



REQUEST FOR PROPOSALS

Right-of-way Tree Study Consultant Services

RELEASE DATE: 8/9/2024

DUE DATE: 8/30/2024 by 5:00 p.m. PST

INTRODUCTION

The City of Sammamish ("City") invites proposals for consultant services to conduct a study to evaluate the existing tree conditions of City-maintained trees within the right-of-way ("ROW") and make recommendations to enhance the existing tree canopy as well as plan for resiliency. The City is requesting proposals for consultant services through **August 30, 2024**. The proposer is encouraged to suggest additions or modifications as suggested alternative options to the scope that will enhance or clarify the work, and these suggestions may be incorporated into the final contract. The City highly encourages women and minority owned firms to submit proposals in response to this RFP.

DELIVERY INSTRUCTIONS

Proposals must be submitted via email to RWeiker@Sammamish.us.

**The deadline to submit proposals is August 30, 2024 by 5:00 p.m. PST.
Proposals received by the City after the deadline will not be considered.**

BACKGROUND

The City of Sammamish is located in King County, west of the Cascade Mountains in the Puget Sound region, about 20 miles east of Seattle. The City is bordered by Lake Sammamish to the west and the Snoqualmie Valley to the east. Incorporated in 1999, the City is situated on a plateau that spans over 24 square miles and is home to approximately 67,000 people. Community trees play a vital role in the City, as they provide numerous tangible and intangible benefits to residents, employees, visitors, and neighboring communities. Recognizing that trees are a valued resource, a critical component of the urban infrastructure, and part of the City's identity, the City of Sammamish adopted its [Urban Forest Management Plan \(UFMP\)](#) in 2019. Staff postulate that the UFMP as it currently stands should likely be updated to align with existing resources. The goal is to achieve this in the coming biennium. The City also has [Public Works Standards](#) (Figures 19.1 and 19.2, Sections 15.2, 19.2C, 19.8, 19.9, Appendix F: Street Tree List) that guide the planting and care for publicly-owned trees in the ROW.

As part of the UFMP implementation, in 2021-2022, the City contracted with Davey Resource Group, Inc. (DRG) to complete an [inventory of community trees](#) which included trees in parks and along City streets (within the ROW). Depending on location, trees located in the ROW are primarily maintained by either the City or a Homeowners Association (HOA). Of these 8,618 ROW trees, existing GIS data shows approximately 1,500 trees within 19 maintenance zones maintained by the Public Works Department.

OBJECTIVE

The City of Sammamish Public Works Department seeks professional support services of qualified individuals and firms ("Consultant") to provide consulting services for a ROW Tree Study. The City has observed a decline in many of the trees within the ROW in recent years and seeks recommendations for both near-term care as well as long-term recommendations that foster resiliency.

The purpose of the proposed ROW Tree Study is to assess the existing condition of City-maintained ROW trees and provide guidance on future tree species and maintenance best practices.

This ROW Tree Study expands on a 2021-2022 tree inventory, with the intent of providing recommendations for solutions that extend the longevity of existing City-maintained ROW trees as well as plans for future planting and maintenance. The City expects that recommendations made by the Consultant will be based on the existing conditions review and expertise of the Consultant, as well as align with the City's Climate Action Plan, Urban Forest Management Plan, and regional best practices for urban forestry and climate change resilience.

The City is not looking to alter existing permanent irrigation infrastructure along the ROW or add new irrigation as part of its tree management program. This study will provide a basis for ongoing maintenance and management of the urban tree canopy by assessing the current and future needs of trees located in the City ROW.

ANTICIPATED SCOPE OF WORK

Anticipated features and functions of this work are:

TASK 1: Evaluation of City-Maintained ROW Trees

- A. **Field Verification and Health Assessment:** Conduct field verification and assess the health of City-maintained ROW trees. Consultant will conduct on-site verification of City-maintained trees located within the ROW. This involves physically inspecting each tree to assess its health, condition, and any existing issues such as diseases, pests, or structural concerns. The assessment aims to provide an accurate inventory and health status of these trees.
- B. **Guidance on Future Tree Species and Maintenance Best Practices:** Provide recommendations for future tree species selection and best practices for City-maintained ROW trees. Based on the field assessment and existing GIS data, Consultant will recommend suitable tree species for future City-maintained ROW trees. Recommendations will consider factors such as local climate conditions, soil quality, soil cells, aesthetic value, and resilience to common pests and diseases. Additionally, Consultant will propose best practices and near-term recommendations for ongoing care of City-maintained ROW trees, including pruning schedules, watering regimes, soil management, and integrated pest management strategies. As part of this work, Consultant will provide recommendations on enhancing existing City of Sammamish [Public Works Standards](#) (Figures 19.1 and 19.2, Sections 15.2, 19.2C, 19.8, 19.9, Appendix F: Street Tree List). These recommendations aim to enhance the health, sustainability, and longevity of the urban tree canopy.

