



**Whitemarsh Township
Request for Proposals
For Certified Consulting Arborist for Whitemarsh Township
(Release Date: June 21, 2017)**

INTRODUCTION AND BACKGROUND

Whitemarsh Township, a Pennsylvania Home Rule Charter municipality, is requesting written proposals to serve as the Township's Certified Consulting Arborist.

The selected Arborist will be required to enter into an agreement pursuant to the terms of this Request for Proposal.

Interested parties should submit five (5) copies of their proposal. Include qualifications and background of the key personnel, relevant experience, and 3-5 references from similar consulting experiences as required in the RFP, along with other required documents.

Whitemarsh Township will review the Proposals. Interviews on the Proposals may be necessary. In that event, selected proposals will be notified, with at least 5 days advance notice, of the date, time and location of the interviews.

SUBMISSION REQUIREMENTS

Five (5) paper copies of the proposal shall be submitted **by 4 PM (EST) July 19, 2017** to:

E. J. Lee
Assistant Township Manager
Whitemarsh Township
616 Germantown Pike
Lafayette Hill, PA 19444

Proposals may be hand delivered, delivered by U. S. Postal Service, or by private carrier/courier. Proposals that are faxed or sent electronically will not be accepted. Proposals submitted or received after the deadline or proposals that are non-responsive to the requirements of this RFP will not be considered.

SCOPE OF WORK

The Consultant is expected, at a minimum, to complete the Scope of Work which follows. The Scope is not necessarily all-inclusive and the Township may add any additional tasks or services related to tree management as needed.

- Assist in the implementation of the Township's Tree Protection Standards identified in Chapter 55 of the Township Ordinance, which includes but not limited to:
 - Review tree survey plans and landscape plans associated with permit applications that require review of the Shade Tree Commission
 - Conduct site visits as required to perform a tree survey review
 - Provide reports of each review and site visit to the Township
- Attend monthly Shade Tree Commission meetings to advise members of the Shade Tree Commission in their review process
- Work with staff liaison to the Shade Tree Commission to review plans and prepare for monthly public meetings
- Conduct inspections and site visits for review of existing trees at the Township's request, as needed, and provide report of each site visit.
- Assist and advise the Township on landscape plans throughout the Township as needed
- Assist the Township with other duties that may be requested, related to tree protection and management.
- Assist with updates to the Township's ordinance related to tree protection.

QUALIFICATIONS

The desired qualifications of the individual performing services under this RFP must include:

- Certified arborist with a minimum of 5 years of experience and a minimum of Bachelor's Degree from an accredited college or university in Urban Forestry or similar forestry major.
- Has a thorough technical understanding of:
 - tree identification including common and botanical names
 - native trees to Southeast Pennsylvania
 - tree physiology including the function and parts of trees and their interrelationships
 - proper tree planting procedures and theories
 - soil characteristics, including factors such as fertilizer, lime, soil components, pH and soil organisms that affect the health of trees
 - general tree maintenance, including insect and disease identification and both chemical and non-chemical control
 - structured repairs, such as cabling, bracing, bark tracing, root aeration, drainage and grade changes and construction damages

- proper pruning methods and theories
 - root protection zones
- Working knowledge of municipal policies, operation, procedures, ordinances, and functions.
- Has effective communication skills, both written and oral, with staff, governmental officials, and members of the public.
- Ability to prepare routine reports and correspondences with a maximum of 24-hour turn-around period.
- Ability to read and interpret technical documents, regulations, procedure manuals, and plans.

PROPOSAL CONTENT

The following is the minimum content required for response to this RFP. The precise format for the proposal is up to the responding Consultant; brevity is encouraged.

Scope of Work: This shall demonstrate the approach the Consultant intends to take in performance of the tasks outlined in the 'Scope of Work' section of this RFP. Any adjustments or additions proposed to the Scope of Work should be fully explained and justified.

Consultant Qualifications: The qualifications of the Consultant/Consultant Team should be documented in narrative form. Résumés (two-page maximum length) shall be included for the professional expected to serve as the Consulting Arborist. At least four (4) references, three (3) of which must have knowledge of the Consultant's work as an arborist in a municipality, must also be included.

Cost Proposal: A cost proposal for the hourly rate of the Consultant to render the list of services identified in the Scope of Work in addition to any retainer fees that may be required.

Proof of Insurance: The Consultant is required to secure and maintain Workers' Compensation Insurance and General Liability Insurance to protect themselves, their Employees and agents from claims for bodily injury, death or property damage, which may arise from the performance of services rendered to Whitemarsh Township. The limits of said Liability Insurance shall not be less than \$1,000,000 per occurrence, and \$2,000,000 excess liability coverage. The Consultant is also required to provide and maintain Professional Liability (Errors & Omissions) Insurance for claims that arise from any negligent performance of the Consultant for services rendered to Whitemarsh Township. The limits of the Consultant's Professional Liability insurance shall be at least \$2,000,000 per claim. The proof of insurance must be included in the proposal, shall be kept current and up-to-date, and shall not expire without at least 30-day written notice of such expiration or cancellation being provided to the Township.

Sample Contract: A proposed contract covering scope of work, name(s) of consultant authorized to provide services to Whitemarsh Township, and obligations of the consultant and Township.

Sample Invoice: A copy of a sample monthly invoice with details outlining work covered in the invoice period.

PROPOSAL EVALUATION

A Township Committee will review and evaluate all proposals. Interviews will be held at the discretion of the Committee. The decision of the Committee shall be referred to the Township's Board of Supervisors who has the ultimate authority to award a contract pursuant to this RFP.

The following are the Evaluation Criteria to be used by the Committee for all proposals:

- Responsiveness to RFP
- Proposed Scope of Work/Innovative approaches to tasks and/or public engagement
- Applicability and quality of previous work
- Qualifications of staff
- Feedback from references
- Budget

The Township reserves the right to waive any inconsistencies in any proposal, and reserves the right to reject all proposals at the Township's sole discretion.

QUESTIONS

All questions concerning this RFP shall be directed to E.J. Lee via e-mail at elee@whitemarshtwp.org no later than noon, the day before the proposal due date.

TIMETABLE SUMMARY

RFP Issued and placed on Township website:	June 21, 2017
Deadline for Submission of Proposals:	July 19, 2017 (by 4 PM EST)
Interviews (if deemed necessary):	Week of July 31, 2017
Approval of recommended consultant by Board of Supervisors:	August 17, 2017
Contract Execution and start of work	September 1, 2017