



IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR BID/PROPOSAL (RFP): Certified Arborist Contract Services

*** Candidates can apply for this position through August 31, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced, certified and highly rated company to perform basic tree care, maintenance, removal, and diagnostics for all trees located on city-owned lands and public rights-of-way.

JOB SUMMARY:

This is an annually reviewed and renewed contract for a Certified City Arborist service company for the City of Woodcreek. The contract's scope of work would entail, but is not limited to, the following types of work:

tree removal, tree trimming, brush collection and disposal, right of way clearing and tree inventory file updates, diagnostic work, and the creation of a Tree Care and Maintenance Plan for the City of Woodcreek.

REPORTING RELATIONSHIPS:

Reports to the City Administrator

Supervises on-site project management and provides crew

MAIN JOB TASKS and RESPONSIBILITIES:

- Submit scope of work and budget proposals, as requested, to the City Administrator
- Manage on-site work and crews for all projects
- Ensures compliance with all City ordinances throughout the duration of the project
- Coordinates communication on project timelines and expenditures with the City Administrator
- Must be willing to submit receipts and await payment according to the City's regular Accounts Payable cycle
- Must be willing to accept projects unexpectedly, in the event of an emergency
- May consult with the City's Tree Board upon their discretion
- May consult on behalf of the City, on tree trimming and removal permit requests from private residential and commercial properties
- May NOT solicit work from private property owners while in direct service to the City of Woodcreek on a permit request consultation
- If qualified, may provide Oak Wilt diagnosis and treatment

REQUIRED QUALIFICATIONS and CERTIFICATIONS:

- Current, verifiable accreditation through the International Society of Arboriculture (ISA) or the Tree Care Industry Association (TCIA)
- The company must possess current Business Liability and Personal Injury Insurance

PREFERRED QUALIFICATIONS and CERTIFICATIONS:

- Oak Wilt Identification and Management qualified, with the appropriate permits to apply treatment solutions

PROPOSAL FORMAT:

- A copy of Certificate of Business Liability and Personal Injury Insurance
- A copy of all required and preferred certifications, qualifications and/or licenses
- A brief introduction to the company, including links to an active website containing customer reviews
- A proposal including cost of service minimum and hourly service rate for various types of services

SELECTION PROCESS:

The selection of the Certified City Arborist Contract will be awarded based on the company's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco at Jeff.Rasco@WoodcreekTX.gov
Please copy: City.Secretary@WoodcreekTX.gov and
CodeAdmin@WoodcreekTX.gov

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords Equal Employment Opportunities to applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.