

## **The City of Woodcreek Requests Proposals For Certified Arborist**

(Release Date: Jan 2023; Proposals will be accepted thru Feb 2023)

The City of Woodcreek was incorporated as a city in 1984 in Hays County, Tx, and became a Type-A General Law City in 1989. It operates according to state statutes, and functions with a Mayor and City Council. This small and prosperous city consists of approximately 696 acres of land, with approximately 800 housing units with a growing population of 2,050 residents. It is currently operating under the "Vision 2030 Master Plan" and is in the process of creating its first Comprehensive Plan. A Tree Ordinance was enacted in the Fall 2022.

The City of Woodcreek 's governing council appreciates the importance and benefits of properly managing our precious tree resources. Our community boasts an abundance of Heritage trees, including Oak, Elm, and other valuable public trees. In response to the community needs for tree care, conservation and protection, the City of Woodcreek is requesting the submission of proposals from qualified applicants, or tree service, for an appointment as a part-time TCIA or ISA certified Arborist consultant to support the city efforts. The mission is to conserve, protect and maintain the health of all public trees under the City's auspice and Tree Ordinance.

### **Qualifications:**

1. The applicant must be currently certified by TCIA (Tree Care Industry Association) or have completed the ISA Certified Arborist program as accredited by the ANSI National Accreditation Board.
2. The applicant must present a certificate of specialty qualification as an "Oak Wilt Specialist".
3. The applicant must present proof of existing Business Insurance for personal liability Purposes.
4. The applicant must be available for consultation and service of at least 10 hours a week, and on an "as needed" basis.
5. The applicant must have a strong familiarity with the topography of Woodcreek, as well as strong knowledge of existing tree diseases and treatment.

### **Scope of Services for Appointment as Certified City Arborist:**

1. The appointed Certified Arborist will be responsible for the routine maintenance and monthly inspections of existing trees in Woodcreek's public, right of way areas, using the best and current management practices and compliance with the current Tree Ordinance.
  - a. The City Arborist will create and distribute a document that lists tree care and management practices that will be used consistently in Woodcreek.
  - b. The City Arborist will initiate, supervise, and manage healthy tree service operations in Woodcreek.

- c. Routine healthy tree management services for existing trees include, but are not limited to, pruning, trimming, removal, fertilization, mulching, and ball moss removal.
    - d. This management also includes treatment for and the potential removal of diseased trees, along with the planting of replacement trees.
  2. A City Arborist will have consultation duties. These duties include:
    - a. The City Arborist will review and consult as needed with all trees trimming and pruning permits prior to approval.
    - b. The City Arborist will meet with Woodcreek City residents upon reasonable request and provide a one-time consultation with assessment regarding the health of trees on private property for a nominal City fee. If the property has diseased trees, the Arborist will present a written assessment with recommendations to the property owner and the Tree Board within one week of the consult.

\*Note: The City Arborist will refer the homeowners to City Hall for a list of certified arborists to complete private property tree care. The City Arborist may not self-refer to homeowners. The city Arborist can be included in this city-wide list of certified arborists, provide requested bids, and accept jobs with prior notice to the Tree Board.
    - c. The City Arborist will update the current public tree inventory, with statements regarding health conditions and needed interventions, as well as (dated) provided care practices. This person or entity will also serve as an advisory capacity to the city staff with the Tree Ordinance as a guiding reference.
    - d. The City Arborist will consult with the Tree Board on an “as needed” basis and provide a monthly report of public tree inspections and recommendations. Quarterly in-person meetings at the Council or Tree Board will be expected of the City Arborist.
  3. With a specialty in Oak Wilt Disease, the city Arborist must be able to diagnose Oak Wilt Disease and/or provide mitigation services, as well as compliance to mandatory diseased tree removal guidelines. All diagnoses of Oak Wilt must be reported for future inventory of Oak Wilt Disease to the City Council or Tree Board immediately.

**Proposal Format:**

Proposals are to follow the following format, and provide all requested information for consideration as a City Arborist:

1. Your personal or company letter of introduction with your qualifications.
2. A brief narrative with resumes of the personnel to be assigned with the specific reference to knowledge and experience in tree care and management.
3. Present prior work experience, including past contracts as Certified Arborist.
4. Include at least 3 references with names and contact information.
5. Provide a flat rate fee for listed arborist duties with rates for special services (ie Oak Wilt diagnosis, treatment and mitigation services).
6. Provide current certificate of liability insurance policy.

**Evaluation Criteria and Selection Process:**

The selection of the Certified City of Woodcreek Arborist will be awarded based on the candidate’s qualifications, program work and approach, competitive fees and rates, and work history and references.

Interviews may be necessary. Selected individuals and firms will be notified with an advance notice of 5 business regarding date, time, and place.

The City of Woodcreek reserves the right to award the contract to the highest ranked form without further consideration of discussion. The City of Woodcreek also reserves the right to reject all proposals received.

All inquiries regarding the RFP should be directed to xxxxxxxxxxxxxxxxxxxx.

Proposals can be submitted electronically to xxxxxxxxxxxxxxxxxxxx . The deadline for all proposals is 5pm on Feb 28, 2023.

*\*Special Notice:*

*Fair treatment of all people within our municipality, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, is a core value, priority, and commitment of the City of Woodcreek. Any action taken by an employee or contractor that is reported to be out of alignment with this commitment is grounds for termination or dissolution of contact.*

Prepared by Tree Board members  
Iris Ramos, Tree Board Chairperson  
Jan1, 2023



Questions and further development issues:

1. Who is taking responsibility for the City Arborist?
2. Is there a budget for the Arborist position? Will there be a contract? Will the fees be salaried or contracted by the hour? What is a reasonable fee? And how many hours constitute “part-time”?
3. Who will manage the file of property owner requests for arborist consult, and collect fees?
4. Who will keep diseased tree inventories and manage removal/replacement histories?
5. Where will diseased trees be removed to?
6. A referral list of certified arborists is needed.
7. When will the RFP be submitted, and when will the proposal request close?
8. Who will review the proposal submissions and potentially interview candidates?