-6133, or by inquiry to the address above.

Interviews on the RFPs may be necessary. In that event, selected firms will be notified, with at least 5 days advance notice, of the date, time and location of interviews. The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. **The City reserves the right to reject any and all proposals received.**