Cover Sheet for Request for Proposal
RFP #030105 TREE INVENTORY DATA COLLECTION and ANALYSIS

If you are submitting a Response to this Request for Proposal (RFP), please

1. Appropriately Label your documents in a sealed envelope or box;

   and

2. Deliver the sealed documents to the Office of the City Clerk;

   and

3. Be certain that your submittal is date and time stamped by the office of the City Clerk.

Courier Delivery Address

1 East First Street, 2nd Floor Reno, NV 89505

CITY OF RENO
P.O. Box 1900
Reno, NV 89505
(775) 334-2080
(775) 334-2409 fax
taylorm@reno.gov

Date: May 1, 2014
Request for Proposal No.
030105
THIS IS NOT AN ORDER

INVITATION AND ADVERTISED REQUEST FOR PROPOSALS

Sealed bids in response to this Request for Proposals ("RFP") will be received until 3:00 pm at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501 on May 9, 2014. Said bids shall be publicly opened at 3:05 pm May 9, 2014.

The City of Reno is currently accepting sealed bids in response to this RFP for TREE INVENTORY DATA COLLECTION and ANALYSIS**.** It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Bidder(s) to provide personnel, supplies and equipment necessary to update the City's tree inventory, including collecting GPS coordinate data. The City of Reno shall determine if any submitted substitutions are sufficiently equivalent to the equipment specified within the "NO SUBSTITUTIONS" category.

This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and/or Protest shall be in conformance with 332.068 and the protest requirements stated in this RFP.

Technical questions and other assistance regarding this solicitation must be directed to the City's Contact Person, Matthew Taylor, Senior Management Analyst, via email to taylorm@reno.gov.

Firm Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Fax _____

E-Mail _____

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 32 pages of this Request for Proposal.

Signature _____

Print Name _____

Print Title _____

SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF BID PROPOSAL

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REQUEST FOR PROPOSAL PROCESS

1. Request for Proposal Schedule

Schedule of Events	Date
RFP Released	May 1, 2014
Last Day to submit Questions	May 6, 2014
All Addendums to be posted to reno.gov by	May 7, 2014
Sealed Proposals Due to City of Reno	May 9, 2014
Proposed Award Date by City Council	June 11, 2014
Implementation	June 16, 2014

The City of Reno reserves the right to modify this schedule. Notification of changes in the Request for Proposal, due date, and deadline for questions will be posted on the City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

Deadline For Questions – The deadline for any questions concerning this RFP is **May 6, 2014 at 3:00 pm** local time (Reno). The City will not respond to any questions submitted after the deadline.

Addendums Will Be Posted – All addendums to this RFP will be posted to the City's website at www.reno.gov **no later than 5:00 p.m. local time (Reno) on May 7, 2014**. All bid proposals submitted in response to this RFP **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

Sealed Bid Proposal Deadline – Bids submitted in response to this RFP must be received before **3:00 p.m. local time (Reno) on May 9, 2014**. Proposals received after the date and time set for receipt will be disqualified from consideration and deemed rejected. The City will not consider or be responsible for errant delivery or late performance by courier service.

2. Questions/ Clarifications

Questions regarding this RPF should be directed via e-mail to taylorm@reno.gov and should be submitted in accordance with the RFP schedule outlined above.

If any questions or responses require revision to this solicitation as originally published, such revisions will be made by formal addendum only. If the solicitation includes a

contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently amended by a written addendum to this solicitation issued by the City. To determine whether any representations made require an amendment be issued, please contact Matthew Taylor, Senior Management Analyst, at (775) 334-3104.

3. Addendums

All addendums to this Request for Proposal shall be issued by the City of Reno in writing.

4. Exceptions

A Bidder who believes the RFP specifications are unnecessarily restrictive or limit competition may submit such on the "Exceptions" page of this RFP document. All noted exceptions will be considered in the RFP evaluation.

The City of Reno will promptly respond in writing to each written exception and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections to technical or contractual requirements shall include the reason for the objections, supported by documented factual information, and any proposed changes to the requirements.

5. Request for Proposal Receipt and Opening Time

The submitted bids must be **signed by a duly authorized representative of the firm,** time stamped and received at City of Reno City Clerk's Office no later than 3:00 p.m. on May 9, 2014.

Late bid proposals shall be disqualified from consideration.

Sealed bid proposals will be opened by the City of Reno at 3:05 p.m. on May 9, 2014.

6. Preparation of Bid Proposals

Bidders are responsible for examining all specifications, specific instructions, and terms and conditions of this RFP. Failure to do so will be at Bidder's risk.

