

**CITY OF TUMWATER
REQUEST FOR QUALIFICATIONS
DAVIS MEEKER GARRY OAK TREE
LEVEL 3 TREE RISK ASSESSMENT**

I. PURPOSE OF REQUEST

The City of Tumwater (“City”) is soliciting interest from ISA Board Certified Master Arborists who are Tree Risk Assessment Qualified (TRAQ) with expertise in conducting Level 3 Tree Risk Assessments using tree risk assessment standards as outlined in the 2023 ANSI A300 Tree Care Standards. Respondents must be experienced in high value risk management assessments including modern tree assessment techniques such as, but not limited to, sonic tomography, aerial inspection and evaluation in high stems and branches, and in various decay testing methodologies. Respondents must be an American Society of Consulting Arborists (ASCA) Registered Consulting Arborist located within 250 miles of the City, as identified on the ASCA website. The City’s needs are outlined in the following Request for Qualifications (“RFQ”).

Background Information: Located adjacent to the Olympia Regional Airport and within the right of way of Old Highway 99 is a large Oregon White Oak (*Quercus Garryana*) tree that is estimated to be at least 400 years old. Named the “Davis Meeker Garry Oak Tree”, it has been a fixture in the community and a treasured landmark located along the historic northern branch of the Oregon Trail – the Cowlitz Trail – including serving as a significant trail of trade and commerce for Native American tribes in the area.

In the spring of 2023, an 18-inch-diameter branch fell from about 50 feet above the ground, landing partly in the southbound lane of Old Hwy 99. Because of the amount of visible decay in the failed branch and in the main stem at its connection; its proximity to several structures; and due to the large number of vehicles and people that move near and under the tree on a daily basis, the City commissioned a detailed analysis of the tree's health.

A Level 3 Tree Risk Assessment was performed by a team of ISA Certified TRAQ Arborists, led by the City’s contracted tree professional with assistance by two subconsultants including a climbing arborist to assess the upper canopy and a sonic tomography specialist to help evaluate the presence and extent of decay in the tree’s interior. The results of the assessment concluded there was a high risk of future failures impacting surrounding targets, and although mitigation options were considered, the final recommendation from the City’s contracted tree professional was to

remove the tree. Based on the Level 3 Tree Risk Assessment, the Mayor initially directed staff to remove the tree.

Because of the Davis Meeker Garry Oak tree's importance to the culture, history and environment of the region, there have been numerous requests to consider alternatives to removal of the tree. While the City remains confident in the team of arborists' expertise and professionalism in conducting the initial assessment of the tree, the Mayor has determined further assessment is warranted before making a final decision.

II. TIME SCHEDULE

The City will follow the following timetable:

Issue RFQ	July 3, 2024
Deadline for Submittal of Responses to RFQ	July 18, 2024
Selection of Firms to Interview, if needed	July 19, 2024
Interview Firms, if needed	July 23, 2024
Notify Firm Selected	July 24, 2024

III. INSTRUCTIONS TO PROPOSERS

A. All Responses to RFQs shall be sent to:

Lisa Parks, City Administrator
City of Tumwater
555 Israel Road SW
Tumwater, WA 98501
(360) 754-4120 ext. 2010
Email: lparks@ci.tumwater.wa.us

B. Please email one copy of your Statement of Qualifications ("SOQ") to Lisa Parks, lparks@ci.tumwater.wa.us, with the subject line: *"Statement of Qualification for Davis Meeker Garry Oak Tree Level 3 Tree Risk Assessment."* No faxed or telephone statements will be accepted. If you do not have access to email, one hardcopy original may be mailed to the address above.

C. All SOQ's must be received by **July 18, 2024, 4:00 PM** at which time they will be opened.

- D. SOQ's should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.
- E. Lisa Parks, City Administrator or representative will notify the firm selected by July 24, 2024.
- F. Any questions concerning the City's specifications or RFQ process shall be directed to Lisa Parks, City Administrator.
- G. All SOQ's must include the following information:
- The name and qualifying certifications of the ASCA Registered Consulting Arborist who will be directing and overseeing the work and signing the final report. If there are additional individuals conducting different components of the work, please also provide their name and qualifying certifications and their areas of responsibility.
 - Specific experience of individuals relative to the proposed project.
 - A proposed approach for completing the Level 3 Tree Risk Assessment using tree risk assessment standards as outlined in the 2023 ANSI A300 Tree Care Standards, including a categorization of risk based on the combined likelihood of a failure impacting a target; a recommendation regarding methodologies to reduce the level of risk; identifying the risk level that can be achieved by those methodologies; and, cost estimates for implementing the methodologies.
 - The hourly labor charge rate of personnel working on the project.
 - References.

IV. SELECTION CRITERIA

SOQs will be evaluated as follows:

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the SOQ to the purpose and scope of services.	40%

2. Ability and history of successfully completing Level 3 Tree Risk Assessments using ANSI A300 Tree Care Standards.	50%
3. References, key personnel.	<u>10%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all SOQ's, and to waive minor irregularities in any SOQ.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any SOQ may be withdrawn up until the date and time set above for opening of the SOQ's. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the City the services described in the attached specifications, or until one or more of the SOQ's have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a SOQ by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

VI. SCOPE OF SERVICES

The City of Tumwater ("City") is soliciting interest from ISA Board Certified Master Arborists who are Tree Risk Assessment Qualified (TRAQ) with expertise in conducting Level 3 Tree Risk Assessments using tree risk assessment standards as outlined in the 2023 ANSI A300 Tree Care Standards. Respondents must be experienced in high value risk management assessments including modern tree assessment techniques such as, but not limited to, sonic tomography, aerial inspection

and evaluation in high stems and branches, and in various decay testing methodologies. Respondents must be an American Society of Consulting Arborists (ASCA) Registered Consulting Arborist located within 250 miles of the City, as identified on the ASCA website.

Conduct a Level 3 Tree Risk Assessment using tree risk assessment standards as outlined in the 2023 ANSI A300 Tree Care Standards, including a categorization of the risk associated with the combined likelihood of a failure impacting a target. If the results of the Level 3 Tree Risk Assessment indicate a “moderate”, “high” or “extreme” risk rating, provide a recommendation regarding methodologies to reduce the level of risk, identify what level of risk can be achieved by those different methodologies, and provide cost estimates. Time is of the essence, and this work should be completed as quickly as possible.

VII. COMPENSATION

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City may select another firm.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.