TASK 2: Review of Privately Maintained ROW Trees

- A. **Field Verification and Health Assessment:** Conduct a field verification and evaluate the health and condition of trees maintained by private entities within the City's ROW. Consultant will conduct field verification to assess the health and condition of trees maintained by private entities located within the City's ROW. This includes examining each tree's health and condition. The assessment will provide insights into the current state of privately maintained ROW trees, ensuring an accurate understanding of their health and longevity.
- B. **Regulatory Recommendations for Private Trees:** Provide recommendations to the City regarding regulatory measures that can be considered to ensure the health and longevity of privately maintained trees in the ROW. Based on the findings from the health assessment, Consultant will provide recommendations to the City on potential regulatory measures. These recommendations aim to support the health and longevity of privately maintained trees within the ROW. They may include guidelines for tree planting, maintenance standards, pruning requirements, and measures to mitigate risks associated with tree health. The goal is to establish regulatory frameworks that promote the preservation, enhancement, and sustainable management of privately maintained trees within the City's ROW.

PROJECT CONTACT

All communication concerning this RFP should be directed in writing to the contact listed. Any oral communications will be considered unofficial and non-binding on the City. Unauthorized contact regarding this RFP with other City employees may result in disqualification of a submittal.

Contact: Rose Weiker, Sustainability Coordinator

Email: RWeiker@Sammamish.us

QUESTIONS/INQUIRIES

Questions concerning this RFP must be submitted via email by **August 23, 2024, at 5:00 p.m.** to the project contact, listed in the above section.

Responses to questions received regarding the related RFP item will be available on the City's website under the "Doing Business in Sammamish" section, in the "Bidding" tab. It is the responsibility of individual firms to check this website for any attachments, amendments or Q&As related to this RFP.

PROPOSAL REQUIREMENTS

Proposals are due by 5:00 p.m. on August 30, 2024. It is the Consultant's responsibility to confirm that the email has been received by the City. The City will not open the email or attachments until after the submittal deadline, so the City cannot confirm acceptance of the attachments. Faxed, mailed, or hand delivered proposals will not be accepted. All submittals must be sent as PDFs via email to the Project Contact listed above and have the following subject line for the submittal:

Submittal: Right of Way Tree Study Consultant Services RFP, [Firm's Name]

Proposals shall include the following information:

1. **Executive Summary:** Summarize your proposal and include your firm's contact information.
2. **Project Team:** Identify the proposed project manager and key personnel of the project team; include their relevant experience, qualifications, and project roles and availability. The project team must include an arborist and may consist of multiple firms with focused areas of expertise.
3. **Methodology:** Describe your approach to research and document preparation, including a timeline that identifies proposed tasks and products that align with the City's goals. Explain previous experience in contracting with local jurisdictions, timeline for this project, and how you will support the City in implementation.
4. **Budget:** Identify the anticipated cost of each task and associated sub-tasks.
5. **References:** Provide a list of up to three references for similar-scoped projects, including contact names, contact information, and project descriptions.

Please limit proposals to no more than 10 pages in length (excluding front and back covers and resumes). Any proposal sheets beyond the first ten (10) pages will not be considered during the evaluation process.

Additional requirements for all proposals:

- Submitted using 8.5" x 11" page format.
- A minimum font size of 11 points for text.
- A minimum font size of 8 points for charts and/or graphs.
- Email address and phone number(s) for the individual designated as the contact person for the proposal.
- Cover letter signed by authorized personnel (no more than one page).
- Resumes for proposed project manager and key personnel on the project team (maximum one page per resume).
- Legal Company Name: Submit a certificate, copy of web page, or other documentation from the Secretary of State (or Washington State Department of Revenue/Licensing if you are a sole proprietor) showing your legal name as a company. Verification may be done through the State Corporation Commission in your established state, typically within that Secretary of State's Office. For the State of Washington, visit <http://www.secstate.wa.gov/corps/>.

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the City regarding to this RFP. All costs for developing proposals in response to this RFP are the responsibility of the Consultant and cannot be charged to the City.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work	25
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFP requirements	30
Background and experience with similar projects, preferably in a municipal setting	30
Cost	15
Total	100
Additional points awarded for Minority and Women's Business Enterprises	3

SCHEDULE

The following is an outline of the selection procedure and a tentative schedule:

Event	Date
Release RFP	August 9, 2024
Questions due	August 23, 2024
Deadline for submission of proposals	August 30, 2024
Proposal evaluation complete	September 6, 2024
City interviews short-listed vendors*	September 9-11, 2024
Anticipated project start	September 18, 2024

*The City reserves the right to select a firm from submitted proposals alone.

BUDGET

Scope and fee shall be negotiated upon selection of a qualified Consultant. The budget for this study is not to exceed \$80,000.

CONTRACT

Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. [Please click here to read the Agreement](#). No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City. Please submit any requested deviations with your proposal.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

TITLE VI REQUIREMENTS

The City of Sammamish, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure

that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The City highly encourages women and minority owned firms to submit proposals in response to this RFP.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

To support the City's Diversity, Equity, Inclusion, and Belonging ("DEIB") efforts, additional points will be awarded in Request for Proposals scoring for Minority and Women's Business Enterprises ("MWBE"). To receive an additional 3 points, the business or organization must be registered as a Minority or Women's Business Enterprise with Washington State before the RFP due date.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by calling 425-295-0500.