

NOTICE OF REQUEST FOR QUALIFICATIONS / PROPOSALS
City of Muskegon Tree Inventory and Management Plan Services
City of Muskegon Urban Tree Management Project

Issue Date: January 17th, 2025

Proposal Due Date: February 13th, 2025, 1:00 PM at WMSRDC

Email Fallon at fchabala@wmsrdc.org stating your intent to bid by January 28th, 2025 to ensure your company receives the answers to all submitted questions.

Project: City of Muskegon Urban Tree Management
under the Michigan Department of Natural Resources (MDNR) Urban and Community Forestry Inflation Reduction Act (UCF IRA) Grant Program

Address Proposal to: Mrs. Erin Kuhn, Executive Director
West Michigan Shoreline Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
Phone: 231-722-7878

Attention: Fallon Chabala, Program Manager
West Michigan Shoreline Regional Development Commission
Phone: 231-722-7878 x 130
E-Mail: fchabala@wmsrdc.org

AWARD OF CONTRACT / REJECTION OF PROPOSALS:

The Contract will be awarded to the most responsible and responsive consultant based on the West Michigan Shoreline Regional Development Commission's (WMSRDC) and the City of Muskegon's review of the Respondents ability to provide the required products/services.

Competitive negotiation proposals are being solicited from an adequate number of qualified sources to permit a reasonable comparison consistent with the nature of competitive negotiation. The Request for Qualifications / Proposals (RFQ/P) identifies all significant evaluation factors to ensure equal information is given to all vendors involved in the bidding process. The award of the bid will be made based on the recommendation of the procuring party with consideration being given to whose proposal will be the most advantageous rather than the lowest cost.

WMSRDC reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received whenever such a rejection or waiver is in WMSRDC's best interest. The Respondent to whom the Award is made will be notified at the earliest possible date.

The Contract shall not be considered executed unless signed by Erin Kuhn, Executive Director, West Michigan Shoreline Regional Development Commission, and funds are available from the Michigan Department of Natural Resources (MDNR) Urban and Community Forestry Inflation Reduction Act (UCF IRA) Grant Program.

SIGNATURES:

The Proposal and Award page and any proposal notifications, claims or statements must be signed by an official of the proposing organization authorized to bind the Respondent to the provision of the RFQ/P.

NOT TO EXCEED OR NON-APPROPRIATION:

The Respondent hereby recognizes that funding for **City of Muskegon Urban Tree Management Project** is being provided by grant funds received by WMSRDC from MDNR. If, for any reason, funding is not available, or discontinued for any reason from MDNR to WMSRDC, WMSRDC may terminate this agreement without incurring any liability. WMSRDC will only be responsible for reimbursing the Respondent for the expenditures that are eligible for reimbursement from MDNR.

TYPE OF CONTRACT:

It is proposed that a contract entered into as a result of this RFQ/P will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that which is most advantageous to WMSRDC, price and other factors considered. WMSRDC reserves the right to consider proposal modifications received at any time before the award is made, if such action is deemed to be in the best interest of WMSRDC.

INSURANCE REQUIREMENTS:

The Worker's Compensation Insurance, Public Liability and Property Damage Insurance, Builder's Risk and Protective Public Liability Insurance shall be carried out by the selected forestry consultant.

PAYMENT:

WMSRDC will make payments for services, according to a contractual agreement to be negotiated upon selection of a consultant/contractor. WMSRDC will act as the primary project contact for media communications, project partners, and grant reporting to MDNR.

CONTRACT EXTENSIONS:

This contract will be for a period from approximately **February 24th, 2025, through December 31st, 2025**. A contract extension may be available under this funding source. If WMSRDC receives additional funding for project continuation or if the grant agreement contract sunset dates are extended, the contract may be extended mutually by WMSRDC and the Respondent but is limited to the terms and conditions of this request and any resulting contract.

