

CITY OF LIVINGSTON, MONTANA

CALL FOR BIDS

NOTICE IS HEREBY GIVEN that the City of Livingston, Montana, is accepting sealed bids for:
City of Livingston Tree Inventory Update

Sealed bids will be received by the Livingston City Finance Office, 220 East Park Street, Livingston, Montana, until 2:00pm April 22nd, 2022, at which time the bids will be publicly opened at the City Finance Office before the City Finance Officer for: **City of Livingston Tree Inventory Update**.

Please write the name of the project on the front of the sealed bid.

The physical address is:

City Finance Office, 220 East Park Street, Livingston, Montana.

The mailing address is:

City Finance Office, 220 East Park Street, Livingston, Montana 59047

Bids must be received before 2:00pm April 22nd, 2022. Original copies must be submitted – no faxed or electronic bids will be accepted. Bids will be opened and read following the close of bids.

Full and detailed requirements on the Tree Inventory may be obtained at the City Public Works Office, 330 Bennett Street, Livingston, Montana 59047, telephone number (406) 222-5667 or on the City of Livingston website <https://www.livingstonmontana.org/community/page/city-projects>.

Any submitting entity under this invitation to bid must sign and return the required affirmation stating that they will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity or disability in the exercise of contract should it be awarded to that entity. Each entity submitting under this notice shall also recognize in writing the eventual contract will contain a provision prohibiting discrimination as described above and this prohibition on discrimination shall apply to the hiring and treatment of the Contractor's employees and to all subcontracts.

No bid may be withdrawn after the scheduled time for the public opening of bids, which is
2:00 pm April 22nd, 2022.

The right is reserved to reject any or all proposals received, to waive informalities, to postpone the award of the contract for a period of not to exceed Sixty (60) days, and to accept the bid which is in the best interests of the Owner.

The City of Livingston is required to be an Equal Opportunity Employer

DATED at Livingston, Montana, this April 4th, 2022

Legal Ad Published in Livingston, Montana

April 6th, 2022
April 12th, 2022
April 18th, 2022

April 4, 2022

To Whom It May Concern:

The City was awarded an UCF Program Development Grant by the Montana DNRC. The City of Livingston Parks Department is seeking formal quotes for updating 50% of its existing Urban Forest Tree Inventory in the area south of Park Street. The City of Livingston tree inventory was updated over the summer of 2014, utilizing ArcGIS 10.1 software. It is estimated that the current population of City trees is around 3,900 in City parks and along boulevards. Due to the technical nature of tree inventory work and with citizen interaction potential, an experienced and knowledgeable company well versed in tree inventory and public relations is sought. The company or individual selected shall have an International Society of Arboriculture Certified Arborist with at least 3 years of experience in the field of tree inventory work on staff, TRAQ qualified preferred. Data collection shall be completed by a Certified Arborist. In the advent that no Certified Arborist submits an inventory quote, noncertified Arborists will be considered.

Scope of Work

The company selected agrees to furnish all labor, equipment, supervision, and expertise necessary to complete an approximately 2,500 boulevard and park tree inventory update utilizing the City of Livingston's ESRI Geodatabase system outlined in this quote request. The data must also be compatible with TreeKeeper 8 System that is used for the state tree inventory and with Microsoft Excel.

The company selected will utilize the City of Livingston's ESRI Geodatabase to collect roughly 19 tree attributes at each tree location along boulevards and parks throughout town on a block by block basis. One Trimble R1 Receiver unit will be made available by the City of Livingston for data collection by the company if needed. Trees, stumps, removal sites and planting sites are to be updated and/or collected through this project. The standard projection and coordinate system for City and County GIS data is:

Projected Coordinate System: NAD83 State Plane Montana FIPS 2500

Datum: NAD83

WKID: 32100

Attributes to be collected or verified: These attributes will need to comply with the statewide format per the DNRC Tree Inventory Specifications.

