

Invitation to submit RFP
Professional Arborist Services
September 9, 2022

The Village of San Leanna is a small, incorporated village located in Travis County, just along the south border of Austin, Texas. The Village of San Leanna occupies about 288 acres and its current population is approximately 522 people.

The Village of San Leanna takes immense pride in its urban forest growing along streets, in parks, and on private property. Throughout its 50-year history as an incorporated village, the Board of Aldermen has established and maintained the goal of cultivating and enhancing the urban forest on both public and private land through its tree ordinance and community tree programs. The Board understands that the sustainability of the Village's urban forest, and the benefits it provides, relies heavily on how it is managed. The Village Arborist role plays a critical role in the success of San Leanna's tree centered initiatives.

The Village of San Leanna invites qualified consultants to submit a proposal for arborist consulting services, including but not limited to occasional consultation with private property owners and ongoing coordination with the Environmental Commissioner and Village staff to maintain and enhance public trees in the Village through the review of existing data, monthly inspection of public trees, and providing recommendations based on arboricultural best management practices and the Village's Tree Ordinance.

Schedule:

RFP Advertised: September 9, 2022
Question deadline: September 16, 2022
Proposal due: October 14, 2022
Recommendation to Village Council: November 17, 2022

Scope of Services:

- a. The Village of San Leanna seeks an ISA Certified arborist for routine maintenance and monthly inspection of existing trees in the Village right of way areas using best management practices. The arborist will provide a monthly report to council on inspection. At least once a quarter the arborist shall attend Council in person to provide the report.
- b. The arborist will initiate and supervise all pruning, removal, fertilization and other routine treatment to sustain our existing Village trees.
- c. The arborist will serve as an *ex officio* member of the Advisory Committee on Trees.
- d. The arborist will guide the Village with permitted tree trimming requirements as needed.
- e. The arborist will work with Pedernales Electric Cooperative during their routine maintenance of the trees surrounding their utility lines.
- f. The Village may also seek advice on the strategic addition of new trees and the replacement of lost trees using the Village tree ordinance as a guide.
- g. The arborist selected through this RFP process will update existing inventory and condition assessment as work is performed on the trees. The arborist will also serve in an advisory capacity with city staff in the update of the tree inventory as part of the Village Tree Ordinance.
- h. The arborist will meet with new Village residents and provide a one-time consultation about the health of the trees on their property.
- i. The arborist must have familiarity of the topography of San Leanna and knowledge of Oak Wilt and other tree diseases.

Proposal format and content:

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

- a. Letter of transmittal introducing you, your firm, and your qualifications

- b. Narrative items - brief resumes of the personnel to be assigned to the tree management. Discuss experience specifically related to tree management.
- c. Prior work experience
- d. References - provide names, emails, and phone numbers of three to five (3-5) references
- e. Provide a flat rate fee for items a-d and fees and rates for items e-h
- f. Proof of liability insurance policy

Current ISA Certification is Required:

Provide the International Society of Arboriculture Certification number

Evaluation Criteria and Selection Process

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

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

Submittal:

Proposals must be submitted electronically to village@sanleannatx.com no later than 5pm on October 14, 2022 CST. Late submittals will not be accepted.

Inquires regarding the RFP should be directed to village@sanleannatx.com

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

Fair treatment of all people within our municipality, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, is a core value, priority, and commitment of the Village of San Leanna. Any action taken by an employee or contractor that is reported to be out of alignment with this commitment is grounds for termination or dissolution of contract.