



CITY OF NORWICH
PLANNING AND COMMUNITY DEVELOPMENT
ONE CITY PLAZA
NORWICH, NY 13815

February 28, 2024

Dear Consultant:

The enclosed Request for Qualifications is being distributed to ISA Certified Arborists or ISA Certified Arborist-supervised companies qualified to provide professional services for a tree inventory and creation of a management plan in accordance with Round 16 of the NYS DEC 2023 Urban and Community Forests Grants Program. Proposals will be accepted until 5:00 PM on March 20, 2024.

If you have any questions, please contact Erik Scrivener by telephone at 607-334-1229 or via email at escrivener@norwichnewyork.net

Sincerely,

Erik Scrivener
Community Development Director

REQUEST FOR QUALIFICATIONS (RFQ)

City of Norwich

Professional Services

Tree Inventory and Management Plan NYS DEC Urban and Community Forestry Grant

Introduction

The City of Norwich is seeking proposals from ISA Certified Arborists or ISA Certified Arborist-supervised company qualified to provide professional services for a tree inventory and management plan in accordance with Round 16 of the NYS DEC 2023 Urban and Community Forests Grants Program. Please note that the city may develop potential additional applications to the NYS Urban and Community Forestry Grants Program for plantings in the future. The qualified arborist or firm's services will include but are not limited to an inventory of trees on municipal property and services in connection with the development of a management plan.

Time of Performance

The City of Norwich anticipates awarding one contract for all professional services as listed above.

Scope of Services

The City of Norwich has received \$29,831 and requires the services of an ISA Certified Arborist to conduct a tree inventory and write a management plan.

Please provide information on how your firm can provide one or more of these services as they may be required. The proposal should address personnel qualifications and experience in providing these services to municipalities. The project includes:

Procuring an ISA Certified Arborist(s) or ISA Certified Arborist-supervised company qualified to provide professional services for a tree inventory and management plan for the City of Norwich.

If awarded, provide the following services:

- Professional services from an ISA Certified Arborists or ISA arborist-supervised company qualified to complete a tree inventory and management plan as needed, including but not limited to:
 - Inventory:
 - Collect multi-variable data collection for 1600 trees including:
 - GIS Location
 - Level 2 Inventory
 - Identification for up to 500 planting sites.
 - Management Plan:
 - Work with the city to develop a vision, goals, and long-term objectives for Norwich's community forest and strategies for how to care for our trees.
 - Outline management needs and propose a timeline and priority trees for management.

- Include sample budgets and work plans complete with timelines and
- Develop an operational plan.
- Develop a planting plan.
- Recommendations for waste management, storm preparedness, and stormwater runoff.
- An i-Tree ECO benefits analysis report.
- Provide training for key employees, officials, and the Street Tree Committee.

The company must also be insured as per NYSDEC requirements.

Compensation and Method of Payment

Compensation for all services must be related to actual performance.

Work Time Frames

Project completion shall be achieved within the specific program's allowable time frame.

Statements of Qualification

Statements of Qualification should include the following:

- A. Background information describing the nature and history of the firm, including client listings and references.
- B. Specific information regarding the firm's experience and technical expertise with tree inventories and management plans.

Selection

The City of Norwich will rank the responses received on an evaluation of technical skills, experience, and reference information. The City of Norwich will select a firm based on these qualifications to enter into an agreement for services, subject to negotiation.

Submission Procedures

If you wish to submit a proposal, please submit three (3) copies of all information to the City no later than **5 PM on March 20, 2024**

The address is as follows:

ATTN Responses to Tree Inventory and Management Plan
City of Norwich
1 City Plaza
Norwich, NY 13815

If you have any questions, please contact the City at 607-334-1230 or via email at escrivener@norwichnewyork.net

Miscellaneous

- A. The City of Norwich reserves the right to reject any or all statements of qualifications and to conduct interviews at its sole discretion.
- B. The City of Norwich assumes no responsibility of liability for costs incurred by respondents to the Request for Qualifications including any requests for additional information, interviews, or negotiations.