



October 5, 2020

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Chief Operations Officer (COO), 303 E. State Street , Traverse City, Michigan 49684, until **Friday, October 23, 2020, at 3:00 PM** for the following:

**Downtown Tree Management Plan
(specifications attached)**

If the specifications are obtained from the City's website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov

The Traverse City Downtown Development Authority reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Downtown Tree Management Plan”**

You must submit Two (2) Sealed Copies of the bid to the COO's office prior to the above - indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted. All bids will be opened at 4:00 PM on October 23rd at the DDA office.

If you have any question, please contact Harry Burkholder, Traverse City Chief Operations Officer at 231-922-2050 before the bid is submitted.

PLEASE SUBMIT BID TO: Harry Burkholder, Chief Operations Officer
Traverse City Downtown Development Authority
303 E. State Street
Traverse City, MI 49686

OVERVIEW

The Traverse City Downtown Development Authority is seeking proposals from contractors to provide a comprehensive Tree Management Plan for Downtown Traverse City. The Tree Management Plan will support the city's vision for planting, preserving and maintaining the city's urban canopy. Specifically, successful proposer will:

- Update and expand upon the existing tree inventory.
- Solidify a vision for tree canopy in the downtown by engaging the citizens of Traverse City.
- Develop a formal report detailing the findings and assessments of the tree inventory and developing a comprehensive program for tree planting and maintenance.

SERVICES REQUESTED

One. Update Tree Inventory

In 2016, the City of Traverse City initiated a comprehensive city-wide inventory of trees along public rights-of-way (ROW) as well as in parks and public facilities. In 2018, the City worked with the Davey Resource Group to complete the inventory. The inventory collected field data for each tree that includes GPS location, position, species, size, height and condition.

The selected company will complete an update of the existing inventory of tree's along the public right's-of-way for the Downtown District. The update should note any significant changes to the existing inventory, including damaged and/or missing trees. In addition, the update should include a primary maintenance recommendation and risk assessment for each tree. The update will be included in the city's tree inventory layer.

Two. Develop Vision for Tree Canopy in the Downtown District

The people who live, shop and work in Downtown Traverse City have placed tremendous value on the trees that line our streets and fill our parks and open spaces. These trees contribute to Downtown Traverse City's sense-of-place and a larger city-wide urban canopy that has proudly helped earn Traverse City "Tree City USA" status for the last 31 years. However, there has never been consensus on a vision for tree canopy in the Downtown District. The selected company will work with DDA and city staff to develop a vision for tree canopy in the Downtown District.

Three. Understand the Benefits of Trees in the Downtown District

Downtown Traverse City's charm and appeal is based, in part, on its natural character including its proximity to Lake Michigan, the Boardman River and an abundance of trees. These natural resources, in turn, provide numerous benefits from promoting clean air and water to influencing consumer shopping. The selected company will provide a comprehensive overview of the benefits of trees and an urban canopy, specifically highlighting their environmental and economic benefits.

Four. Tree Management Program

Based on the results of the updated inventory and visioning discussions, the selected company will develop a comprehensive tree management program for trees within the public rights-of-way throughout the Downtown District. The tree management program will support the city's vision

(part of which will be fleshed out under Phase Two) for preserving and proactively maintaining its urban forest. The tree management program will include a comprehensive schedule and budget for planting and maintaining trees within the Downtown District. This will include identifying the type and size of trees for missing and/or damaged trees in the street rights-of way, replanting trees to achieve the preferred vision, and identifying needed infrastructure (e.g. streetscape amenities) to accommodate trees that will help us realize our vision. In addition, the selected company will develop a comprehensive and proactive schedule and budget for assessing and maintaining (pruning) trees (and associated infrastructure (e.g., tree grates) and cultivating young trees. The selected company will also develop a comprehensive listing and budget for infrastructure required to reach the vision for tree canopy (e.g., new tree boxes).

Chapter Four of the City's existing Tree Management Plan should be used as a template. However, the Downtown Tree Management Plan should address specific recommendations for the trees along the street rights-of-way within the Downtown District. The new Management Plan will be implemented by the DDA, in close collaboration with the Traverse City Parks and Recreation Division.

Additional Requirements & Considerations

- Upon selection, the Company may attend a meeting of the DDA. Additional meetings may be necessary, including follow up meetings with DDA staff (remote meetings will be accommodated).
- Consideration of how this tree management plan may fit into the existing city-wide tree management plan.
- Consideration of support and man-power needed for maintenance, including the possible need for a full time arborist.
- Consideration on how this tree management plan will help reduce stormwater runoff and protect the Boardman River
- Consideration of this tree management plan can mitigate the impacts of climate change and help build community resilience.

SUBMISSION GUIDELINES

- A cover letter
- Professional references (3 minimum). At least one should be a municipal reference and two should be Michigan-based clients for which similar services have been provided.
- Statement of qualifications. Include information about relevant experience with similar projects (including descriptions, locations, contacts and budgets), technology to be employed, in addition to brief bios for key personnel.
- Narrative describing your approach to the work completed on this project.
- Proposed timeline with incremental progression.
- Any additional items, consideration, tools, utilities technologies, or add-ins you feel might be helpful.
- Fee schedule broken down into areas of work
- Proposal must be submitted by October 23, 2020 by 3:00 PM

BACKGROUND

About the DDA

Currently, the Traverse City Downtown Development Authority is a component unit of the City of Traverse City whose mission is to create, support and promote critical infrastructure and other improvements that enhance the downtown experience, promote business growth, serve as a catalyst for private investment and contribute to the year-round vitality and unique sense-of-place of downtown Traverse City.

The DDA is funded through a 2-mill levy and management contracts. Public improvements are funded through two Tax Increment Financing Districts, TIF 97 and Old Town TIF.

DDA Service Area

The DDA District encompasses .30 square miles, roughly 3.5% the city's total land area. (See map in Appendix A.)

Current Tree Management in Downtown and Traverse City

The City of Traverse City Parks and Recreation Division is responsible for the full lifecycle of all City owned trees within the City of Traverse City. The Parks and Recreation Division also collaborates with residents of the City, Light and Power staff and contractors to care for and remove trees as needed. The primary forestry functions performed by the City include: (1) Planting; (2) Inventory; (3) Watering; (4) Pruning; and (5) Removal.

In 2017, the City received a grant to complete a city-wide Urban Canopy Assessment and Management Plan for city owned street trees. The goals of the urban canopy assessment project were to:

- Complete the inventory of city owned trees.
- Develop a comprehensive priority planting plan for the City owned property and right of way.
- Assess current inventory data and forestry practices and offer suggestions for best management practices for an urban forest of Traverse City's size.
- Assess the City as a whole (both public and private) to attain comprehensive urban canopy land cover percentage.

A link to the City's current Tree Management Plan can be found here:

https://www.traversecitymi.gov/downloads/2018_tree_report_binder.pdf

Bidder - Please complete and return

BID SUMMARY

TITLE: **Downtown Tree Management Plan**

DUE DATE: **October 23, 2020 by 3:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DD is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____