INCURRING COSTS:

WMSRDC shall not be liable for any costs, including any travel, incurred by the Respondent prior to award of the contract(s). Total liability of WMSRDC is limited to the terms and conditions of this request and any resulting contract.

NO THIRD PARTY RIGHTS:

It is agreed and understood that the contract is made solely for the benefit of WMSRDC and the Provider of Services, not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the party's signatory hereto.

ORAL PRESENTATION:

Respondents who submit a proposal may be required to make an oral presentation of their proposal to WMSRDC. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents.

ACCEPTANCE OF PROPOSAL CONTENT:

The contents of the proposal of the successful Respondent will become contractual obligations, if a contract is issued. Failure of the successful bidder to accept these obligations will result in cancellation of the award.

REQUEST FOR QUALIFICATIONS / COMPETITIVE NEGOTIATION PROPOSAL

City of Muskegon Urban Tree Management Project

BACKGROUND: The West Michigan Shoreline Regional Development Commission (WMSRDC), under an agreement with the MDNR, is requesting proposals for a consultant to assist WMSRDC with an inventory and management plan for the urban canopy within the City of Muskegon. WMSRDC is the overall project administrator. WMSRDC, the City of Muskegon, and private landowners will provide input and guidance for the project (Project Team).

Locations: City of Muskegon, Muskegon County, Michigan

Resources to Benefit: Muskegon has a great history in taking advantage of funding to implement tree planting, as demonstrated by the Tree City USA designation. However, until now the city never had the resources to complete a tree inventory. Currently, tree maintenance and removals are completed in response to citizen requests. Due to governmental distrust, low-income communities are less likely to report tree maintenance and removal needs. A tree inventory will provide the unbiased data needed to identify trees that are in most need of immediate maintenance or removal. The corresponding tree management plan will prioritize tree maintenance and removal needs with a focus on those in the most underserved neighborhoods in Muskegon.

The City of Muskegon will assume the responsibilities described in the long-term maintenance plan, including high priority tree pruning and tree removal, new tree locations and plantings, administering updates to the tree inventory data, and consistent health monitoring of all trees within the city's jurisdiction. Advancing the efforts to restore the city's tree canopy resilience with healthy and diverse trees.

To engage the youth within the community, Muskegon Community College Forestry Program students will be given the opportunity to job shadow during all phases of the project. Whenever possible, the Project Team requests this opportunity to include shadowing the selected forestry consultant during the tree inventory.

This RFQ/P is for City of Muskegon Tree Inventory and Management Plan Services

WMSRDC will enter into a contractual agreement with a Forestry Consultant. The tree inventory and management plan services for this project are to be completed no later than **December 31, 2025**. *(Monthly and final status reports, invoices, and WMSRDC professional reimbursement request forms are to be submitted to WMSRDC no later than the fifth day, following each month).*

Scope of Services:

1. Conduct a Public Tree Inventory:

- Assess an estimated 20,000 existing trees and stumps within the 200 miles of public rights-of-way and city terraces, raised outdoor spaces between streets and city buildings, within the City of Muskegon. Planting site locations do not need to be collected.
 - If funding allows, the inventory may also include an estimated 5,000 trees within the mowed turf areas of the City's 40 parks (approximately 400 acres) and an estimated 4,000 trees on up to 70 city properties such as the fire station, city hall, and cemeteries.
- Collect data for each existing tree and stump including, but not limited to:
 1. **Location** - Identify the location of each tree and stump using GPS equipment or other GIS-compatible data collection hardware capable of locating trees within two feet of its actual location.