- Inventory Date
- Genus and Species
- GPS location, 1 meter accuracy is required
- Site Type (tree, planting spot, removal spot, or stump)
- Street, Must use statewide format (all capital letters and abbreviations for street, boulevard, and drive, etc.)
- Site location (Front 1, F2, F3 Side right 1, SR2, SL1, SL2 etc.)
- Zone (blvd, park)
- Growing space (0-2ft, 2-4ft, 4-6ft, etc.)
- Land use/owner (residence, hospital, school, park etc.)
- Utilities (communication, power, street light, etc.)
- DBH to the nearest 1"
- Defects (none, trunk scar, structural, cultural, etc.)
- Insects/Disease Stress (none, bark beetles, mushrooms, etc.)
- Condition, Excellent (ISA Rating 100%), Good (ISA Rating 80%), Fair (ISA Rating 60%), Poor (ISA Rating 40%)
- Maintenance task if needed (crown clean, crown reduction, treat for pest, removal, etc.)
- Maintenance priority task (immediate action, hi priority, or standard)
- Further Inspection requirements
- Sidewalk Damage (0, 0-1, 1-2, etc.)
- Notes

Planting Locations

Planting location distances will be based on the following requirements: For 8' wide or less boulevards, planting locations will be spaced 35' apart for large tree species, 25' for medium trees and 15' for smaller species. Trees must be planted 35' from a corner to avoid sight triangle obstructions. Trees must be 10' from signs, fire hydrants, water and sewer services and buried utilities.

ECO Summary report

A summary report of environmental benefits is included in the scope of this work.

Damage or Loss of Company's Supplies or Employee's Property

The City does not assume any liability from fire, theft, accident or any other cause resulting in damage or loss of the company's supplies, materials or equipment, or of personal property or belongings of their employees.

Insurance Requirements

The company selected will be required to carry Commercial General Liability insurance issued by a reliable company or companies for personal injury and property damage, in an amount not less than \$750,000 per claim, and in an amount not less than \$1.5 million per occurrence and naming the City of Livingston as an additional insured.

Time of Re-Inventory

- Re-inventory data shall be completed by September 30, 2022.
- Failure to complete all work by the due date will impose a \$100.00 per day penalty. Penalty will be taken into account as part of final bill. If uncontrollable circumstances exist the Public Works Director may grant an extension as need be.

Formal Quotes

- Provide formal quotes to the Livingston Finance Department on company letterhead.
- Quote shall be provided on a price per tree, stump and planting spot basis.
- Describe experience and knowledge of TreeKeeper 8 software.
- A statement of the company’s ability to provide proof of insurance meeting the City of Livingston’s requirements upon being awarded the project should be stated.
- Provide a list of the equipment, technology and software they intend to use to capture and log the inventory.
- The proposer shall provide a list all needed supplies, permits/licenses and equipment needed to do the inventory.
- Copies of ISA Arborist Certifications is required.
- Written quotes must be received by **2pm April 22, 2022.**

- ❖ Price per tree updated or recorded _____
- ❖ Price per stump updated or recorded _____
- ❖ Price per planting spot updated or recorded _____
- ❖ ECO Summary Report _____

Misc

- The Livingston Parks Department reserves the right to add to or to take away trees, stumps and planting spots based on funds available for this project and quotes received.

Payment

Payment will not be made until all inventory work is completed. It will be the company's responsibility to invoice the City for payment. Once an invoice is submitted for payment the City requires 14 days to complete payment.

City Contact

The contact for the Livingston Parks Department shall be:

To: City of Livingston
Attn: Dan Baker
Parks Foreman
330 Bennett Street
Livingston, MT 59047
406-222-5667

The company providing the lowest total quote for completing the tree inventory update and who meets all the requirements outlined in the Scope of Work will be awarded the project. The project will be awarded following the signing of the contract by the company, and City officials. Anticipated start date is June 1, 2022.