Any addenda issued will become an integral part of the RFP. Bidders are required to acknowledge receipt of the same by signing and returning the addenda with the original RFP document.

Bidders shall furnish the required information typed or written in ink.

The person signing the bid submittal must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the proposing firm shall sign the RFP document.

<u>Bidders are instructed to proofread bid proposals carefully for errors.</u>

Prices quoted shall be F.O.B. destination, within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum." However, a Bidder deviating from the specifications must specify in the "Exceptions" section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the Bidder will perform in the manner described and/or specified in this RFP solicitation. Alternate bid proposals will be considered provided said alternate(s) are fully described and accompanied by brochures literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

7. Submission of Bid Proposal

Bidder shall sign and return the ENTIRE RFP DOCUMENT.

The RFP, any addenda thereto, and bid submittals shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. Bid proposals must be identified as TREE INVENTORY DATA COLLECTION and ANALYSIS**, RFP #030105. Bidders are cautioned that the City postal pickup is one time per day at approximately 7:15 am. Bids that are not in the Postal Box for pickup on the due date shall be considered late.**

In order for a bid proposal to be considered, it must be received and time-stamped at City of Reno, City Clerk's Office no later than the receiving time specified in the RFP.

The City of Reno is not responsible for the premature opening of a bid proposal which is not properly addressed or identified.

A bid proposal submitted by electronic means, telephone, telegraphic notice, or facsimile will not be accepted.

Prices offered shall **only** be considered if they are provided in the appropriate space(s) on the RFP schedule. For consideration, any additions or changes to the RFP prices offered must be shown under the exception section of the RFP. Extraneous numbers, prices, comments etc. appearing elsewhere on the bid proposal shall be deemed to have no effect on the prices offered in the designated locations.

Upon a Bidder's request, the City of Reno will provide a copy of the bid results provided that a stamped, self-addressed envelope is included with the Bidder's response.

8. Late Bids

A bid proposal received after the receiving time specified will be marked "LATE BID – DO NOT OPEN" and will be rejected.

BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

9. Withdrawal of Bid

A bid may be withdrawn by written or telegraphic notice, provided such a notice is received prior to the date and time set for the bid opening. A request for withdrawal of bid received after the scheduled bid opening will not be considered.

10. Joinder Provision

In accordance with the provisions of NRS 332.195, other local governmental agencies may, with the permission of the successful Bidder and the City of Reno, seek to join in a contract awarded as a result of this RFP.

Within the scope of this Request for Proposal, the City of Reno shall be held harmless in any and all transactions between the Bidder and any other participating governmental entities.

The successful bidder shall acknowledge the joinder process and shall acknowledge the City of Reno as the situs of this RFP.

11. Quantities to be Serviced

There shall be no guarantee as to the actual amount of material that is to be delivered during the period of time that this Request for Proposal is in effect.

12. Specifications

The Scope and Requirements for this RFP are set forth in Attachments 1 and 2. City of Reno Tree Statistics are noted in Attachment 3.

13. Specification Restrictions

The technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or used as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified will be given consideration in the RFP evaluation process PROVIDED said alternatives are fully described using brochures, specifications, literature, or any combination thereof, and accompany the Bidder's response.

The City of Reno shall solely determine the acceptability of alternate offerings.

14. Exceptions to Specifications

Utilizing space provided on the RFP Schedule, Bidders shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the RFP Schedule shall be interpreted that the Bidder will perform in the manner described and /or specified in this Request for Proposal.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno

15. References

Bidders shall provide verifiable references for **TREE INVENTORY DATA COLLECTION and ANALYSIS, RFP #030105** as specified in this Request for Proposal.

On the references listed please give the following information:

a. Name of entity
b. Name, phone number and contact person within the above listed organization
c. Type of product/service provided

Failure to provide references may result in rejection of the Bidder's response.

16. Guarantee/Warranty

The successful Bidder shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this RFP, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful Bidder.

In the space provided on the RFP Schedule, Bidder shall provide the nature and limitations of the guarantee/warranty that shall apply to **TREE INVENTORY DATA COLLECTION and ANALYSIS, RFP #030105**.

17. Tax Exemption

The City of Reno is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS 372.325, which exempts all local governments within the State of Nevada. The City of Reno is also exempt from Federal Excise Tax.

18. Pricing

In the space provided on the RFP Schedule, Bidders shall provide prices for **TREE INVENTORY DATA COLLECTION and ANALYSIS, RFP #030105**. Pricing shall be INCLUSIVE OF ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased. Prices shall be EXCLUSIVE of all Federal and State of Nevada sales, use and/or excise taxes.