2. **Species** - Trees are identified by genus and species using both botanical and common names and by cultivars where appropriate.
3. **Size** - Diameter is measured at 4-1/2 feet above the ground, or diameter-breast-height (DBH) and then placed in a size class as defined below.
 - 0-5", 6-10", 11-15", 16-20", 21-25", 26-30", 31-35", 35-42", 43" and >.
4. **Stems** - The number of stems on trunks splitting less than one foot above ground level is recorded.
5. **Height** - Tree height measured in feet and then placed in a size class as defined below.
 - 0-10', 10-20', 20-30', 30-50', 50-70', 70', or >.
6. **Condition** - The general condition of each tree is rated according to the following categories adapted from the International Society of Arboriculture's rating system:
 - Excellent 100%
 - Good 80%
 - Fair 60%
 - Poor 40%
 - Critical 20%
 - Dead 0%
7. **Primary Maintenance Need** - The following primary maintenance needs will be determined based on ANSI A300 standard recommendations:
 - **Removal** - Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category have a large percentage of dead crown. All trees with safety risks that could be seen as potential threats to persons or property and seen as potential liabilities to the client would be in this category. Large dead and dying trees that are high liability risks as well as those that pose minimal liability to persons or property (such as trees in poor locations or undesirable species) will be identified in this category. Priority of work should depend upon the Risk associated with the individual trees.
 - **Large Tree Clean** - These trees require selective removal of dead, dying, broken, and/ or diseased wood to minimize potential risk. Priority of work should be dependent upon the Risk associated with the individual trees. Trees in this category are large enough to require bucket truck access or manual climbing. Includes trees above 45ft.
 - **Medium Tree Clean** - These trees require selective removal of dead, dying, broken, and/or diseased wood to minimize potential risk. Priority of work should be dependent upon the Risk associated with the individual trees. Trees in this category may require some manual climbing but are generally not large enough to reserve pruning for bucket truck access. Includes trees above 20ft and below 45ft.
 - **Small Tree Clean** - These trees require selective removal of dead, dying, broken, and/ or diseased wood to minimize potential risk. Priority of work should be dependent upon the Risk associated with the individual trees. These trees are small growing, mature trees that can be evaluated and pruned from the ground
 - **Young Tree Train** - These are young trees that must be pruned to correct or eliminate weak, interfering, or objectionable branches to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole pruner by a person standing on the ground.

- **Stump Removal** - This category indicates a stump that should be removed. any stump 4” or greater in diameter be specified for removal.

8. **Secondary Maintenance Need** - The following secondary maintenance needs will be determined based on ANSI A300 standard recommendations:

- **Raise** - Trees requiring pruning to remove low branches that interfere with vehicular, pedestrian, or bicycle traffic and their respective site lines. The following clearance standards shall be used; 9 feet over sidewalks and public/park turf areas that need grounds maintenance equipment access, 16 feet over roads for traffic clearance, and 10 feet over driveways and buildings.
- **Reduce** - Selective pruning to decrease height and/or spread of the crown in order to provide clearance for special needs such as electric utilities and lighting.
- **Thin** - The selective removal of water sprouts, epicormic branches, and live branches to reduce density.
- **Utility** - Selective pruning to prevent the loss of service, comply with mandated clearance laws, prevent damage to equipment, avoid access impairment, and uphold the intended usage of the facility/utility space.
- **Restoration** - Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.
- **None** - No secondary maintenance is recommended for the tree. This will be used as the default value when Primary Maintenance equals Removal or Stump Removal.

9. **Risk Assessment** - A risk rating will be assigned using an assessment protocol based on the USDA Forest Service Community Tree Risk Rating System.

- **Probability of Failure (1 – 4 points)** - Identifies the most likely failure and rates the likelihood that the structural defect(s) will result in failure based on observed, current conditions.
- **Size of Defective Part (1 – 3 points)** - Rates the size of the part most likely to fail. If the trunk is the part most likely to fail, tree will be recommended for removal, and the DBH value will be used for the size of the defective part.
- **Probability of Target Impact (1 -3 points)** - Rates the use and occupancy of the area that would be struck by defective part.
- **Other Risk Factors (0 -2 points)** - This category is used if professional judgment suggests the need to increase the risk rating. It is especially helpful to use when tree species growth characteristics become a factor in risk rating. For example, some tree species have growth patterns that make them more vulnerable to certain defects such as weak branch unions (silver maple) and branching shedding (beech). This optional subjective risk rating is used if professional judgment suggests the need to increase the total risk rating and invoke immediate corrective action. For example, trees with a numeric risk rating of 9 or 10 would be identified as high priority trees to receive corrective treatments first. An inspector may wish to increase a tree’s risk rating from 8 to 9 as a means of ensuring the tree will receive immediate corrective treatment. The total risk rating should not exceed 10 points.

