

**Request for Proposals  
Tree Inventory, and Management Plan  
Planning and Zoning Department  
Town of Clarksville, IN**

Issuing Agency: Town of Clarksville  
2000 Broadway St  
Clarksville, IN 47129

All Inquiries: Neal Turpin  
(812) 283-1426  
nturpin@townofclarksville.com

Submittal Deadline: May 11, 2022  
Attention: Neal Turpin  
2000 Broadway St.  
Clarksville, IN 47129 nturpin@townofclarksville.com

**Project Description**

The Town of Clarksville is seeking proposals from qualified companies with experience in street tree inventory data collection and urban forest management plan preparation to procure a Street and Public Property Tree Inventory.

**General**

The Town of Clarksville currently has no tree inventory and desires to inventory and assess public trees within the Town to inform both short and long-term resource allocation and management strategies.

Proposals must include the performance of a computerized and complete street tree inventory,.

**Project Location**

The planning area includes the street rights-of-way, street tree easements, parks, public facilities grounds, and other public property within the Town of Clarksville. *Maps showing the location of work to be done will be provided to the Contractor before work begins.*

**Timing**

All work shall commence after a signed contract between Contractor and the Town of Clarksville.

All work is to be completed by **August 5, 2021**.

**Discontinuance of Work**

The Town Planner shall have the authority to suspend the work, wholly or in part by written order for such period as the Town Planner may deem necessary due to unsuitable weather, or due to failure on the part of the Contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Planner or his/her

representative, shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

### **Scope of Work**

**Street Tree Inventory:** Conduct a street tree inventory in selected street rights-of-way, street tree easements, parks, public facilities grounds, and other public property for approximately 4,000 trees. Contractor may use a GPS-based data collection system and must provide the data to the Town of Clarksville in Microsoft Excel or ESRI shapefile formats.

Tree inventory data fields must include, but are not limited to:

- Tree Number/Code (Unique to each tree)
- GPS coordinates (in a format compatible for GIS mapping tools)
- Tree Common Name
- Tree Latin Name (Genus & species)
- Diameter at Breast Height (DBH)
- Street name
- Address
- i-Tree Species Code
- Land Use
- Site Type
- Tree Condition (Overall) – good, fair, poor, dead
- Maintenance Needed
- Maintenance Priority
- Sidewalk Damage
- Utility Conflicts
- Plantable spaces (by tree size)

### **Project Pricing**

GIS Based Street Tree Inventory - \$20,000 (\$15,000 from DNR Grant, \$5,000 Town Match)

### **Sample Work Product**

Provide at least (1) reference relevant to the professional performance of work for consideration. This work reference should demonstrate the firm's qualifications to perform the Scope of Services.

### **Standard Contract**

The selected firm shall include in their proposal a copy of their Standard Contract.

### **Terms of Contract**

The term of this contract shall be for the period of one year and may be extended for up to one additional year upon written agreement between the Town of Clarksville and the Contractor.

### **Insurance**

Contractor shall file with the Town of Clarksville evidence of Workman's Compensation, Commercial General Liability, and Business Auto Liability. Limits of insurance shall be as follows: Minimum amounts of \$1,000,000 in employer liability, statutory required amounts in Workman's Compensation, \$1,000,000 Commercial General Liability, and \$5000,000 in Business Auto Liability. A certificate of insurance shall be filed with Jacob Arbutal, Town Planner, Town of Clarksville prior to award of contract. The Town of Clarksville shall be listed as an additional insured under General Liability and also listed as a certificate holder. Such insurance shall be

maintained throughout the term of this contract and may not be cancelled without providing at least thirty (30) days advance notice of such cancellation to the Town of Clarksville.

1. Indemnification
  - a. The Contractor agrees to hold harmless and indemnify the Town of Clarksville against any and all claims, suits, damages, costs or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage which the Town of Clarksville may carry.

### **Proposal Evaluation and Consultant Selection**

The Town of Clarksville Council has established procedures to be followed in selecting professional services. Procedures, as established, are for the purpose of ensuring the Contractor is selected in a fair and uniform manner, that those selected for work are qualified and experienced. Applicants shall demonstrate their qualifications to satisfy the Scope of Services. The company's submittal shall address all aspects of the RFP and clearly express the companies understanding of the Town of Clarksville's specific requirements, indicating the company's personnel qualifications to conduct these services in a thorough and efficient manner.

The Town of Clarksville will select from offering firms presenting complete submittal by **May 27, 2022**

Selection will be based on:

- Company qualifications,
- Relevant municipal street tree inventory and management plan experience,
- Relevant certifications and qualifications (ISA Certified Arborist and TRAW certified),
- Demonstration of understanding of the project description, scope of services and work to be performed,
- Schedule and cost estimated for identical tasks in the scope of services,
- Other relevant experience,
- Current or prior work in the Town of Clarksville

### **Administrative Information**

1. **Standard Terms and Conditions of Request for Proposals**
  - a. All submittals must be valid for a minimum period of ninety (90) days after the date of the submission.
  - b. The Town of Clarksville makes no guarantees to any offering company until such time the Town of Clarksville approves the contract.
  - c. The Town of Clarksville reserves the right to reject any or all proposals and to make the award as deemed in the best interest of the Town of Clarksville.
2. **Project Contact**
  - a. The Town of Clarksville's contact for this project is Neal Turpin. Prospective applicants may make inquiries concerning the Request for Proposals to obtain clarification of the requirements.

Direct all inquiries to:

Neal Turpin  
2000 Broadway St.  
Clarksville, IN 47129  
[nturpin@townofclarksville.com](mailto:nturpin@townofclarksville.com)

**C) Purpose**

This RFP provides prospective companies with sufficient information to prepare and submit quotations for consideration by the Town of Clarksville. To be considered, each offering must demonstrate the ability to complete the scope of services outlined in the RFP.

**D) Submittal**

The offering shall be submitted to the attention of [Neal Turpin](mailto:Neal.Turpin@townofclarksville.com) at the Planning Department by **4:30 p.m. on May 11, 2022**. Electronic copies may be submitted to [Nturpin@townofclarksville.com](mailto:Nturpin@townofclarksville.com). The Planning Department is located at 2000 Broadway St in Clarksville Indiana. Late offerings will not be accepted. It is the responsibility of each firm submitting a proposal to ensure that the documents arrive at the Planning Department by the submittal deadline. The submission must be on the vendor's letterhead. Applicants are encouraged to submit a digital copy of all or part of the proposal for ease of distribution.

**E) Response Material Ownership**

All materials submitted regarding the RFP become the property of the Town of Clarksville and will only be returned at the Town of Clarksville's option. Responses may be viewed by any person after the final selection has been made. The Town of Clarksville has the right to use any or all of the material outlined in the Proprietary Information above.

**F) Incurring Costs**

The Town of Clarksville is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

**G) Acceptance of Scope of Services**

The Scope of Services will become contractual obligations if a subsequent agreement is reached.

Failure of the selected firm to accept these obligations may result in cancellation of the award.

**H) Acceptance Time**

The Town of Clarksville intends to make a selection by **May 27, 2022**.

**I) Payment of Services**

The Vendor agrees to bill the Town of Clarksville monthly with the required report as tasks are completed and approved and to allow 30 days for payment to be received.