19. Discount and Payment Terms

Prompt payment discounts and payment terms will not be considered if the discount or payment terms are less than twenty (20) days from City's receipt of invoice.

The City's normal payment terms are "Net 30 days." If a Bidder wishes to take exception with the terms as stated, an exception must be stated in the "Exceptions" section of the Request for Proposal.

The beginning of the discount and/or payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

20. Billing

The successful Bidder shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno
P.O. Box 1900
Reno, NV 89505
Attention: Accounts Payable

A copy of the billing should also be sent to:

Reno Park Maintenance
2055 Idlewild Drive
Reno, NV 89509

21. RFP/BID Evaluation

Bid proposals will be evaluated upon consideration of price, responses to questions posed within the RFP document related to process, references and on the basis of conformance to specifications, terms and conditions of this Request for Proposal.

22. Cancellation

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City of Reno.

In the event successful Bidder does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original bid price and the cost to procure said product/service from an alternate source.

In the event that successful Bidder defaults or is terminated for default, they shall not be considered a responsible Bidder for **TREE INVENTORY DATA COLLECTION and ANALYSIS, RFP #030105.**

23. Termination

The resultant contract may also be terminated upon thirty (30) days written notice by the City of Reno without cause.

24. Assignment

No Assignment of any agreement resulting from the award of this RFP shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

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REFERENCES

In the space provided below, Bidders shall provide the name, address, telephone number and contact person of the customers for whom they have performed for as described in this Request for Proposal.

Name, Address, Phone #, Contact Person

1. _____

   _____

   _____

2. _____

   _____

   _____

Business License Number, Effective dates and Jurisdiction _____

_____

Minority Status: Has this firm been certified as a minority, women-owned or disadvantaged business enterprise by any governmental agency? ____Yes ____No if yes, please specify government agency: _____
Date of certification: _____
The above is for information only. The City of Reno encourages minority business participation; however, no preference shall be given.

Notice to disabled persons: The City of Reno will make reasonable accommodations for disabled persons who wish to submit bid proposals RFPs or attend a bid opening by contacting Matthew Taylor prior to the bid opening date.

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34 CFR Part 85, the Bidder certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

_____ _____

Printed Name & Position Signature

GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- The City of Reno reserves the right to reject any or all bids or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and RFP documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of bid opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. Bids identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno <u>may</u> require a full demonstration of any item bid at vendor's expense.

2. Submittal of Bid Proposals

- Bids must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Bidders are expected to examine these documents carefully. Failure to do so will be at the Bidder's risk.
- Bids should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the RFP documents attached hereto should be brought to the attention of the City's contact person named herein as soon as possible so that corrective addenda may be furnished to all Bidders.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the RFP.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted RFP. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. **Any pricing information being offered <u>MUST</u> either be submitted on the RFP document cost sheet or specifically detailed on the "Exception Page". Pricing information offered in other areas of the RFP package <u>WILL NOT</u> be considered.**

Bidders shall note that alterations in the RFP language shall be cause for bid rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Bidders are instructed to use City RFP forms and complete the requested information fully, i.e., pricing, RFP schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for rejection of bid. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Award of Contract

A. In awarding the contract, in addition to price, the City may consider the following:

a. The ability, capacity and skill of the Bidder to perform the contract or provide the service required;
b. Whether the Bidder can perform the contract or provide the service promptly, and within the time specified without delay or interference;
c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
d. The quality of performance on previous contract;
e. The previous compliance of laws by the Bidder;
f. The financial responsibility of the Bidder to perform the contract or provide the service;
g. The limitations of any license the Bidder may be required to possess;
h. The quality, availability, and adaptability of the product or service;
i. The ability of the Bidder to provide future maintenance and service;
j. The number and scope of conditions attached to the RFP;
k. The life-cycle, maintenance and performance of the equipment or product being offered; and
l. Any other basis as allowed by law.

B. A purchase order, mailed or otherwise furnished by the City to the successful Bidder, is a binding contract without further action by either party.

C. The City of Reno will notify all unsuccessful Bidders of the proposing results, and will return with such notice any surety held for bonding.

D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.

E. The technical specifications contained herein shall be considered "optimum" to the standard material, and is not intended to restrict bids, evaluation of bids, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given consideration in the resultant RFP evaluation:

PROVIDED:

1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions.
2. However, the City of Reno shall reserve the right and privilege to accept or reject any or all bids offered in response to the RFP, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.

F. The resultant agreement may be extended at the discretion of the City if determined to be in the best interest of the using agency.

G. Performance standards shall be construed that Bidder shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Bidder(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

A. In case of default by the contractor (successful Bidder), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.

B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.