10. **Risk Rating** - Generally, trees with the highest numeric risk ratings should receive corrective treatment first. The overall risk rating of the tree will be indicated, based on the sum of above risk assessment field values. See the formula below:

- None- Numeric Risk Rating equals 0.
- Low- Numeric Risk Rating equals 3 or 4.

- Moderate- Numeric Risk Rating equals 5 or 6.
- High- Numeric Risk Rating equals 7 or 8.
- Severe- Numeric Risk Rating equals 9 or 10.

11. **Observations** - General observations warranting recognition include, but are not limited to, the following:

Cavity/decay, improperly pruned, pest problem, remove hardware, grate/guard, serious decline, poor location, percent of root, trunk and or branch injury, improperly installed, nutrient deficiency, girdling/damaged root system, signs of stress, improperly mulched, mechanical damage, poor structure, tree utility line contact, tree cables/rods, memorial plaques, and other noteworthy information

12. **Further Inspection** - Trees in this category require an annual inspection for several years.

13. **Hardscape Damage** -Tree roots causing cracking or lifting of sidewalk pavement one inch or more are noted. Categories = 1/2”-1” = Light (roots just starting to affect sidewalk; 1”- 2 1/2”= Moderate; over 2 1/2”= Severe

14. **Aboveground Utilities** -The inventory indicates the presence of overhead utilities at the tree site and defines whether it includes Electricity or is Communications only. Also indicate whether tree is clear “cl”(≥10ft of clearance) of utilities, not clear “ncl”(<10ft of clearance) or in contact “con” with electrical lines.

15. **Date of Survey**

2. Georeferenced Mapping:

- Provide georeferenced data compatible with ESRI file geodatabase

3. Urban Forest Management Plan Development:

- Deliver a comprehensive report summarizing inventory findings, including:
 - Tree population analysis (species distribution, condition, size classes)
 - Maintenance priorities and recommendations
 - Environmental benefits analysis (optional, e.g., carbon sequestration, stormwater benefits)
 - Maps and visuals illustrating tree distribution and key findings

