

REQUEST FOR PROPOSALS

The **CITY OF HANNIBAL** is requesting proposals from qualified firms until Friday, December 20, 2013 at 2:00 p.m., to conduct a Street Tree Inventory of a select target area in Hannibal. Interested firms may obtain the RFP from the City Manager's Office at City Hall – 320 Broadway, Hannibal, Missouri 63401, or from the city's website www.hannibal-mo.gov under the tab *Bid Information*.

The City of Hannibal is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Request for Proposals

The City of Hannibal obtained a TRIM Grant through the Missouri Department of Conservation. The grant was awarded for purposes of conducting a Street Tree Inventory in a specific area of Hannibal (hereafter called “targeted area”). The city must procure a qualified individual or firm to conduct the tree inventory project. Once complete, the tree inventory would:

1. Provide an accessible database and mapping system, for inclusion on the city’s website, to assist with economic development and ecosystem assessment.
2. Allow the city to identify disease inventories and requisite controls thereof.
3. Provide a successful method of identifying hazardous trees for removal.
4. Enable Hannibal to develop, improve, and promote urban forestry.
5. Allow the city to develop and maintain a tree maintenance schedule.
6. Allow the city to ascertain and plan pruning needs.
7. Help evaluate tree damage and loss after severe storms.

Those interested in submitting a proposal should submit two (2) copies of their sealed proposal no later than Friday, December 20, 2013 at 2:00 p.m. to:

City Clerk
City of Hannibal
320 Broadway
Hannibal, MO 63401

Please mark your sealed package “**STREET TREE INVENTORY**”. Proposal opening to occur on December 20, 2013 at 2:00 p.m. in the City Council Chambers at 320 Broadway.

DESCRIPTION OF PROJECT

The project involves performing a street tree inventory along public streets in the city’s “targeted area”. The map at the end of this RFP illustrates the subject area for this project. The tree inventory must identify, photo, and record specific information about each tree, to include at a minimum: (i) location, (ii) species, (iii) size, (iv) condition, (v) maintenance needs, (vi) risk factor, (vii) surroundings (such as proximity to utilities, sidewalks, and other structures), and (viii) immediate pruning/care needs.

The inventory will begin in Priority Area 1 and progress up to a maximum of 2,100 trees. If the requisite 2,100 trees do not exist in Priority Area 1, the firm will be asked to begin inventorying Priority Area 2 until the maximum cap of 2,100 trees for the entire project has been completed

DELIVERABLES

Final deliverables shall include electronic files of all data collected (city and contractor to mutually determine the electronic format), a GIS or map-based version of inventory results (city and contractor to mutually determine the electronic format), and a formal presentation/workshop. All information collected from inventory must be provided in i-Tree Streets format. TRIM grant guidelines require completion of the project by May 1, 2014

PROPOSED TIMELINE

The following schedule is approximate, though desired for the completion of this project:

December 20, 2013	Proposals Due
January 7, 2014	City Contract Award
January 8, 2014+	Notice to Proceed/Begin Project
May 1, 2014	Project must be completed per grant standards

QUALIFICATIONS

The selected firm must be duly qualified to perform this work; and at a minimum:

1. Must be a professional, certified arborist.
2. Must be willing to obtain a City of Hannibal business license prior to commencing work (please do not obtain the business license until selected).
3. Must be willing to provide proof, by completing the E-Verify/Basic Pilot, that they do not employ illegal aliens, pursuant to State statute. Simply put, the law requires contractors to enroll in E-Verify online, which produces an online affidavit to be signed by the company, affirming that your business does not knowingly employ illegal aliens. E-verify need not be undertaken until the contract is awarded.
4. Must have a positive record for successfully completing similar projects.

SELECTION CRITERIA

The City intends to select the best overall proposal, based on all the following criterion:

1. Scope of work, methodology, and depth. The city will heavily consider the quality, scope, and depth of the firm's proposal. "Cost" will be a selection factor, but the quality of the firm's proposal (and proposed methodology) will be weighed quite heavily.
2. The firm has the proper credentials and certifications necessary to perform the work requested.

3. The firm has demonstrated experience, relevant to this project, completing similar assignments within the timelines necessary here.
4. The firm's reference checks, upon contact by the city, suggest quality and timely work, and such work has been completed without undue complication to the client.
5. Selected firm must be willing to obtain a Hannibal Business License prior to commencing work. The fee is \$105.00. Please wait to obtain a business license until the city has made its selection.
6. The selected firm cannot employ illegal aliens, and must be willing to enroll in the E-verify work authorization program and submit necessary documentation to the city.
7. Cost – certainly a factor, but not as important as the quality of work necessary.

PROPOSAL SUBMITTAL

Please address each of the following within your proposal package. Given the short project period, the city has one opportunity for review and recommendation prior to making selection, so please do not omit anything below in your proposal:

1. Your firm's proposed scope of work and methodology
2. Licensing certification,
3. Demonstrated experience completing similar projects within the past 5 years, including accessibility to clients, quality of work, and ability to meet schedules,
4. List (and contact information) of five (5) references for related work within the past five (5) years,
5. Ability/willingness to obtain a City of Hannibal Business License prior to beginning the assignment.
6. A statement that the selected firm does not employ illegal aliens, pursuant to State Statute.
7. Fee for services

Interested firms should submit a sealed proposal to:

City of Hannibal
Attention: City Clerk's Office
Re: **STREET TREE INVENTORY**
320 Broadway
Hannibal, MO 63401

To be considered, proposals must be received by Friday, December 20, 2013 at 2:00 p.m. Proposals will be opened December 20, 2013 at 2:00 p.m. in the City Council Chamber at Hannibal City Hall; 320 Broadway; Hannibal, MO 63401.

The city and state reserve the right to reject any and all proposals. The City of Hannibal is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Questions regarding this Request for Proposals shall be made to City Manager Jeff LaGarce at 573-221-0111.

CITY ASSISTANCE

The city will provide Arcmap GIS layers of city boundaries, streets, parcel map, utilities. The city engineer or staff will assist the contractor with identification of city right-of-ways in order to establish which trees will be included in the inventory. The city will also meet the selected firm on-site at anytime during the project, if requested, and provide any other detail or technical information we are capable of providing.

INVOICING

All services performed for the Street Tree Inventory Project should be invoiced upon completion of the project. The city will make payment within 30 days of receipt.

TARGETED AREA

Priority Area 1 ONLY

City of Hannibal Street Tree Inventory Priority Map

