



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT**  
**STREET TREE INVENTORY ANALYSIS & RISK ASSESSMENT**  
**SPECIFICATIONS**

**REQUEST FOR QUALIFICATION**

**RFQ EP22/23-07**

**BID OPENING WEDNESDAY MARCH 8, 2023 AT 11:30AM**

**I. INTRODUCTION**

The City of East Providence is seeking an urban forestry consultant (or consultant team) to conduct data cleanup, validation, and analysis of a citywide street tree inventory that was conducted in summer 2021, as well as a Level II Risk Assessment of approximately 1,500 trees

**II. BACKGROUND**

The City of East Providence completed a citywide street tree inventory in summer 2021, funded through a previous grant from the Rhode Island Department of Environmental Management (RIDEM) Urban & Community Forestry program. The Planning Department hired a college student summer intern who conducted most of the field work, with the participation of an additional 20 community volunteers. In total, 6,376 street trees were inventoried using the ForestMetrix Accessible Urban Tree Inventory (AUTI) system. Data collected on each tree includes the species, diameter at breast height (DBH), height, condition, size of tree lawn, and location (latitude/longitude and approximate street address). The City is now seeking to hire a consultant to expand upon this work in order to improve our urban forestry management and planning practices.

The city is seeking an urban forestry consultant to 1) conduct data cleanup and ground-truthing of our street tree inventory (completed in 2021), 2) provide analysis and recommendations to share with city staff, city officials and the public, and 3) perform a Level II Risk Assessment on approximately 1,500 street trees including trees 22" DBH or greater as well as trees in "poor condition."

Findings from the tree inventory data analysis and recommendations for urban forestry management practices will be shared with city staff, city officials including the City Council and Tree Commission, and the general public through a published report as well as a tree inventory webpage on the city website. This will provide city staff, including the Planning Department and Parks Division, with the information necessary to make informed decisions regarding tree care and maintenance, pest control, increasing biodiversity to prepare for the impacts of climate change, and preparing for hazardous weather events. This information will help inform the Tree Commission and City Council regarding tree related policies and ordinances, and funding decisions through the city's Capital Budget.

### III. FUNDING

Funding for this project is provided by a RIDEM Urban & Community Forestry grant and City of East Providence matching funds. Consulting fees may not exceed \$20,000 for all aspects of the project including reimbursable items.

### IV. SCOPE OF SERVICES

The consultant will 1) conduct data cleanup and ground-truthing of our street tree inventory (completed in 2021), 2) provide analysis and recommendations to share with city officials and the public, and 3) perform a Level II Risk Assessment on approximately 1,500 street trees including trees 22" DBH or greater as well as trees in "poor condition." The consultant will attend project meetings with the City as needed and share drafts for review and comment prior to being finalized.

#### Activities include:

- Data Clean-Up
  - Organize by geographical area (neighborhood, ward, etc), street addresses, tree numbering as instructed
  - Identify and fix error patterns
  - Prioritize data for ground-truthing
- Ground-truthing
  - Inspect species, dbh for minimum 10% of tree inventory (637 trees)
  - Inspect sites sampled from all neighborhoods and individual volunteer data sets.
  - Inspect trees identified through data clean-up
- Analysis
  - i-Tree
  - Align data for i-Tree
  - Provide ecosystem benefits - function and structure
  - Analysis of diversity, size/age structure
- Risk Assessment
  - Perform Level 2 Basic assessment of designated street trees (includes walk-around, visual assessment of trees and tree defects, possibly utilizing simple tools (rubber mallet, diameter tape, hand trowel, metal probe)
  - Determine overall risk rating of individual trees (extreme, high, moderate, low) based on identified tree defects and impact on surrounding targets
  - 1,500 trees (approximately)
    - Includes trees 22" dbh or greater (1,316 trees)
    - Includes all "poor condition" trees (470 trees, may include 22" dbh or greater duplicate trees)
- Report
  - Write draft of Street Tree Inventory Report
    - Executive Inventory Methods and Analysis Methods
    - Data and Analysis (create graphs/charts)
    - Management Recommendations
    - Photos throughout
    - Appendices
  - Publish final Street Tree Inventory Report as a well-designed PDF document to share with city staff and officials, including City Council and the Tree Commission
  - Present findings and recommendations at a public meeting hosted by city staff and the Tree Commission

## V. WORK PRODUCTS

Work Products will include:

- Tree Inventory Data that has been cleaned and validated (excel spreadsheet)
- Tree Inventory Final Report with key findings, charts/graphs, and management recommendations (PDF)
- Level II Risk Assessment Report

All products will be submitted in draft form to the East Providence Planning Department for review and comment prior to being finalized.

## VI. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced items in the scope of work and submission of work products. Draft work products must be submitted to the City for review by July 1, 2023. All final work products must be completed by September 1, 2023.

## VII. SUBMISSION REQUIREMENTS

### A. Insurance

The Consultant shall hold comprehensive general liability and property damage coverage of at least \$1,000,000 for itself and any of its employees. Proof of such insurance shall be provided by the consultant prior to entering a contract with the City. See Standard Instructions to Bidders (attachment) for more information on insurance requirements.

### B. Proposals

Qualification proposals must be submitted in a sealed envelope clearly marked “Street Tree Inventory Analysis and Risk Assessment – RFQ# EP22/23-07 and addressed to East Providence City Hall, Controllers Office, Room 103, Attn: Ralph Mitchell, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914, **no later than 11:00 AM on March 8, 2023**. Please submit three (3) hard copies, along with an electronic version saved as a PDF on one (1) USB drive, in one (1) sealed envelope.

## VIII. RFQ SCHEDULE

RFQ Issued:	February 8, 2023
Last Day for Questions:	March 1, 2023
Proposals Due:	March 8, 2023
Interviews:	March 15-22, 2023
Award:	March 24, 2023

## **IX. GENERAL CONDITIONS**

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate management services in the best interest of the City.
2. The Consultant will abide by all Federal, State and City regulations in the performance of the scope of work specified in this Request for Proposal.
3. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Firm.
4. The Consultant shall provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The City intends to make a decision on a contract for the requested management services within thirty (30) days of the bid deadline. The Consultant shall be prepared to begin work immediately upon the execution of a contract with the City.

## **X. CITY CONTACTS**

Any questions regarding this RFQ should be directed to Ralph Mitchell, Procurement Specialist at [rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov) and to Johanna Walczak, Senior Planner at [jwalczak@eastprovidenceri.gov](mailto:jwalczak@eastprovidenceri.gov) no later than **WEDNESDAY MARCH 1, 2023 AT 11:00AM.**

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell, Procurement Specialist  
[rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov)