

**INFORMAL REQUEST FOR PROPOSAL (Informal RFP)**  
**for**  
**Iowa Street and Park Tree Inventories and Urban Forest Management Plans**  
**18CRDFRBEHANI-0001**

The Department of Natural Resources (DNR) is seeking a Service Provider 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, via e-mail, data to the DNR in the file geodatabase schema provided by the DNR;
- 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 an urban forest management plan to each community; and

DNR anticipates that the term of any resulting contract will be May 14, 2018 through May 1, 2019. **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. 9<sup>th</sup> Street  
Des Moines, IA 50319  
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If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Informal RFP 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** CST on **Friday, April 6, 2018**. Any proposal received after this deadline shall not be considered.

Proposals shall include the following information which will enable the DNR to make a judgment about the Service Provider's ability to perform:

- Sufficient information regarding the Service Provider's ability to perform the work identified in the Description of Work and Scope of Services;
- "Service Provider Cost Proposal – DNR Informal RFP #18CRDFRBEHANI-0001";
- Documentation for DNR verification that the Service Provider meets the "minimum qualifications/equipment specifications" listed in the Informal RFP; and
- Résumé, including experience conducting urban tree inventories and or urban forest management plans.

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the DNR Issuing Officer at the above address through 4:30 PM CST on March 30, 2018. Written responses to any questions received will be provided no later than March 28 2018 to all potential Service Providers via the State of Iowa Bid Opportunities / Hosted Bids website: <http://bidopportunities.iowa.gov/>.

**Description of Work and Scope of Services:** The DNR is requesting that qualified Service Providers submit proposals for a street and park tree inventory for the following 15 Iowa communities (listed in Table 1):

**Table 1**

| <b>Community Name</b> | <b>County</b> | <b>Population</b> |
|-----------------------|---------------|-------------------|
| Allison               | Butler        | 1,029             |
| Bancroft              | Kossuth       | 732               |
| Buffalo               | Scott         | 1,270             |
| Cherokee              | Cherokee      | 5,253             |
| Emmetsburg            | Palo Alto     | 3,904             |
| Gladbrook             | Tama          | 945               |
| Lester                | Lyon          | 494               |
| Mallard               | Palo Alto     | 1,224             |
| Ocheyedan             | Osceola       | 490               |
| Okoboji               | Dickinson     | 809               |
| Riverside             | Washington    | 993               |
| Rock Valley           | Sioux         | 3,354             |
| Sac City              | Sac           | 1,270             |
| Seymour               | Wayne         | 701               |
| Spirit Lake           | Dickinson     | 4,840             |

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

| <b>Deliverable</b>   | <b>Task Milestone Date:</b> |
|--|-----------------------------|
| <b>Task 1: Inventory of Street and Park Trees.</b><br><b>Description:</b> Service Provider shall inventory street and park trees in each community identified in Table 1. The inventory shall be performed using GPS equipment or other GIS-compatible data collection hardware. Data collection shall be done in accordance with the data collection technical information available as Attachment A. 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 Service Provider shall provide all necessary equipment to perform this inventory.   | November 1, 2018            |
| <b>Task 2: Visually Survey All Trees</b><br><b>Description:</b> Service Provider shall visually survey all trees, in each community, for signs and symptoms of invasive pest and disease.  | November 1, 2018            |
| <b>Task 3: Confirmation of Data Accuracy</b><br><b>Description:</b> Service Provider shall confirm the accuracy of the collected data. Provider shall cross check collected points in software to confirm they are within reasonable distance (2-5 meters) to each tree when compared against the states aerial imagery. One of the imagery services listed below shall be used for comparison unless the Service Provider has access to newer reference material, approved by DNR. <ul style="list-style-type: none"> <li>• <a href="https://athene.gis.iastate.edu/arcgis/rest/services/ortho/ortho_2017_nc/ImageServer">https://athene.gis.iastate.edu/arcgis/rest/services/ortho/ortho_2017_nc/ImageServer</a></li> <li>• <a href="https://athene.gis.iastate.edu/arcgis/rest/services/ortho/ortho_2016_nc/ImageServer">https://athene.gis.iastate.edu/arcgis/rest/services/ortho/ortho_2016_nc/ImageServer</a></li> <li>• <a href="https://athene.gis.iastate.edu/arcgis/rest/services/ortho/naip_2017_nc/ImageServer">https://athene.gis.iastate.edu/arcgis/rest/services/ortho/naip_2017_nc/ImageServer</a></li> </ul> The Service Provide shall correct any errors before submission to the DNR. | November 1, 2018            |

