



Request for Proposals for a Certified Arborist **RFP NO. 2023-01**

The City of Woodcreek was incorporated in Hays County, Texas as a City in 1984 and became a Type-A General Law City in 1989. It governs according to state statutes and its legislative body consists of a Mayor and five(5) Council Members. This small and prosperous City encompasses approximately 696 acres of land, including approximately 900 housing units and a growing population of 1,700 residents.

The City of Woodcreek's Governing Council appreciates the importance and benefits of proper management of our precious tree resources. Our mission is to conserve, protect and maintain the health of all public trees under the City's Tree Ordinance.

As a result, in response to the Community's needs for tree care, conservation and protection, the City of Woodcreek is requesting proposals from qualified individuals, or tree services, for an appointment as a ***Part-Time Certified City Arborist*** to support the City's efforts.

Scope of Services:

1. The selected Part-Time Certified City Arborist will be responsible for the routine maintenance and monthly inspections of existing trees in the City's public areas and rights of way, using the best and current management practices and compliance with the City's current Tree Ordinance.
 - a. The Certified City Arborist will initiate and manage Healthy Tree Service Operations within the City of Woodcreek.
 - b. Healthy Tree Service Operations for existing trees include, but are not limited to: pruning, trimming, removal, fertilization, mulching, ball moss removal, treatment for and the potential removal of diseased trees, along with the planting of replacement trees.
 - c. The Certified City Arborist will create and distribute a document listing tree care and management practices.

2. The selected Part-Time Certified City Arborist will have consultation duties. These duties include:
 - a. Review and consult, as needed, tree trimming or removal permits prior to approval.
 - b. Meet with Woodcreek City residents, upon reasonable request, to provide a one-time consultation with an assessment regarding the health of trees on private property for a nominal City fee. If the private property has diseased trees, the Arborist will present a written assessment with recommendations to the property owner and the City within one(1) week of the consultation.

***Note:** The City Arborist will refer homeowners to <https://www.treesaregood.org/findanarborist> for a list of Certified Arborists to complete the tree care on private property. The City Arborist may not self-refer to homeowners. The City Arborist may populate in a search for certified arborists, and can provide requested bids and accept jobs, with prior notice to the City.

- c. The Certified City Arborist will update the current public tree inventory, including statements regarding health conditions and necessary interventions, as well as documented care practices. This individual or tree service will also serve in an advisory capacity to City Staff, using the City's Tree Ordinance as a guide.
 - d. The Certified City Arborist may consult with the Tree Board on an "as needed" basis to provide a report of public tree inspections and recommendations. Quarterly in-person meetings with City Council or the Tree Board will be expected of the City Arborist.
3. The Part-Time Certified City Arborist must have the ability to diagnose Oak Wilt Disease and/or provide mitigation services, as well as comply with diseased tree removal guidelines, per the City Ordinance. All diagnoses of Oak Wilt must be reported for future inventory of Oak Wilt Disease to City Staff.

Qualifications:

1. Arborist Certification; accredited either through the International Society of Arboriculture (ISA) or through the Tree Care Industry Association (TCIA).
2. The applicant must possess a current certification, verifiable through ISA or TCIA.
3. The applicant must possess a strong knowledge of existing tree diseases and treatment and have current knowledge, or willingness to obtain knowledge, of the topography of the City of Woodcreek.
4. The applicant must possess current Business Liability and Personal Injury Insurance.
5. The applicant must be available for consultation and service up to 10 hours per week, on an "as needed" basis.

Proposal Format:

Proposals should include the following information:

1. A personal or company letter of introduction, including qualifications.
2. A brief narrative of the person or company, with resumes of any personnel to be assigned, noting references to knowledge and experience in tree care and management.
3. Provide prior work experience, including past contracts as a Certified Arborist or a Certified City Arborist.
4. Include at least three(3) references with names and contact information.
5. Provide a flat rate fee for the aforementioned arborist duties with rates for special services (i.e. Oak Wilt diagnosis, treatment and mitigation services).
6. Provide current certificate of Business Liability and Personal Injury Insurance policies.

Evaluation Criteria and Selection Process:

The selection of the **Part-Time Certified City Arborist** will be awarded based on the candidate'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.

All inquiries regarding the RFP should be directed to:

City of Woodcreek
Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676
(Office): 512-847-9390
(Cell): 512-878-9102
(Email): Manager@WoodcreekTX.gov

Proposals will be accepted at the address listed below, until the position is filled.

City of Woodcreek
Attn: Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and 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.