



Request for Proposals

November 19, 2016

The City of Sedalia is requesting proposals from qualified companies for a partial re-inventory of approximately 1,500 street right-of-way trees and development of a management plan. There are two approximate boundaries included in the re-inventory (see map for exact locations.) The first is two public parks, Liberty Park and Katy Park. The second is Limit Avenue east to New York Avenue, 16th Street south to 20th Street until the number of trees is reached. There are two tasks required to be completed under the awarded contract.

The Scope of Work includes:

- Tree Inventory
 - GIS-based tree inventory combined with sub-meter GPS equipment to locate and collect tree data and surrounding site attributes.
 - Data that is collected and provided to the City must be compatible with **i-Tree Streets**, AutoCAD and ArcView.
 - Data must include, but is not limited to, the following attributes:
 - Location
 - Species (Botanical, Cultivars, & Common Names)
 - Tree Size (Diameter)
 - Stems (The number of stems on trunk splitting less than one foot above ground level)
 - Condition (Excellent, Very Good, Good, Fair, Poor, Critical, Dead)
 - Location Rating (Excellent, Good, Fair, Poor – To establish the tree's value)
 - Primary Maintenance Needs (Removal, Large Tree Clean, Small Tree Clean, Young Tree Clean, Stump Removal)
 - Secondary Maintenance Needs (Raise, Reduce, Thin, Restore)
 - Risk Assessment (Probability of Failure, Size of Defective Part, Probability of Target Impact)
 - Risk Rating (None, Low, Moderate, High, Severe)
 - Observations (Ex. – Decay, Improperly Pruned/Mulched/Installed, Memorial Tree, Nutrient Deficiency, Pest Problem including Emerald Ash Bore, Poor Location, Poor Structure, Poor Root System etc.)
 - Further Inspection Requirements
 - Clearance Requirements
 - Hardscape Damage (Curb or Sidewalk Damage)

- Aboveground Utilities
 - Growing Space Type (Island, Median, Natural Area, Open/Unrestricted, Raised Planter, Tree Lawn/Parkway, Well/Pit)
 - Growing Space Size
 - Additional Notes
 - Date of Survey
 - Data must be available in the following formats:
 - Microsoft Excel
 - Microsoft Access
 - ESRI GeoDatabase
 - ESRI Shape File
 - Data collectors for the tree inventory must be *Certified Arborists* through the International Society of Arboriculture.
- Tree Management Plan
 - Action plan for urban forest maintenance. This must include a tree inventory workbook with reports and analysis of the current tree population, growing environment, and maintenance needs, as well as long-range management recommendations.
 - Management Plan Sections
 - Executive Summary
 - Methodology
 - Tree Population
 - Urban Forest Management Program
 - Appendices (Recommended tree species, a sample tree ordinance, sample preservation ordinance, planting & pruning guidelines)

The City of Sedalia reserves the right to waive any informalities or minor irregularities, reject any and all proposals which are incomplete, conditional, or obscure, accept or reject any proposal in whole or in part with or without cause, and accept the proposal which best serves the City of Sedalia.

All interested parties shall submit proposals including qualifications to the City of Sedalia, Public Works Department in the Municipal Building, at 200 South Osage, Sedalia, Missouri 65301 until 2:00 P.M. Monday, December 7, 2016.

Any questions should be directed to Ellen Cross, Administrative Assistant, 200 S. Osage, Sedalia, MO 65301, or (660) 827-3000 extension 1166, or at ecross@cityofsedalia.com.