|   |               |
|---|---------------|
| <b>Task 4: i-Tree STREETS</b><br><b>Description:</b> Service Provider shall calculate the benefits of the inventoried street and park trees using the most current version of i-Tree STREETS. Service Provider shall create maps of the trees, with GPS data locations, for each urban forest management plan.  | April 1, 2019 |
| <b>Task 5: Urban Forest Management Plan</b><br><b>Description:</b> Using the urban forest management plan template, the inventory data analysis, and a file geodatabase that includes the fields for the necessary data collection provided by the DNR, the Service Provider shall create an urban forest management plans for each community inventoried, that includes the maps of the inventoried treed by GPS data location. The Service Provider shall submit all plans to the DNR Project Manager for approval April 1, 2019 prior to finalization. | April 1, 2019 |
| <b>Task 6: Present Plan to Each Community</b><br><b>Description:</b> Service Provider shall present the urban forest management plans to each community in a formal meeting. As applicable, the meeting may include a demonstration of DNR's online GIS mapping tool.   | May 1, 2019   |

Service Providers have been given notice that this a DNR project requiring all Tasks to be completed. The DNR shall enter into a Contract under the terms that payment for deliverables will not be provided until the last Task has been invoiced and approved by the DNR.

**Minimum Qualifications/Equipment Specifications:** In order for proposals to be considered for evaluation, the following minimum qualifications are required:

Service Provider shall have 1) a Forestry or related Natural Resource degree, or 2) 5 years experience in forestry or 3) be an International Society of Arboriculture Certified Arborist. This qualification shall be provided in the bid cover letter or resume. If providing International Society of Arboriculture Certification please provide the certification number.

**Source of Funding:** The source of funding for the Contract entered into from this Informal RFP 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:** The costs of preparation and delivery in response to this Informal RFP 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 Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP 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 Informal RFP.

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 Informal RFP 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 technical recommendation using the following technical 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 Informal RFP;
- d. The capacity of the Service Provider to complete responsibilities described in the Statement of Work; and
- e. Mechanism for creation and delivery of GIS file geodatabase.

After the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the "DNR Informal RFP 18CRDFRBEHANI-0001" form.

## Service Provider Cost Proposal – DNR Informal RFP #18CRDFRBEHANI-0001

The Service Provider Cost Proposal shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to complete the tasks listed in the description of work scope and services. All pricing is to be FOB Destination, freight cost included; and based on a Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

### Costs for Tasks:

| Task  | Unit Cost  | Time Frame          | Total Costs |
|---|--|---------------------|-------------|
| <b>Task 1: Inventory of Street and Park Trees</b> | Quantity: _____<br>\$_____ / hour                    | By November 1, 2018 | \$_____     |
| <b>Task 2: Visually Survey All Trees</b>          | Quantity: _____<br>\$_____ / hour                    | By November 1, 2018 | \$_____     |
| <b>Task 3: Confirmation of Data Accuracy</b>      | Quantity: _____<br>\$_____ / hour                    | By November 1, 2018 | \$_____     |
| <b>Task 4: i-Tree STREETS</b>                     | Quantity: 15 communities_<br>\$_____ / community     | By April 1, 2019    | \$_____     |
| <b>Task 5: Urban Forest Management Plan</b>       | Quantity: __15 plans__<br>\$_____ / plan             | By April 1, 2019    | \$_____     |
| <b>Task 6: Present Plan to Each Community</b>     | Quantity: 15 presentations<br>\$_____ / presentation | By May 1, 2019      | \$_____     |
| <b>Grand Total Quote</b>                          |  |                     | \$_____     |

\*DNR payment for tasks shall not occur until all tasks have been completed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Name of Vendor Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Attachment A

### 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 an ESRI file geodatabase schema to the Service Provider that includes the fields for the necessary data collection. The information for each tree shall include:

1. **Tree ID Number** - Must be left blank.

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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 ¼ inch, requiring no remediation, 2 = Low – sidewalk heaved ¼ 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

Please note – the OBJECTID field is auto-populated - do not change anything in this field. Town, GlobalID and Shape fields must be left blank.