C. Default by the Bidder in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the RFP may be considered cause to commence with proceedings against any surety held with the bid or assess a penalty equal to five (5) percent of the total bid price.

6. Protest/Appeal by Unsuccessful Bidder

A. Bidder may appeal a pending award prior to action by the Reno City Council as established in NRS 332.068.

B. Bidder must submit a written appeal in accordance with the requirements set forth herein to the City's contact person named herein within five business days from the date of the letter notifying of intent to award the contact associated with this RFP.

C. The protester/appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Finance Department in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal/protest.

D. The route of appeal is the Assistant Finance Director, Finance Director and City Manager, or designee, and must be followed sequentially.

E. No bid protests will be heard by the Reno City Council unless the Bidder has followed the appeal process.

F. Claims against Protest Bonds:

The City shall not make a claim upon any protest bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

G. Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any information in the bid response that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.
4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

7. Performance and Bid Bonds

Performance and Bid Bonds will not be required for this project.

8. Insurance Requirements

Successful Bidder(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. MINIMUM acceptable policy limits shall be in an amount of not less than one million dollars ($1,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Bidder upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

Successful Bidder(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

EXCEPTIONS

Does the Bidder take exception to any of the terms or conditions of this Request for Proposal and attachment thereto, or specifications? ____ Yes ____ No If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Firm Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Fax _____

E-Mail _____

Bidders Federal Tax ID # _____
(May be requested at a later date)

In compliance with this "Request for Proposal" and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods and services described herein at the prices, terms and delivery stated.

Signature _____

Print Name _____

Print Title _____

If further space is required, please attach additional sheets

DISCLOSURE OF PRINCIPALS

Please print or type

Company Name	Telephone Number with area code
Street Address	Facsimile Number with area code
City, State and Zip Code	Federal Tax Identification Number

Names of Officers or Owners of Concern, Partnership, Etc

Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to:
(Print)

_____
Address

_____
Phone

_____
Fax

Representative _____
Print Name

_____
Signature

Vendor acknowledges _____ pages of this RFP. Date _____

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Tree Inventory Data Collection and Analysis **PRICE PROPOSAL**

Instructions:

1. This document must be completed and submitted for the bid to be considered.
2. City will add a contingency amount for new trees at the per-tree bid price.

Task	Description	Bid Price
1.	Perform a Field Inventory and Assessment of City Trees; Gather tree attribute and GPS positioning data, prepare updated database and new geodatabase	Price per tree $ _____ X est. 26,000 trees = $ _____
2.	Prepare an i-Tree analysis and data for updated inventory for street and park trees	$ _____
3.	Meetings, Coordination and Training	$ _____
4.	Reports and technical assistance with Tree Management Plan	$ _____
	Base Bid (Tasks 1 – 4)	$ _____

ATTACHMENT 1

SCOPE AND REQUIREMENTS

The City of Reno (City) has been awarded a sub-grant from the Nevada Division of Forestry for its Tree Inventory and Management Plan. Therefore, the City hereby invites qualified firms or individuals (Offerors) to submit written proposals to conduct a full inventory of approximately 26,000 trees on City property, including medians and landscapes, parks and recreation sites, and administrative sites, and to provide data analysis and recommendations which City staff will use to write a comprehensive Urban Forestry Management Plan. This project must be completed by July 31, 2014.

The City's existing inventory/work order system is maintained in TRIMS Grounds Management Software, Version 14.0, by TRIMS Software LLC of Peoria, Arizona. This inventory includes 26,812 individual records, including stumps. This inventory was first compiled in 1998 and has been partially updated since that time. While many of the street trees are properly sited by address, there is work to be done to accurately update the inventory for street and park trees.

Project Goals:
Consultant shall provide the services described below that would meet the following City goals:

1. Update the current City tree inventory including tree attributes, site conditions, location including GPS (State Plane Coordinate), including adding trees not currently inventoried.
2. Upload this inventory data into TRIMS database, updating existing records and adding new records as appropriate.
3. Determine accurate GIS positioning for all inventoried City trees.
4. Train City staff on all aspects of the revised and updated inventory. Develop a written protocol for City staff to periodically update the inventory.
5. Create an i-Tree Streets analysis and report based on the City tree inventory.

Scope of Services:

Task 1 – Perform a Field Inventory and Assessment of City Trees; Gather tree attribute and GPS positioning data. City's desire is to re-inventory all park and street trees and update the database with new trees. However, City reserves option to eliminate re-inventory of some/all street trees depending on budget availability.

With guidance from City staff, Consultant shall perform field assessments of City trees and their sites in addition to assessing vacant (as defined by City) planting sites along streets. Tree assessment shall include the data fields as described on Attachment #2. After award, Consultant shall submit a written schedule and systematic approach to inventorying the City trees by area.

