



# **REQUEST FOR QUALIFICATIONS**

## **For Professional Arborist Services**

### **City of Pacific Grove**

The City of Pacific Grove is pleased to offer an excellent opportunity for an Arborist professional to manage the City of Pacific Grove's Forestry Program. If you are an experienced Arborist professional, certified by the International Society of Arboriculturists (ISA), with a genuine commitment to high-quality customer service and administrative excellence, we invite you to respond to this Request for Qualifications (RFQ).

## **1. INTRODUCTION**

The intent of this Request for Qualifications (RFQ) is to enter into a professional services contract for an Arborist (certified by the International Society of Arboriculture) for tree management services for the City of Pacific Grove.

## **2. DESCRIPTION OF SERVICES DESIRED**

The City is seeking professional services from an Arborist who will be responsible for:

- Updating and enforcing the City's Tree Ordinance and enforcing the City's Hazard Tree Risk Management Policy
- Recommending and assisting in the implementation of Forestry Program goals and objectives
- Consulting with constituents on tree-related matters
- Conducting public outreach and education programs
- Establishing schedules and methods for providing forestry services, identifying resource needs, and reviewing needs with appropriate management staff
- Overseeing the preparation and application of herbicides, pesticides and fungicides
- Surveying tree populations and conducting a variety of environmental impact studies and investigations
- Administering tree permit processes, maintaining all related records, and producing reports when requested
- Providing presentations and written reports to the City Manager, Beautification and Natural Resources Commission and City Council
- Responding to tree-related emergencies

Based on experience, the City expects that the work will require approximately 20 hours per week, on average. The contractor will be expected to set daily work hours based on workload

requirements. Hours authorized under contract will be subject to negotiation and actual workload.

**Desired attributes:**

- ISA Arborist Certification and requisite technical knowledge
- Knowledge of principles of ecology related to tree species prevalent on the Monterey Peninsula
- Excellent administrative skills for documenting work, implementing ordinances, and preparing reports
- Excellent listening and customer service skills
- Availability for occasional evening meetings, weekend field consultations, and emergency response

**Desired Length of Contract**

The City is seeking an Arborist consultant to perform the services described above for an initial period of two (2) years with the possibility of renewal by mutual letter, based on successful performance and continued needs for the services rendered. The work will require occasional meetings outside normal business hours which may include Beautification and Natural Resources Commission and City Council meetings, as well as emergency response as needed beyond the scope of this contract.

### **3. ELEMENTS OF STATEMENT OF QUALIFICATIONS SUBMITTALS**

The Arborist contractor will be selected based on submitted Statement of Qualifications (SOQ). SOQ submittals shall include the following:

- Proposal letter. The letter should clearly identify the contractor and describe the proposed approach including, but not be limited to, specific services to be provided (refer to description above), or limitations thereon, hours available for work (including emergency response), and specific strategies for success, given the proposer's knowledge of Arborist service dynamics in Pacific Grove
- The names and qualifications of all personnel assigned to this project, if proposer is a firm.
- Proposed fees for service (in a separate sealed envelope).
- Description of related experience, emphasizing experiences and skills most applicable to the duties outlined above
- Five professional references for work similar to the duties outlined in this RFQ.
- Proof of, or statement of willingness to obtain before commencement of duties, the following insurance coverage:
  - Commercial general liability insurance (not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate)
  - Business automobile liability insurance (not less than \$1,000,000 per occurrence)

- Workers compensation insurance (in accordance with California Labor Code section 3700 with employer liability limits not less than \$1,000,000 for each person, accident, and disease)
- Professional liability insurance (not less than \$1,000,000 per claim and \$2,000,000 in aggregate)

## **4. SOQ EVALUATION**

### **Selection Criteria**

- Experience and qualifications
- Proposed fees for service
- Demonstrated understanding of unique circumstances for Arborist services in Pacific Grove, as expressed in the RFQ
- Customer service and outreach programs concepts, as expressed in the RFQ
- Demonstrated ability to complete projects by specified deadlines
- Clarity of RFQ regarding roles for key personnel
- Evaluation and references from former and current clients
- Demonstrated ability to document work processes and outcomes
- Knowledge of the most current arborist practices, innovations, programming, techniques, resources and maintenance tools.
- Any additional factors deemed to be relevant by the screening committee in its consideration of this SOQ

The above items are listed randomly and not in any priority order. Acceptance of a SOQ will be subject to approval by the City Council, with advice from the screening committee.

