INFORMAL COMPETITIVE SOLICITATION (ICS)
for
Iowa Street and Park Tree Inventories and Urban Forest Management Plans
Contract Number 17CRDFRBEHANI-0002

The Department of Natural Resources (DNR) is seeking bids from foresters or arborists to

- inventory street and park trees in Iowa communities;
- visually survey all trees for signs and symptoms of invasive pest and disease in each community, and return data to DNR in shapefile format via e-mail;
- calculate the benefit of the trees using i-Tree STREETS and create maps of the trees with GPS data locations;
- complete an urban forest management plan for each community inventoried;
- present the plan to each community; and
- transfer the inventory data to the DNR.

To qualify as a bidder you must have a Forestry or related Natural Resource degree, 5 years' experience in forestry, or be an International Society of Arboriculture Certified Arborist.

DNR anticipates that the term of any resulting contract will be July 1, 2017 through May 1, 2018. **Service Providers may not contact any employee of the State of Iowa about this ICS other than the DNR Issuing Officer:**

Emma Hanigan
Iowa Department of Natural Resources – Forestry Bureau
502 E. 9th Street
Des Moines, IA 50319
E-mail: emma.hanigan@dnr.iowa.gov

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this ICS orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

Submission of Proposals: Service Providers interested in providing the services described under the "Description of Work and Scope of Services" shall submit proposals to the **DNR Issuing Officer** no later than 12:00 pm (local time) on Wednesday, June 14, 2017. Any proposal received after this deadline shall not be considered.

Proposals shall include the enclosed bid sheet with the total amount to complete all the components for the 13 communities. See attached Bid Proposal for additional required information. Proposals will be accepted only if they are in written format received via hand delivery, hard copy mail, fax or e-mail.

Proposals shall include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the work identified in the Description of Work and Scope of Services. Proposals shall include the following information: "Service Provider Cost Proposal – DNR ICS No. 17CRDFRBEHANI-0002 which will enable the DNR to make a judgment about the Service Provider's ability to perform.

Service Providers may submit written questions regarding this ICS and the procurement process to the DNR Issuing Officer at the above address through 4:30 pm (local time) June 9, 2017. Written responses to any questions received will be provided no later than June 10, 2017 to all potential Service Providers.

Description of Work and Scope of Services: The DNR is requesting that qualified bidders submit proposals for a street and park tree inventory for the following 13 communities: Long Grove, Dayton, Essex, Hawarden, Humboldt, Malvern, Milford, Moville, Schaller, Sumner, Traer, Wall Lake, and Waukon. The City of Waukon had an inventory and plan completed 6 years ago. A copy of the previous inventory and plan will be provided, but are requesting the city be completed as a new inventory.

Inventory of Street and Park Trees: The successful bidder shall inventory street and park trees in each community. The inventory must be performed using GPS equipment or other GIS-compatible data collection hardware. Data collection must be done in accordance with the attached data collection technical information on pages 8 and 9. It is estimated that the inventories conducted will take approximately one hour to collect data for every 75 people. For example, a community of 3,000 people will take approximately 40 hours to complete (3,000 /75 = 40). The successful bidder shall provide the equipment to perform this inventory.

Visually survey all trees: The successful bidder shall visually survey each tree for signs and symptoms of invasive pest and disease and return data to DNR in shapefile format via e-mail.

i-Tree STREETS: The successful bidder is responsible for calculating the benefits of inventoried trees using the most current version of i-Tree STREETS and create maps of the trees with GPS data locations.

Urban Forest Management Plan: The successful bidder shall create an urban forest management plan for each community inventoried. Each plan shall include the maps of the inventoried trees by GPS data location. DNR's Forestry Bureau will provide an urban forest management plan template and inventory data analysis to the successful bidder. A shapefile that includes the fields for the necessary data collection will also be provided.

Present Plan to Each Community: The successful bidder shall present the urban forest management plan to each community in a formal meeting. Depending on community needs, this may include large format maps. Urban forest management plans will take approximately 40 hours to complete including the time to contact the community and present the plan.

5.1 Statement of Work. Contractor shall perform the following Tasks by the Task Milestone Dates set out in the following table:

Deliverable	**Task Milestone Date:**
Task 1: Inventory street and park trees in ***13*** communities. Collect data for each tree that includes all require categories for data collection, i.e., GPS derived locations for each tree and data elements for each tree.	November 1, 2017
Task 2: Visually survey all trees for signs and symptoms of invasive pest and disease in ***13*** communities, return data to DNR in shapefile format via e-mail.	November 1, 2017
Task 3: Calculate the benefit of the street and park trees using the most current version of i-Tree STREETS and create maps of the trees for each urban forest management plan.	April 1, 2018
Task 4: Finalize urban forest management plans for ***13*** communities and submit plans to DNR for	April 1, 2018

approval.	
Task 5: Presentation of the urban forest management plans to each community	May 1, 2018

Minimum Qualifications/Equipment Specifications: The bidder must be able to provide a shapefile for each community which includes the data specified on pages 8 and 9. Additionally, the bidder must have a Forestry or related Natural Resource degree, 5 years' experience in forestry, or be an International Society of Arboriculture Certified Arborist.

Source of Funding: The source of funding for the Contract entered into from this ICS is from the state Woodland Health Initiative funding.

Acceptance of Contract Terms and Conditions: By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template "DNR Standard Contract Conditions" and "General Conditions" found at http://www.iowadnr.gov/InsideDNR/RFPBidLettings.aspx.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its "Service Provider Cost Proposal" the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider's quote. With regard to the "DNR Standard Contract Conditions," DNR and the successful Service Provider may agree to modifications to the terms of the "DNR Standard Contract Conditions" as necessary to negotiate the terms of a contract. A Service Provider's failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider's acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Additional information: Additional information: The costs of preparation and delivery in response to this ICS are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new ICS, to abandon the need for such ICS, and to cancel this ICS opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR unless at the time its response is submitted, the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa. Costs proposals may not be treated as confidential information.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within the informal competitive bidding opportunity or concerning the DNR or the State of Iowa's failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this ICS.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this ICS for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

Evaluation Criteria: Proposals will be reviewed by an evaluation committee and ***the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.*** The evaluation committee will make its recommendation using the following criteria, which are listed in no particular order:

a. Total cost of the Inventory;
b. Experience conducting street inventories and writing urban forestry management plans;
c. Experience and references that demonstrate, to the satisfaction of DNR, the expertise and ability of the Service Provider to provide the Statement of Work described in the ICS;
d. The capacity of the Service Provider to complete responsibilities described in the Statement of Work; and
e. Documentation for DNR verification that the Service Provider meets the "minimum qualifications/equipment specifications" required.

BID PROPOSAL

This proposal shall include all work proposed for the 13 communities below. Your bids on this work shall include all travel, expenses, the creation and delivery of data and time to complete the tasks listed in the description of work scope and services.

Community Name	County	Population
Long Grove	Scott	808
Dayton	Webster	837
Essex	Page	798
Hawarden	Sioux	2,546
Humboldt	Humboldt	4,690
Malvern	Mills	1,142
Milford	Dickenson	2,898
Moville	Woodbury	1,618
Schaller	Sac	772
Sumner	Bremer	2,028
Traer	Tama	1,703
Wall Lake	Sac	819
Waukon	Allamakee	3,897

Total Bid Amount $_____

Qualifications

Degree _____

International Society of Arboriculture Certification Number _____

Years of forestry experience _____

Mechanism for creation and delivery of GIS shapefile _____

_____

_____

Please provide an attached Résumé, Curriculum Vitae or list your/companies experience conducting urban tree inventories and or urban forest management plans on an attached sheet.

Contact Information

Printed Name and Title:_____

Name of Vendor Organization:_____

Phone:_____Email: _____

Signature:_____Date:_____

Data Collection Technical Information

Tree inventory GPS hardware must be capable of collecting tree locations within 2-5 meter horizontal accuracy. A Tree Inventory Data Collection software shall be capable of creating geographic data that can be incorporated into an existing tree inventory in Geographic Information System (GIS) format. The DNR will provide a shapefile to the contractor that includes the fields for the necessary data collection. The information for each tree shall include:

1. **Tree ID Number** - a number assigned to each tree within a particular city in order to distinguish trees and count the number of trees and it is recommended that this number be unique.
2. **Zone –** An alphanumeric code or name that represents the management area or zone. If no zones or areas are associated with inventoried trees, 1 is entered for each record.
3. **Street Segment** - a numeric code to identify the street segment within a city where the tree is located. For full inventories, 0 (zero) is entered for each record.
4. **City Managed** - a numeric code to distinguish trees owned by the city (1) and those privately managed (2). If private trees were not included, 1 should be entered for each record.
5. **Species Code –** an alphanumeric code consisting of the first two letters of the genus name and the first two letters of the species name followed by two optional letters or numbers to distinguish two species with the same four-letter code.
6. **Land Use** - 1 = Single-family residential, 2 = Multi-family residential (duplex, apartments, condos), 3 = Industrial/large commercial, 4 = Park/vacant/other (agricultural, riparian areas, greenbelts, park, etc.), 5 = Small commercial (minimart, retail boutiques, etc.)
7. **Location Site** – a numeric code to describe the kind of site where the tree is growing. The default values are as follows: 1 = Front yard (If there is no sidewalk), 2 = Planting strip (between the street and sidewalk), 3 = Cutout (tree root growth restricted on all four sides by hardscape within dripline), 4 = Median (in the center of the street), 5 = Other maintained locations, 6 = Other un-maintained locations, 7 = Backyard (If there is not sidewalk)
8. **DBH –** diameter at 4.5 ft in the following size ranges- 1 = 0–3 inches, 2 = 3–6 inches, 3 = 6–12 inches, 4 = 12–18 inches, 5 = 18–24 inches, 6 = 24–30 inches, 7 = 30–36 inches, 8 = 36–42 inches, 9 = 42 plus inches
9. **Recommended Maintenance** - 1 = None – tree does not need immediate or routine maintenance, 2 = Young tree (routine) – tree is less than 18 ft. tall and in need of maintenance; health or longevity of tree is not compromised by deferring maintenance for up to five years, Young tree (immediate) – tree is less than 18 ft. tall and in need of maintenance; deferring maintenance beyond one to three years would compromise health or longevity of tree, Mature tree (routine) – tree is more than 18 ft. tall and in need of maintenance; health or longevity of tree is not compromised by deferring maintenance for up to five years, Mature tree (immediate) – tree is more than 18 ft. tall and in need of maintenance; deferring maintenance beyond one to three years would compromise health or longevity of tree, or Critical concern (public safety) – tree should be inspected without delay.
10. **Priority Task** - 1 = None – tree does not need maintenance, 2 = Stake/train – staking or training needed to encourage a straight trunk, strong scaffold branching, or eliminate multiple leaders, crossing branches, and girdling ties. Includes removing or replacing stakes and ties to prevent damage to tree bole, 3 = Clean – crown needs cleaning to remove dead, diseased, damaged, poorly attached, or crossing branches to

increase health or longevity of tree, 4 = Raise – crown should be raised by removing lower branches from the tree trunk to eliminate obstructions or clearance issues, 5 = Reduce – crown should be reduced/thinned by pruning to reduce tree height, spread, overcrowding, wind resistance, or an increase of light penetration, 6 = Remove – tree is dangerous, dead or dying, and no amount of maintenance will increase longevity or safety, 7 = Treat pest/disease – insects, pathogens, or parasites are present and detrimental to tree longevity; treatment should be given to maintain longevity.

11. **Sidewalk Damage** - 1 = None – sidewalk heaved less than ¾ inch, requiring no remediation, 2 = Low – sidewalk heaved ¾ to 1½ inches, 3 = Medium – sidewalk heaved 1½ to 3 inches, 4 = High – sidewalk heaved more than 3 inches.
12. **Wire Conflict** – 1 = No lines – no utility lines within vicinity of tree crown, 2 = Present and not conflicting – utility lines occur within vicinity of tree crown, but crown does not presently intersect wires, 3 = Present and conflicting – utility lines occur and intersect with tree crown.
13. **Condition of Wood** – 1 **=** Dead or Dying - extreme problems, 2 = Poor - major problems, 3 = Fair - minor problems, 4 = Good - no apparent problems
14. **Condition of Leaves –** condition leaves = Dead or dying - extreme problems, 2 = Poor - major problems, ½ of foliage at time of inventory, Fair - minor problems, 1/3 of foliage at time of inventory, Good - no apparent problems.
15. **Canopy Dieback on Ash** – 1 = Yes 2 = No
16. **Epicormic shoots on Ash** – 1 = Yes 2 = No
17. **Bark Split on Ash** – 1 = Yes 2 = No
18. **D Exit Holes on Ash** – 1 = Yes 2 = No
19. **Woodpecker activity on Ash** – 1 = Yes 2 = No
20. **Date**
21. **X (in UTM NAD83 Zone 15 Meters projection)**
22. **Y (in UTM NAD83 Zone 15 Meters projection)**
23. **No Leave at time of collection** - 1 = Yes 2 = No
24. **Pin Exit Holes on Walnut** - 1 = Yes 2 = No
25. **Wilting Leaves on Walnut** - 1 = Yes 2 = No
26. **Yellow Leaves on Walnut** - 1 = Yes 2 = No
27. **Brown Leaves attached on Walnut** - 1 = Yes 2 = No
28. **Recent Dead Branches on Walnut** - 1 = Yes 2 = No
29. **Canopy Dieback on Walnut** – 1 = Yes 2 = No
30. **Bark Canker on Walnut** – 1 = Yes 2 = No
31. **Dime Sized Exit Holes**– 1 = Yes 2 = No
32. **Oak Wilt** – 1 = Yes 2 = No
33. **Bur Oak Blight** – 1 = Yes 2 = No