Consultant shall update and deliver an updated TRIMS database and prepare and deliver a geodatabase (shape file and database) of the corrected tree inventory. The deliverables shall maintain the existing Tree ID numbers and include all of the above mentioned updates and corrections, and shall include:

1. Verification and/or correction of the placement of the existing tree inventory point features, including corrected Street names using official street name list, and GPS

location to sub-meter accuracy.

2. Addition and/or deletion of tree point features. Consultant shall provide to City staff reasoning for deleted Tree ID numbers.

Note: Proposals which require use of other tree database software programs will not be considered.

Verification or addition of required attributes for all data fields shown in Attachment 2. Consultant shall meet International Society of Arboriculture (ISA) standards when assessing the trees. Consultant shall upload inventory data to TRIMS as each block/street/park is completed.

The City shall provide:

1. Shape files or geodatabases in NAD 1983, State Plane Nevada West FIPS 2703 Feet; Projection: Transverse Mercator, containing:
    a. Parcel layer with addresses;
    b. Utility features including sewer and storm drain manhole covers, catch basins, fire hydrants and underground sewer and storm drain lines;
    c. Street centerlines;
2. List of inventoried trees by street and and park maps of inventoried trees.
3. Orthophotos (2010, flown).

Payment for this task shall be invoiced on a unit price basis per tree (no separate payment for vacant sites). Park and street trees will be identified separately for billing purposes. Payment for this task shall include compensation for travel, mileage, instrumentation & equipment and any other expenses, including cost of TRIMS licensing, necessary for Consultant to perform work as described within the Scope.

Task 2 – Prepare an i-Tree analysis and data for updated inventory.
Consultant shall prepare an i-Tree Streets analysis for the City's street trees, and a second i-Tree analysis for the City's park trees.

Payment for this task shall be lump sum.

Task 3 – Meetings, Coordination and Training.
Consultant shall include in this proposal milestone meetings, trainings and demonstrations. Meetings shall include Consultant's Project Manager at a minimum, and staff from City's Parks, Urban Forestry and Information Technology departments, and others as needed.

Consultant shall prepare and submit a written agenda for each meeting at least two business days prior to each meeting, and draft and submit meeting minutes within three business days following each meeting.

Scheduled meetings will include:

1. A Pre-Project Kickoff meeting.
2. Two Progress meetings beginning not later than two weeks after beginning of Task 1 work.
3. Milestone meetings after completion of Tasks 1, 2 and 3 to review and discuss deliverables. Consultant's GIS/IT staff shall attend these meetings as necessary.
4. Consultant shall train City staff on all aspects of the revised and updated inventory.

Develop a written protocol for City staff to periodically update the inventory.

Payment for this task shall be lump sum.

Task 4 – Reports and technical assistance with Tree Management Plan.

Consultant shall provide summary report files to assist City staff in drafting a Tree Management Plan. These reports shall include, but not necessarily be limited to:

1. Recommendations for Priority 1, 2 and 3 tree removals for City staff use to prepare draft Tree Management Plan.
2. Recommendations for Priority 1 and 2 tree pruning for City staff use to prepare draft Tree Management Plan.
3. Recommendations for new planting sites in vacant right-of-way locations for City staff use to prepare draft Tree Management Plan.
4. One review and recommended changes, alternatives or other suggested modifications of the draft Tree Management Plan prepared by City Staff. This review shall be completed and returned within 15 working days of receipt.

Payment for this task shall be lump sum.

General Requirements

All proposals and subsequent work plans will be reviewed by City staff and Nevada Division of Forestry staff to determine if activities will meet stated objectives and grant requirements. The proposed work shall follow International Society of Arboriculture (ISA) guidelines for tree inventory, tree health and tree hazard assessments.

Consultant's tree inventory staff shall be led by an ISA Certified Arborist or American Society of Consulting Arborists (ASCA) Consulting Arborist with a minimum of five years experience in the field of arboriculture and three years experience in tree inventory and tree hazard assessment. All other tree inventory staff shall have previous experience performing tree inventory, tree health and three hazard assessment work.

Proposal Submittal Requirements

Firms replying to this RFP shall submit a proposal which meets, at a minimum, the following requirements:

1. Company Overview (Recommended 2 pages or less)
    a. Provide geographic location of the principal office of the firm and the local office (if different) which will be responsible for providing services in this RFP.
    b. Describe the overall capabilities of the firm and the services which the firm will provide in response to this RFP.
    c. Provide number of persons within the firm and the local office which will provide services in response to this RFP.

