

CITY OF AVON LAKE, OHIO
REQUEST FOR PROPOSALS
TREE INVENTORY AND MANAGEMENT PLAN

PROPOSAL DUE: December, 1, 2025, AT 4:00 P.M.

LATE PROPOSALS WILL NOT BE ACCEPTED.

- 1.1 **Scope of work:** To provide all labor, supervision, equipment, materials, and expertise required to perform a tree inventory and develop a management plan for the City of Avon Lake publicly owned trees as specified. The work shall be performed by a company which derives the majority of its annual income from Urban Forestry consulting, and whose employees are highly trained and skilled in all phases of Urban Forest management. Work performance and references required.
- 1.2 **Regulations:** The accepted contractor shall comply with all applicable federal, state, and local ordinances, regulations, licenses, and permits including all necessary to perform work under this contract. Prevailing wage rate regulations according to the Davis-Bacon Act shall not apply to any section of this contract.

All work and recommendations provided by Contractor shall comply and align with the latest revision of ANSI A-300 Tree Care Standards, International Society of Arboriculture's Best Management Guides, and best management practices recognized and accepted as normal and routine by professional Urban Forestry managers.

- 1.3 **Work period:** Work shall begin approximately January 19, 2026 and be completed by May 15, 2026.

Field work may be performed at the Contractor's discretion pending weather conditions and type of work. Contractor must contact City of Avon Lake's Public Works Director at the beginning of each week to notify the City of general dates of work and general locations employees will be working. Communication shall be provided by email.

- 1.4 **Insurance:** The accepted contractor shall have, for the life of this contract, such insurance as will protect the contractor and indemnify the City of Avon Lake from any claims set forth below which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations are performed by himself, by any approved subcontractor, or by anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable.
- A. Claims under worker's compensation, disability benefits, or other employee benefit acts.
 - B. Claims for damages because of bodily injury, occupational illness, or death of an employee.
 - C. Claims for damages because of bodily injury, illness, or death of any person other than an employee.
 - D. Claims for damages because of injury to or destruction of property, including loss of use resulting therefrom.

Minimum amount of coverage for each of the above types of claims shall be as follows:

A. Worker's Compensation	Shall not be less than statutory limits
B. Employee Liability	\$1,000,000.00
C. Non-Employee Liability	\$1,000,000.00
D. Property Damage Liability	\$1,000,000.00

Certified copies of all insurance policies shall be provided to City prior to final bid acceptance.

- 1.5 **Safety:** All contractors and subcontractors performing services for the City of Avon Lake are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards, ANSI Z133 Arboricultural Operations - Safety Standards, and any other applicable rules and regulations.

All contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the worksite area under this contract.

The Contractor is responsible to protect the area at all times during the course of this contract. Any property, structures, or incidentals damaged during the course of this contract shall be repaired or replaced to the satisfaction of the City of Avon Lake.

All work being performed for and/or on City of Avon Lake property shall fully conform to all local, state and Federal safety regulations.

Contractor employees shall be well-marked either with a company shirt, hat, or identification card at all times when working in the field in the City of Avon Lake.

- 1.6 **Accreditation & Experience:** Contractor must have a professional Urban Forester overseeing, managing, and supervising all aspects of work. Urban Forester must have at least a Bachelor's degree in Urban Forestry, Forestry, or related field* with an emphasis on trees and forest management, a minimum of five (5) years experience in Urban Forest Management, and is an ISA Certified Arborist and Municipal Specialist. Preference will be given to Contractor whose managing Urban Forester is Tree Risk Assessment Qualified (TRAQ) and/or an ISA Board Certified Master Arborist.

All persons performing tree inventory must have a minimum of at least an Associate's degree in Arboriculture, Urban Forestry, Forestry, or related field. Preference will be given to Contractor with staff holding Bachelor's degrees in Urban Forestry, Forestry, or related field*, and ISA Certified Arborist accreditations. Further consideration will be given to Contractor whose tree inventory staff are Tree Risk Assessment Qualified (TRAQ.)

All persons performing Tree Risk Assessment must be ISA Certified Arborists and ISA Tree Risk Assessment Qualified.

*Related field is not natural resources, environmental science/studies, landscape architecture, or landscape planning/design unless Contractor can show specialized or college training in dendrology, woody plant/tree identification, forest/urban forest management, soil science, and arboriculture.