### **Evaluation Process**

All SOQs received by the deadline will be evaluated by a screening committee. The proposers who, in the opinion of the committee, are best qualified and whose SOQs appear to best meet the interests of the City may be placed on a "short list" of SOQs to be further evaluated by the City, which may include a request for more detailed information, education and credentials, as well as interviews with City staff or representatives. All proposers will be notified as to their status in the selection process.

## **5. SOQ SUBMISSION CONDITIONS /CONTACT INFORMATION**

The proposer is responsible for making all necessary investigations and examinations of documents, operations, and premises affecting full performance. Failure to do so will not relieve the proposer from any terms and conditions of the Agreement or the SOQ documents. The SOQ submission will be considered conclusive evidence that the proposer has made such an examination.

**Modification or Withdrawal of Submittals**

Any SOQs received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified SOQ must be received by the time and date specified above.

**Property Rights**

Any SOQ received within the prescribed deadline becomes the property of the City of Pacific Grove and all rights to the contents therein become those of the City.

**Confidentiality**

Before making any consultant selection, all SOQs will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all SOQs), all responses to the RFQ will be regarded as public records and will be available for review by the public. Any language purporting to render all, or portions of the SOQ, confidential will be regarded as non-effective and will be disregarded.

**Amendments to Request for Qualifications**

The City of Pacific Grove reserves the right to amend the RFQ by addendum before the final submittal date.

**Non-Commitment of the City of Pacific Grove**

This RFQ does not commit the City of Pacific Grove to award a contract, to pay any costs incurred in the preparation of a SOQ for this request, or to procure or contract for services.

**Conflict of Interest**

The prospective consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of this contract or potential future City projects resulting from this effort. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or City projects that could follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any company that might submit a bid for City projects.

**Nondiscrimination**

The selected consultant shall comply, and shall require its sub-consultants and sub-contractors to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included are incorporated herein by this reference.

**Discretion and Non-liability**

It should be noted that all the material, exhibits, and data presented in this Request for Qualifications and Supplemental Information is general in nature and shall not be deemed as representations or inducements to which the City is bound. Proposers are advised to conduct independent evaluations of all factual, financial, and legal matters upon which their SOQ is based. The City reserves the right to reject all SOQs, waive any informality in an SOQ, or reschedule or re-solicit SOQs if deemed to be in the City's best interest.

## **6. SOQ SUBMISSION/CONTACT INFORMATION**

For additional information about the City of Pacific Grove or Arborist duties, please contact:

Daniel Gho

Public Works Director

2100 Sunset Drive

Pacific Grove, CA 93950

(831) 648-5722

[dgho@cityofpacificgrove.org](mailto:dgho@cityofpacificgrove.org)

Please submit three (3) hard paper copy, and one electric copy (USB) of the Statement of Qualifications with all applicable information described in preceding sections.

SOQs will be accepted via U.S. mail. The entire package must be placed in a sealed envelope labeled "**SOQ: CITY OF PACIFIC GROVE ARBORIST SERVICES.**" Submissions must have the name and address of the proposer on the outside and be delivered to:

**City of Pacific Grove**

Office of the City Clerk

300 Forest Avenue

Pacific Grove, California 93950

(831) 648-3181

**SOQ deadline: 2:00 pm April 5, 2018.**

**Submissions must be received by the City Clerk by 2:00 pm on April 5, 2018.**

**Telephone, email, or fax SOQs will not be accepted.**