2. Company Experience (Recommend 7 pages or less)

a. Provide a summary of three most recent projects completed by the firm similar to the services provided in response to this RFP. These projects must have been completed with the past seven years, and must include GPS coordinates.
b. Provide the name and contact information of the organization for which the projects were delivered.

3. Project Approach (Recommend 10 pages or less)
    a. Provide an outline/summary of the services to be provided for each task identified in this RFP.
    b. Provide a detailed work schedule for completion of the tasks. Timeframe shall include estimated completion dates for each task.
    c. Describe expectations by consultant for City staff. Describe the minimum expectations for City staff for any information to be provided, timelines for review of work and meeting participation, and any other expectations of City staff necessary to complete the project.

4. Key Personnel (Recommend 2 pages or less)
    a. Provide name and background of Project Manager. This person shall be the single point of contact throughout the project, and shall not change without prior approval of the City.
    b. Provide a list and describe relevant experience of all persons who are expected to provide services for all tasks identified in this RFP.
    c. Provide copies of ISA or ASCA certifications of all persons conducting the tree inventory. Certifications must be valid throughout the performance period of the contract.

Attachment 2

Consultant shall collect the following inventory data for each tree, stump and potential tree planting location.

1. Tree Location Information:
    a. Street Name or Park Name, as applicable
    b. House number, for street trees, if applicable
    c. Location – tree's physical location in relation to the property. This is a pick list.
    d. Site – Ordinal number of tree at this location
    e. Sone – Geopgrahic quadrant of the city
    f. On – For streets, Street Name; For parks, Park Name
    g. From – For streets, nearest cross street to north or east
    h. To – For streets, nearest cross street to south
    i. GPS (X/Y) Mapping Coordinates
2. Tree Identification Information:
    a. Species – Code, Genus and Species. These are pick list fields.
    b. DBH – DBH size. This is a pick list.
    c. Height – Height category. This is a pick list.
    d. Condition – In general, the overall condition of the tree using the following categories adapted from the rating system established by ISA:
        i. G - Good or Better
        ii. F – Fair
        iii. P – Poor
        iv. D – Dead
    e. Status – City defined status codes used for tree management information using the following codes:
        i. R – Removed
        ii. B – Banding (ELB control method)
        iii. I – Injection (ELB control method)
        iv. S – Spray (ELB control method)
        v. D - Soil Drench (ELB control method)
    f. Utilities – Indicate if utility conflicts exist
    g. Growspace – Use pick list to identify size of growing space
    h. Irrigation – Indicate if irrigation is present based on observation
    i. Hardscape Damage – Check box if root damage to adjacent hardscaping is present
    j. Plaque Name – If tree has a memorial plaque, indicate name of person
3. Tree Maintenance Information: The following maintenance categories will be collected for each tree.
    a. Priority 1 Removal. Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category have a large percentage of dead crowns and pose an elevated level of risk or failure. Any hazards that could be seen as potential dangers to person or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.
    b. Priority 2 Removal. Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as Priority 1 trees are removed.

c. Priority 3 Removal. Trees that should be removed, but that pose minimal liability to person or property will be identified in this category.
d. Priority 1 Prune. Trees that require priority one pruning are recommended for pruning to remove hazardous deadwood, hangers or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying or diseased limbs or leaders greater than 4 inches in diameter.
e. Priority 2 Prune. Trees that have dead, dying, diseased or weakened branches between 2 and 4 inches in diameter and are potential safety hazards.
f. Large Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with utility wire or with buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
g. Small Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with utility wire or with buildings. These trees are small growing, mature trees that can be elevated and pruned from the ground.
h. Training Prune. Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering or objectionable branches in order to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
i. Stump Removal. This category indicates a stump that should be removed.
j. Plant Tree. This category is for vacant planting sites along streets identified during the inventory.
k. Clearance Required. Trees which are or may cause visibility problems for traffic or pedestrians. Indicate type of obstruction.

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Attachment 3

CITY OF RENO
TREE DIAMETER STATISTICS
2/11/2014

PAGE: 1

DBH RANGE	NUMBER OF TREES	% OF TOTAL
1-6	15334	57.19
7-12	3763	14.03
13-24	3634	13.55
25-36	485	1.81
37+	34	0.13
STUMPS	3546	13.23
TOTALS	**26812**	**99.94**

CITY OF RENO
TREE HEIGHT STATISTICS
2/11/2014

PAGE: 2

HEIGHT RANGE	NUMBER OF TREES	% OF TOTAL
5-15	14628	54.56
16-25	4039	15.06
26-50	3993	14.89
51-75	572	2.13
76+	16	0.06
STUMPS	3546	13.23
TOTALS	**26812**	**99.93**