- 1.7 **Supervision:** Contractor shall consult with the Public Works Director concerning scheduling and details of all work. Contractor shall have a competent person in charge of their work at all times to whom the Public Works Director may issue directives, and who shall accept and act upon such directives, and who speaks, reads, and writes English competently.

- 1.8 **Exotic Pest/Disease Inspection:** In the event Contractor suspects a tree or population of trees of harboring any exotic pests or disease most notably Asian Longhorned Beetle, Sponge Moth, Hemlock Woolly Adelgid, Oak Wilt, Spotted Lanternfly, Thousand Cankers Disease, or Bacterial Leaf Scorch, Contractor must contact the Public Works Director immediately and provide tree location.
- 1.9 **Extreme Risk Trees:** In the event Contractor identifies an Extreme Risk Tree per Level 1 Enhanced ISA Tree Risk Assessment protocols, Contractor must contact the Public Works Director immediately and provide tree location, species, and size.
- 1.10 **Communication:** Verbal communication shall not be binding on the City of Avon Lake. Only written communication in the form of addenda will be binding. Informal inquiries, questions and requests for clarification that do not require addenda may be submitted verbally to the following City personnel. Formal inquiries, questions, and requests for clarification related to this RFP that require addenda are to be directed to the following:

Jonathan Liskovec
Public Works Director
jliskovec@avonlake.org
(440) 930 - 4162

The final date for all questions is Monday November 24th 2025, at 12:00 P.M. All questions, answers, and addenda will be shared with all recipients via email.

- 1.11 **Public Relations:** The City shall provide a supply of the Public Works Director business cards to the Contractor at no cost, for distribution to concerned property owners, residents, or passersby. Contractor shall speak with concerned property owners, residents, or passersby who have questions about the project. All questions or complaints which the Contractor cannot answer shall be referred to the Public Works Director.
- 1.12 **Subcontractors:** Subcontracting of work under this contract shall not be allowed without prior consent of the City. All subcontractors permitted to perform any work under this contract shall be bound by all conditions and specifications contained herein. It is the total responsibility of the Contractor to ensure that all such conditions and specifications are met by the subcontractor.
- All directions given to the subcontractor in the field shall bind the Contractor as if the directions had been given directly to the Contractor.
- 1.13 **Award:** Prices should be quoted in units requested. It is the intent of the City to hire the lowest, responsible, and qualified bidder(s) to fulfill this contract. Award will be based on the sum of the base item plus any additional alternates. Software package will not be used in award determination. In the event the bids from different bidders are identical for any section of the contract, preference will be given to companies with more years of experience in said work.
- 1.14 **Kick Off Meeting:** Before work begins, a **mandatory meeting** shall be held between the City and all employees of the Contractor who are expected to serve as field supervisors under this Contract. This meeting shall be held at a time and place set by the City of Avon Lake and will cover the work to be performed under this Contract and any questions the Contractor may have.
- 1.15 **Coordination of Work:** If separate contractors perform work on different sections of a contract, they alone are responsible for coordination of work schedules.

- 1.16 **Damages:** Any and all damages done by the contractor to any person or property, public or private, shall be the total responsibility of the Contractor, and shall be repaired or compensated for by the Contractor at no cost to the City, and to the satisfaction of the injured party and the City. All damages and injuries shall be reported to the City within twenty-four (24) hours of occurrence.
- 1.17 **Execution:** The successful contractor shall begin work under this Contract within 10 working days of full execution of said contract. Both email and written notice of award will be provided upon selection of contractor. Prior to commencement of work, all insurance, references, and other documents specified herein shall be furnished to City. The Contract and specifications shall represent the entire agreement between the Contractor and City. Contract alterations or additions may be made only by mutual written consent of both the Contractor and the City of Avon Lake.
- 1.18 **Termination:** Failure on the part of the Contractor to conform to all sections of the Contract and specifications under the direction of the City of Avon Lake shall be considered just cause to void the contract and award the uncompleted work to another bidder.
- 1.19 **Payments:** Partial billings are acceptable, not more frequently than every four weeks. Payment shall be made according to the actual number of billable hours as a percentage of the total contract. Ten percent (10%) of each invoice shall be withheld by the City until all work is completed by the Contractor under terms of this Contract, and final inspection is requested from and performed by City or designee.
- 1.20 **Indemnification:** The Contractor hereby agrees to perform all contracted work in accordance with the above specifications and standards, and in accordance with local tree ordinances. The Contractor agrees to hold the City of Avon Lake, its officers, employees, agents, and assignees harmless from any and all liability for any injury, death, damage, or loss caused by or resulting from the exercise of this Contract, and to indemnify the City of Avon Lake for same should it be held liable.
- 1.21 **Proposal Submission:** Proposals must be received by the City of Avon Lake by Monday, December 1, 2025, AT 4:00 P.M. Proposals must be clearly labeled *Tree Inventory and Management Plan*. Electronic submissions are preferred. Proposals may be emailed to jliskovec@avonlake.org or hard copies delivered to City of Avon Lake; Tree Inventory and Management Plan; Public Works Department; 750 Avon Belden Rd; Avon Lake, OH 44012.