4. Project Coordination:

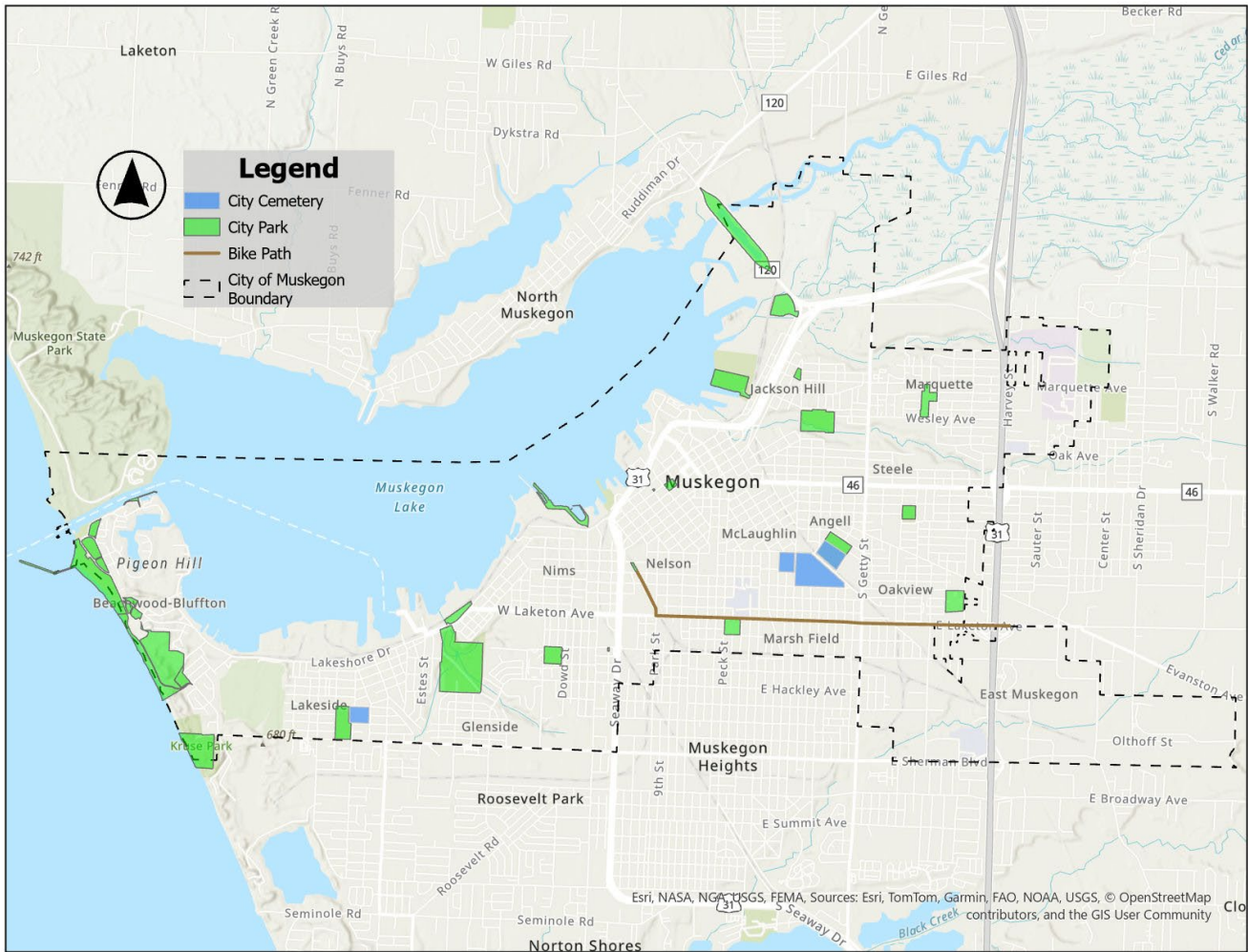
- Attend kickoff and up to five (5) progress meetings.
 - Progress meetings will be scheduled on an as needed basis.
- Provide weekly updates on progress and address questions or concerns.
- Monthly status report in support of invoices and any miscellaneous information that WMSRDC may need for grant reporting purposes.

5. Deliverables

The contractor shall provide:

1. Tree Inventory Data:
 - Including inventory software, complete dataset, and onboarding/training of City staff.
2. GIS Mapping:
 - Digital map displaying tree locations and attributes.
3. Urban Forest Management Plan:
 - Comprehensive written report with analyses, recommendations, and visuals.
4. Presentation:
 - Present findings to stakeholders or at a public meeting.

LOCATION MAP:



PROPOSAL FORMAT:

The proposing firm should organize their proposal into the following sections and include the details described below in each section.

1. **Statement of Project Understanding**, including willingness to provide job shadowing opportunities to Muskegon Community College Forestry Program students.
2. **A Quality Assurance/Quality Control (QA/QC) Document** describing accurate inventory collection procedures.
3. **Qualification Statement** (shall include, at a minimum):
 - a. Project Team and their Relative Experience (on similar projects during the last five years)
 - b. Resumes of the Project Team (respondent and any project team subcontractors)
 - c. References (from similar projects during the last five years)
 - d. Statement about your Firm (as it relates to this type of project)
4. **Proposed Work Plan**. Provide a detailed description of how the firm intends to provide the services requested in this RFP/Q. This description shall include, but not be limited to: how the project(s) will be

managed and scheduled, a weekly project timeline, how and when deliverables will be provided, communication and coordination, the working relationship between the firm and WMSCRD and City staff, and the firm's general philosophy in regards to providing the requested services.