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CITY OF RENO
TREE SPECIES STATISTICS
2/11/2014

SPECIES NAME	NUMBER OF TREES	% OF TOTAL
AILANTHUS	119	0.44
TRIDENT MAPLE	14	0.05
WHITE FIR	8	0.03
HEDGE MAPLE	6	0.02
RED HORSECHESTNUT	8	0.03
AMUR MAPLE	454	1.69
PAPERBARK MAPLE	2	0.01
HORSE CHESTNUT	29	0.11
SILK TREE	2	0.01
BOX ELDER	61	0.23
VARIGATED BOX ELDER	3	0.01
JAPANESE RED MAPLE	11	0.04
SPANISH FIR	2	0.01
NORWAY MAPLE	221	0.82
ARMSTRONG MAPLE	30	0.11
BOWHALL MAPLE	11	0.04
WHITE ALDER	37	0.14
AUTUM BLAZE	1	0.00
RED MAPLE	301	1.12
SILVER MAPLE	539	2.01
SYCAMORE MAPLE	17	0.06
SUGAR MAPLE	12	0.04
TATARIAN MAPLE	6	0.02
BUTTERFLY BUSH	1	0.00
RIVER BIRCH	16	0.06
WHITE BIRCH	104	0.39
CONTORTED FILBERT	1	0.00
WEEPING BLUE ATLAS CEDAR	10	0.04
BLUE ATLAS CEDAR	259	0.97
ARIZONA CYPRESS	118	0.44
EUROPEAN HORNBEAM	116	0.43
UMBRELLA CATALPA	38	0.14
EASTERN REDBUD	41	0.15
WESTERN REDBUD	21	0.08
THORNLESS COCKSPUR HAWTHORN	70	0.26
TURKISH FILBERT	1	0.00
COCKSPUR HAWTHORN	13	0.05
INCENSE CEDAR	243	0.91
AMERICAN CHESTNUT	2	0.01
DEODAR CEDAR	92	0.34
FLOWERING DOGWOOD	28	0.10
CHITALPA	23	0.09
PECAN	11	0.04
KATSURA TREE	1	0.00
SHELLBARK HICKORY	2	0.01
LEYLAND CYPRESS	8	0.03
CEDAR OF LEBANON	1	0.00

CITY OF RENO
TREE SPECIES STATISTICS
2/11/2014

SPECIES NAME	NUMBER OF TREES	% OF TOTAL
LAVELLE HAWTHORN	14	0.05
COMMON HACKBERRY	461	1.72
WASHINGTON HAWTHORN	20	0.07
PAUL'S SCARLET HAWTHORN	370	1.38
WESTERN HACKBERRY	11	0.04
CHINESE HACKBERRY	2	0.01
WESTERN CATALPA	449	1.67
CYPRESS	85	0.32
PERSIMMON	2	0.01
RUSSIAN OLIVE	509	1.90
EUROPEAN SPINDLETREE	1	0.00
AUTUMN OLIVE	6	0.02
FRANKLIN TREE	1	0.00
WHITE ASH	478	1.78
FLOWERING ASH	50	0.19
RAYWOOD ASH	66	0.25
GREEN ASH	863	3.22
BLUE ASH	35	0.13
EUROPEAN BEECH	8	0.03
COLUMNAR GINKGO	6	0.02
GINKGO	21	0.08
KENTUCKY COFFEE TREE	40	0.15
HONEY LOCUST	815	3.04
ROSE OF SHARON	4	0.01
BLACK WALNUT	17	0.06
ENGLISH WALNUT	1	0.00
JUNIPER	1244	4.64
GOLDEN RAINTREE	220	0.82
GOLDENCHAIN	6	0.02
SWEETGUM	120	0.45
TULIP TREE	35	0.13
FRUITLESS MULBERRY	244	0.91
MAACKIA	6	0.02
FUJI APPLE	1	0.00
FRUITING APPLE	57	0.21
DAWN REDWOOD	5	0.02
OSAGE ORANGE	4	0.01
FLOWERING CRABAPPLE	769	2.87
UMBRELLA-WEEPING MULBERRY	2	0.01
SOUR GUM	5	0.02
EASTERN HOPHORNBEAM	1	0.00
NORWAY SPRUCE	32	0.12
LONDON PLANETREE	861	3.21
WHITE POPLAR	2	0.01
NARROWLEAF COTTONWOOD	2	0.01
APRICOT	17	0.06
BRISTLECONE PINE	9	0.03