Proposals shall be prepared providing a straightforward, concise description of the capabilities to satisfy the requirements of the bid. Emphasis should be placed on completeness and clarity of content. Proposals must be submitted in the format herein specified with the sections separated and clearly defined.

Respondents will not be considered if they have an unsatisfactory prior performance record with the City of Avon Lake or other agencies. Further, respondents who are not in good financial standing with any City department at the time of submittal will not be considered.

**CITY OF AVON LAKE
PROPOSAL INSTRUCTIONS
TREE INVENTORY AND MANAGEMENT PLAN**

- 2.1 **Invitation:** You are invited to submit a proposal to provide tree inventory and management plan development services in accordance with the specifications and plans set forth by the City of Avon Lake. All firms interested in submitting a proposal must notify the Public Works Director on intent and provide contact information so that communication of addenda if required can be properly directed to all parties interested in submitting. These proposals will be accepted by email at jliskovec@avonlake.org or in the office of Public Works, 750 Avon Belden Rd, Avon Lake, Ohio 44012, until Monday, December 1st, 2025, AT 4:00 P.M. If there are any questions or comments regarding the bid specifications or project details, please contact

Jonathan Liskovec
Public Works Director
jliskovec@avonlake.org
(440) 930 - 4162

- 2.2 **Questions Prior to Submission Deadline:** All questions must be submitted in writing and directed solely to the City of Avon Lake Public Works Department office. Questions may be emailed to jliskovec@avonlake.org. Questions that may be answered by directing the bidder to a specific section of the RFP will be answered via email and only replied to the original inquirer of the said question. Questions that are more complex in nature or that are not addressed in a specific section of the specification will be answered via an addendum process and distributed to all known specification holders through email.
- 2.3 **Preparation Costs:** The City of Avon Lake will not pay any costs associated with the preparation, submittal, or evaluation of any proposal.
- 2.4 **Preparation of Proposals:** Each offer must be legible and signed. All proposals must be submitted in the following order:

A. **Section A – Introduction**

1. Include a signed cover letter introducing the company
2. Briefly describe services offered
3. **Proposal Contact Sheet** (attached)

B. **Section B – Proposed Approach** – This Section must be submitted in the following order:

1. Submitting Firm Qualifications
 - a. Provide a narrative that includes company background and history showing a minimum of five (5) recent, consecutive years of professional Urban Forestry consulting experience. The narrative shall be sufficient to permit the City of Avon Lake to determine the capability of the submitting firm to fulfill all contractual obligations.
 - b. Complete **Key Personnel List** (attached) provided in Proposal section of the field supervision team. Must include names, titles, qualifications, and a brief summary of their experience as it relates to professional Urban Forestry consulting services.
2. Provide a list of equipment owned and used by the contractor in the performance of work.
3. Provide a detail of how your company plans to provide the requested services.

4. Provide a sample copy of vendor invoice.

C. Section C – Proposal

1. For purposes of comparison, please use the pricing sheet/structure provided in the RFP.
2. All dollar amounts shall be USD.

D. Section D – RFP and Service Amendments

1. The vendor shall attach a copy of the actual RFP and any amendments to identify acknowledgement of the RFP and any amendments.

E. Section E – References

1. The proposed vendor shall provide, within the proposal, a list of three (3) similar projects to the one proposed herein. The list shall provide at a minimum:
 - a) The municipality name.
 - b) The municipal contact representative name and title.
 - c) The municipal contact representative phone number and email address.
 - d) The project duration, including begin and end dates.
 - e) A brief description of the project.

F. Section F – Insurance and Workers Compensation

1. Provide a copy of your company's Certification of Insurance.
2. Provide a copy of your company's Certificate of Workers Compensation (if applicable to your company size.)

G. Section G – Executive Summary

1. Attach brief narrative detailing why your company should be considered for this RFP.

2.5 Project Summary and Location: The City of Avon Lake Public Works Department is seeking proposals from qualified companies with experience in municipal tree inventory data collection to procure a Street and Public Property Tree Inventory and to develop an accompanying management plan.