5. **Cost proposal.** The cost proposal should be provided in a table that shows the tasks and subtasks as outline in this RFP/Q and the Proposed Work Plan, costs per task/subtask and unit costs (as applicable), a total, not to exceed cost and any other relevant details.

Scope of Services

Show these Tasks and Sub-Tasks (and include any other necessary tasks, as appropriate):

1. **Tree Inventory**

- a. Right-of-way and terrace trees
- b. Park trees
- c. Trees on other City properties
- d. Additional per site price should inventory exceed estimates
- e. Other items that may be needed (please describe)

2. **Management Plan**

- a. Document an urban forestry management plan based on the tree inventory information
- b. Other items that may be needed (please describe)

3. **Project Administration and Reporting**

- a. Photo documentation
- b. Meetings with Project Team
- c. Monthly status report in support of invoicing and any additional information that WMSRDC may need for grant reporting purposes on a semi-annual basis.
- d. Other items that may be needed (please describe)

4. **Please List and Describe Any Additional, Relevant Tasks that are Necessary for the Project**

5. **Grand Total**

TIMELINE: Upon selection of a consultant, WMSRDC will develop a contract between the consultant and WMSRDC for final agreement (within approximately 7 - 10 days).

Sealed Proposals: Two (2) copies of your proposal must be submitted in a sealed envelope marked "City of Muskegon Urban Tree Management" addressed and delivered to:

Mrs. Erin Kuhn, Executive Director
West Michigan Shoreline Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, Michigan 49440
- Attention: RFQ/P – Fallon Chabala

REQUIRED TIME FOR RECEIPT OF PROPOSALS:

Sealed Proposals must be received in the office of the West Michigan Shoreline Regional Development Commission no later than 1:00 PM, February 13th, 2025. Late submittals will not be accepted and will be returned unopened.

A Public Bid Opening will be held at 1:15 PM, February 13th, 2025, at the West Michigan Shoreline Regional Development Commission office.

CONSULTANT SELECTION PROCESS: WMSRDC staff, along with representatives from the City of Muskegon, will review and evaluate the proposals.

At the discretion of the WMSRDC:

1. Interviews may be held as part of the evaluation process (virtual if needed).
2. Negotiations may be a part of the selection process.

If the WMSRDC chooses to negotiate an agreement using the terms of the original proposal as a basis, the negotiations will be held beginning with the top ranked firm and proceeding in order until an acceptable agreement is reached with a firm.

SCHEDULE:

WMSRDC will implement the following schedule for the RFQ/P process:

- A. RFQ/P distributed by WMSRDC to a number of interested, qualified consultants and posted on the WMSRDC Web Site on January 17th, 2025.**
- B. Pre-Bid Meeting Follow-up Questions may be submitted, in writing, to fchalaba@wmsrdc.org until 4:30 p.m. January 28th, 2025. Responses will be provided to all who email Fallon with intent to bid by January 28th, 2025 as questions are received and no later than 12:00 p.m., January 29th, 2025.**
- C. Hard Copy Proposals Due (via regular postal mail or carrier) by 1:00 PM, February 13th, 2025 at: WMSRDC, 316 Morris Ave., Suite 340, Muskegon, MI 49440**
- D. Public Bid Opening: February 13th, 2025, 1:15 PM**
- E. Proposal Review and Selection: Within 7-10 business days, following public bid opening**
- F. Notification of Selection: Within approximately 3-5 business days following the selection date**
- G. Contract Award Date: Within approximately seven days following the notification date**

Helpful Links:

- [Muskegon-Parks-and-Rec-5yr-Plan.pdf](#)