CITY OF RENO
TREE SPECIES STATISTICS
2/11/2014

SPECIES NAME	NUMBER OF TREES	% OF TOTAL
BLIREIANA PLUM	3	0.01
CALLERY PEAR	1646	6.14
PURPLE LEAF PLUM	905	3.38
CHERRY	114	0.43
CHINESE PISTACHE	74	0.28
JAPANESE RED PINE	2	0.01
TWO NEEDLE PINON	19	0.07
ENGELMANN SPRUCE	3	0.01
LIMBER PINE	11	0.04
COTTONWOOD	109	0.41
LOMBARDY POPLAR	6	0.02
JEFFREY PINE	469	1.75
AMUR CHOKECHERRY	8	0.03
SINGLE LEAF PINON	31	0.12
BISHOP PINE	1	0.00
WESTERN WHITE PINE	2	0.01
MUGO PINE	5	0.02
AUSTRIAN PINE	1269	4.73
MAY DAY TREE	2	0.01
PEACH	38	0.14
FRUITING PLUM	35	0.13
PONDEROSA PINE	94	0.35
BLUE SPRUCE	277	1.03
FRUITING PEAR	11	0.04
DIGGER PINE	69	0.26
COLUMNAR SCOTCH PINE	6	0.02
MT. FUJI FLWG. CHERRY	2	0.01
BORDER PINE	122	0.46
SARGENT CHERRY	2	0.01
POPLAR	23	0.09
KWANZAN CHERRY	45	0.17
EASTERN WHITE PINE	14	0.05
WEEPING CHERRY	14	0.05
SCOTCH PINE	609	2.27
JAPANESE BLACK PINE	28	0.10
NANKING CHERRY	5	0.02
QUAKING ASPEN	4	0.01
CANADA RED CHOKECHERRY	115	0.43
CAPITAL PEAR	51	0.19
SWAMP WHITE OAK	38	0.14
SCARLET OAK	4	0.01
BLUE OAK	40	0.15
FRAINETTO OAK	4	0.01
GAMBLE OAK	80	0.30
SHINGLE OAK	20	0.07
CALIFORNIA BLACK OAK	11	0.04
CANYON LIVE OAK	2	0.01

CITY OF RENO
TREE SPECIES STATISTICS
2/11/2014

SPECIES NAME	NUMBER OF TREES	% OF TOTAL
VALLEY OAK	351	1.31
BUR OAK	380	1.42
CHINKAPIN OAK	167	0.62
PIN OAK	418	1.56
WILLOW OAK	1	0.00
GREEN PILLAR OAK	23	0.09
COLUMNAR ENGLISH OAK	357	1.33
ENGLISH OAK	85	0.32
CRIMSCHIDT OAK	3	0.01
NORTHERN RED OAK	363	1.35
SHUMARD OAK	5	0.02
CORK OAK	3	0.01
IDAHO LOCUST	7	0.03
TALLHEDGE	26	0.10
BLACK LOCUST	706	2.63
STAGHORN SUMAC	254	0.95
EUROPEAN MOUNTAIN ASH	96	0.36
SEQUOIA "PENDULUM"	1	0.00
GIANT SEQUOIA	154	0.57
JAPANESE SCHOLAR TREE	15	0.06
WILLOW	19	0.07
JAPANANESE TREE LILAC	49	0.18
STEWARTIA	1	0.00
AMERICAN LINDEN/BASSWOOD	8	0.03
LITTLE LEAF LINDEN	198	0.74
BALD CYPRESS	9	0.03
ARBORVITAE	204	0.76
TAMARISK	52	0.19
AMERICAN ELM	239	0.89
PIONEER ELM	1	0.00
SIBERIAN ELM	1221	4.55
JOSHUA TREE	1	0.00
ZELKOVA	68	0.25
ZELKOVA COLUMNAR "MUSASHINO	10	0.04
UNKNOWN	120	0.45
ID TREE	1	0.00
MISC WORK FILE	101	0.38
STUMPS	3546	13.23
TOTALS	**26812**	**99.94**

CITY OF RENO
TREE RELATIVE AGE STATISTICS
2/11/2014

RELATIVE AGE	NUMBER OF TREES	% OF TOTAL
YOUNG	5863	21.87
MATURE	17266	64.40
OVERMATURE	15	0.06
UNCLASSIFIED	122	0.46
STUMPS	3546	13.23
TOTALS	**26812**	**100.00**

CITY OF RENO
TREE SIZE RATING STATISTICS
2/11/2014

SIZE RATING	NUMBER OF TREES	% OF TOTAL
SMALL	1657	6.18
MEDIUM	20005	74.61
LARGE	1437	5.36
UNCLASSIFIED	167	0.62
STUMPS	3546	13.23
TOTALS	**26812**	**100.00**

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