The target area includes the street rights-of-way, easements, parks, public facilities grounds, and other public property within the City of Avon Lake. This does not restrict the location of trees to be inventoried to the area between the sidewalk and the street. Location of trees to be inventoried will be discussed during the kickoff meeting, but a general knowledge of existing street tree locations should be developed prior to the kick off meeting. The work to be performed under this agreement shall consist of furnishing all labor, machinery, tools, materials, and equipment necessary to complete the Street and Public Property Tree Inventory Project within the specified time frame and in a professional manner within the City of Avon Lake. The consultant agreement is to be awarded to the firm whose proposal conforms to all material terms and conditions of this RFP and is most advantageous to the City considering price and the contractor's ability to responsibly and truthfully fulfill the contract.

2.6 Field Data Gathering

The City of Avon Lake is requesting data to be gathered using handheld GPS devices and analyzed in a GIS environment. The City Public Works Department has access to Cartegraph software and ESRI, but implementation and integration into the workforce is ongoing. The GIS

data itself shall be formatted and prepared to be incorporated into the City's existing GIS/Cartegraph software to streamline and enhance long-term urban forestry management strategies. Final deliverables shall be in an ESRI Geodatabase or ArcGIS Enterprise Feature Service format for integration with the City's existing GIS/Cartegraph system, and include digital maps of the designated tree population, a statistical analysis of the overall tree population, and a geodatabase of the tree population. This work includes GIS locations and the use of equipment capable of being implemented into the City's own GIS and Asset Management systems. Please note: The City of Avon Lake will consider tree inventory software based on discussion with contractor post award. Considerations include but are not limited to software compatibility with City GIS system and Cartegraph, ease of use, software purchase costs, software age, update process, data accessibility, maintenance costs, data storage arrangements and overall costs. The City of Avon Lake will make the final decision on software purchases.

2.7 **Scope of Work:** Following is a list of items the successful Contractor will be responsible to complete.

A. **Public Tree Inventory:** Conduct a tree inventory and provide a management plan for a base quantity of 3,000 trees located within rights-of-way and street tree easements within the City of Avon Lake. Additional quantity may be added based on proposed rates provided in the pricing sheet to include additional street trees, vacant sites within rights-of-way, trees located in parks, trees located adjacent to trails, trees located on public facilities grounds, and other public property. The inventory will not include active Public Works sites, stormwater ponds, forested, or naturalized areas that are not mowed or regularly accessed by humans or vehicles.

Border Trees: All trees touching City property, regardless of their proximity to a sidewalk, curb, street, etc., are considered City trees and are the responsibility of the contractor to inventory as requested. This includes trees located in City-owned parks.

B. Tree inventory data fields must include, but are not limited to:

1. **Date of Site Visit:** Month/day/year (Day/month/20xx)
2. **Location:** Each tree shall be keyed to a specific, unique location.
 - a) Street Trees
 - Address number
 - Street name
 - Street direction (N/S/E/W if part of the street name)
 - GPS coordinates
 - b) Park, Facility, Open Space Trees
 - Address number, Park Name, Building Name
 - Street name
 - Street direction (N/S/E/W if part of the street name)
 - GPS coordinates
 - Tree site number
 - Mapped information

3. **Treelawn width**

- **Small:** 4-6 ft wide
- **Medium:** 6-8 ft wide and no overhead primary electric
- **Large:** 8+ ft wide and no overhead primary electric

4. **Species:**

- a) Trees shall be identified by species (genus and specific epithet) using both botanical and common names and by cultivars when identifiable in the field.

5. **Size:** Trees shall be measured in inches by diameter at breast height (DBH.)

6. **Maintenance Need:** Each tree shall be classified into one of the following maintenance categories:

- a) **Priority 1 Removal:** Trees in this category have a tree risk rating of High or Extreme and cannot be cost-effectively or practically treated. Trees in this category should be removed immediately or within one (1) year of identification.
- b) **Priority 2 Removal:** Trees in this category have a tree risk rating of Low or Moderate and cannot be cost-effectively or practically treated. Trees in this category include large and intermediate-sized trees which are dead, dying, generally poorly sited, and of inferior quality. Trees in this category should be removed within two (2) to three (3) years of identification.
- c) **Routine Removal:** Trees in this category have a tree risk rating of Low and cannot be cost-effectively or practically treated. Trees in this category include large, intermediate, and small-sized trees which are dead, dying, generally poorly sited, and of inferior quality. Trees in this category should be removed within three (3) to five (5) years of identification as part of the City's routine removal rotation.
- d) **Priority 1 Prune:** Trees in this category have a tree risk rating of High or Extreme and require pruning to mitigate the risk. Trees in this category require risk mitigation pruning to remove dead, broken, cracked, and hanging limbs as well as pruning limbs with other conditions of concern. Trees in this category should be pruned immediately or six (6) months of identification.
- e) **Priority 2 Prune:** Trees in this category have a tree risk rating of Moderate and require pruning to mitigate the risk. Trees in this category require risk mitigation pruning to remove dead, broken, cracked, and hanging limbs as well as pruning limbs with other conditions of concern. Trees in this category should be pruned one (1) and three (3) years of identification.
- f) **Large and Medium Size, Mature Tree Routine Prune:** Trees in this category are large-growing species (>50 ft tall in maturity) or medium-sized species (25-50 ft tall in maturity) typically greater than eight (8) inches DBH and twelve to fifteen (12-15) years post planting. Trees in this category have characteristics that could become risks if not corrected through Crown Cleaning pruning techniques.
- g) **Small, Mature Tree Routine Pruning:** Trees in this category are small-growing species (<25 ft tall in maturity) that can generally be maintained from the ground throughout their lives. Trees in this category require Crown Cleaning Pruning to address architectural and structural concerns.
- h) **Clearance Pruning:** Trees in this category are trees of any species size class that require **only** clearance pruning for streets, signs, pedestrian traffic, traffic signals, structures, or any other pieces of hard infrastructure.
- i) **Young Tree Training Pruning:** Trees in this category include young trees (less than twelve to fifteen (12-15) years post-planting and typically less than eight (8) inches DBH) with correctable structural problems or minor amounts of deadwood that

pose minimal threat of personal injury or property damage. Inexpensive pruning every two to three years at this stage significantly improves the future architecture and structure of these trees.

7. **Stems:** The number of stems on trunks splitting at less than four and a half (4.5) feet shall be recorded.
8. **Condition Rating:** The general condition of each tree shall be rated according to the following guidelines.
 - G** A healthy, vigorous tree. No signs of insect/disease/mechanical damage. Good form.
 - F** Fair/average condition & vigor for location. May have poor form or some indication of insect/disease/ mechanical damage but structurally sound.
 - P** Poor tree exhibiting signs of decline. May show severe mechanical, insect or disease problems. Death probably not imminent.
 - Z** High or Extreme risk tree. Level 1 Enhanced ISA Tree Risk Assessment protocols rate tree as High or Extreme.
 - D** Dead tree. One third or more of canopy is no longer functional.
9. **Significant Observations:** Checklist of observations warranting recognition that may be useful in management include, but are not limited to the following:
 - **Monitor:** Tree should be inspected after severe weather events or at least annually.
 - **Decline:** Tree is in general decline.
 - **V-crotch:** Tree has V-crotch in crown.
 - **Topped:** Tree has been topped.
 - **Liontailed:** Tree has been liontailed.
 - **Poor Pruning:** Tree has poor pruning cuts or improper techniques applied.
 - **Roots Cut:** Tree has roots cut or suspected of roots cut.
 - **Roots Damaged:** Tree has crushed, buried, injured roots.
 - **Trunk Damage:** Tree trunk has been damaged. Examples include but are not limited to injury by mowers, weed whips, vehicles, vandalism, and salt spray.
 - **Volcano Mulch or Planting Depth Issue:** Tree has been volcano mulched, soil piled around trunk, deeply planted, or improperly planted.
 - **Stem Girdling Root:** Signs of stem girdling root.
 - **Grate or Guard:** Tree has a grate or guard
 - **Remove Hardware:** Tree needs support system, trunk protection, watering bag, landscape fabric, twine, or anything else attached to tree or affects overall health of tree removed.
 - **Hardscape Damage:** Tree roots obviously damaging pavement or lifting pavement one inch or more.
 - **Poorly sited:** Tree is not a good selection for soil/site conditions, is sited too close to other infrastructure/hardscape, or is the improper size class for space.
 - **Pest or Disease Concern:** *Significant* urban forest pest or disease is suspected (i.e. spongy moth, Asian longhorned beetle, oak wilt, bacterial leaf scorch, Dutch elm disease, spotted lanternfly, bagworm (non-deciduous conifers only), emerald ash borer, hemlock wooly adelgid)
 - **Nutrient Deficiency:** Tree shows signs of nutrient deficiency
 - **Sign:** Tree is marked as a tree of significance, i.e. memorial, in honor of, celebration trees.
10. **Above Ground Utilities:** Note the presence of any above ground utilities.
 - 1:** Transmission or primary electric

- 2:** Secondary electric – service lines, street light service
- 3:** Other – fiberoptic, communication, non-electric wires

- 11. Planting Locations:** Vacant planting sites shall be estimated based on the following distances:
 - **Street intersections:** 35 feet from inside curve radius
 - **Driveways/Alleys:** 20 feet from widest point in apron
 - **Fires hydrants:** 10 feet
 - **Gas, water, sewer taps:** 15 feet
 - **Street lights:** 15 ft
 - **Distances from existing trees shall only be considered if existing trees are correctly sited per hardscape previously listed**
 - **Small treelawn (4-6 ft wide):** 20-25 ft
 - **Medium treelawn (6-8 ft wide and no overhead primary electric):** 25-35 ft
 - **Large treelawn (8+ ft wide and no overhead primary electric):** 35-50 ft
- 12. Stumps:** Tree stump location shall be identified. Stump diameter and height from soil to top of stump shall be recorded.
- 13. Valuation:** an estimated value of each inventoried tree shall be included.
- 14. Notes:** Any additional observations of possible importance shall be noted. Examples include squirrel feeder, beehive, cable/bracing.

2.8 Deliverables

- A. The Contractor shall provide a map, searchable database and GIS shapefile of all collected tree and site data.
- B. The consultant shall provide an inventory report summarizing the methodologies and urban forest management statistics outlined as follows.
 - 1. Inventory Methodologies**
 - 2. Quality Control Summary** (methods and results)
 - 3. Park by Park Summaries** (if parks are included in scope)
 - 4. Management Statistics** including but not limited to
 - a) Species Distribution
 - b) Diameter Distribution
 - c) Condition Distribution
 - d) Maintenance Classification Distribution
 - e) Priority and Emergency Work Needs
 - 5. Plantable and Reclaimable Site Distribution**
 - 6. Estimated Value of Inventoried Trees**
 - 7. Accompanying Charts, Graphs, and Graphics to Illustrate Key Points and Trends**

TREE INVENTORY PROPOSAL
PROPOSED FOR CITY OF AVON LAKE
BY [VENDOR NAME]
[DATE]

Section A – Introduction

1. Cover Letter
2. Proposal Contact Sheet

Section B – Proposed Approach

1. Bidder Qualifications
2. Key Personnel List
3. Equipment list
4. Service delivery description
5. Example of vendor invoice

Section C – Proposal

1. Pricing sheet

Section D – RFP and Service Amendments

Section E – References

Section F – Insurance and Workers Compensation

Section G – Executive Summary

PROPOSAL CONTACT SHEET
Section A

Contractor: Company Name:_____

Mailing Address:_____

City, State, Zip Code:_____

Contact Person:_____

Contact Person Phone:_____

Contact Person Email Address:_____

Date Company Established: _____

Number of Employees Engaged in Arboricultural Work: _____

Company Headquarters (if other than above local location):

Mailing Address:_____

City, State, Zip Code:_____

Contact Person:_____

Contact Person Email Address:_____

Contact Person Phone:_____

KEY PERSONNEL LIST
Section B

Key Personnel Working on This Contract (Attach résumé noting experience): **Y or N**

Name: _____ **CA #:** _____ **TRAQ:** _____

Title: _____

Urban Forestry & Professional Experience:

Name: _____ **CA #:** _____ **TRAQ:** _____

Title: _____

Urban Forestry & Professional Experience:

Name: _____ **CA #:** _____ **TRAQ:** _____

Title: _____

Urban Forestry & Professional Experience:

Name: _____ **CA #:** _____ **TRAQ:** _____

Title: _____

Urban Forestry & Professional Experience:

Name: _____ **CA #:** _____ **TRAQ:** _____

Title: _____

Urban Forestry & Professional Experience:

**PROPOSAL
PRICING SHEET
Section C**

TREE INVENTORY and MANAGEMENT PLAN	
Base street tree data collection for 3,000 trees	\$
ADD ALTERNATES	
Data collection cost per 250 additional street tree sites	\$
Data collection cost per 250 vacant street tree sites	\$
Data collection cost per 250 park tree sites	\$
Data collection cost per 250 tree sites located on sites not included above.	\$
Proposed software package cost	\$