



Request for Proposal

For Urban Forest Canopy Cover Analysis
Due date: September 17, 2010

1 PROJECT OVERVIEW

The City of Port Angeles seeks qualified consultants to complete an Urban Forest Canopy Analysis (UFCA). The UFCA is an assessment of the tree cover canopy and takes into account not only the percentage of tree canopy across the city but also compares it with local geography, climate, and land-use categories. The information derived from the study will include digital imagery showing detailed leaf on conditions that translate into different land cover classification for GIS layers. This is intended to provide City staff with a higher level of detail regarding City tree resources than is currently available and help them pursue policies, review procedures, and draft budgets for future urban forestry projects. The City will likely use the UFCA to examine the feasibility of implementing an Urban and Community Forest Program.

Port Angeles is a city of nearly 20,000 people located in Clallam County on the Olympic Peninsula of Washington State. The city area is approximately 13.9 square miles, of which 3.8 square miles are occupied by the Port Angeles Harbor. We estimate that we currently have approximately 2,000 street trees and approximately 25% coverage by urban forest canopy. This estimate is based upon 2006 orthophotography of Port Angeles.

The City recommends that the consultant conduct the project in three steps: Data Collection, Data Analyses, and Data Synthesis. These three steps are meant to achieve the desired results and provide breaks in the billing cycle. During the data collection it is anticipated that the preferred candidate will use the best available sources of existing data and collect new data using proven, state of the art technology and methodologies that have been successfully implemented in other cities of similar size and scope to Port Angeles. This includes not only the use of the City's existing GIS data, but may also include the acquisition of new aerial photography or other types of long-range remote sensing data in order to provide new information for the analysis.

2. SCOPE OF WORK

A. Geo-spatial analysis of citywide urban forest canopy.

This Urban Forestry Canopy Analysis Project shall include completion of geo-spatial analysis of the citywide urban forest canopy. The analysis shall incorporate a comprehensive written synthesis of results, a PowerPoint presentation of the results, and GIS data compatible with the City's ESRI ArcGIS software. It shall include quantitative and spatially explicit: 1) analyses of the land area covered by the following five land cover classes: a) impervious surfaces, b) trees (including shrubs), c) grass (all low-lying vegetation), d) bare soil (including dry vegetative cover) and e) water; 2) percentages further categorized and characterized across each of the City's 17 neighborhoods and 3) by Public and Private ownership further divided into

categories such as natural open areas, open space, City Parks, and Private Residential ownership as appropriate. It is expected that the analysis will also identify potential planting areas or sites that will best enhance the urban forest canopy.

B. Development of street tree inventory.

City staff is developing a street tree inventory. The staff has prepared a GIS street tree layer that currently contains spatial information for each street tree but lacks substantial qualitative and quantitative data. A basic geo-database was created and partially populated with data, however, it is inadequate at this time to function as an analytic tool. The City expects that roughly 25% to 30% of the project budget will be devoted for the consultant's assistance to City personnel toward further development of the geospatial street tree inventory.

Project Objectives

It is expected that the following tasks will be accomplished by the consultant:

Task 1 Collect available data from existing sources. This will include a preliminary visit to Port Angeles to observe the forest conditions in the city, consult with city staff on project components, and obtain the appropriate data-sets (geospatial and otherwise) housed at the City.

Task 2 Analysis of data. This will include using the data collected during Task 1 to accomplish the several analysis requirements that follow. They include: 1) determination of land cover categories (impervious surfaces, trees (including shrubs), grass (all low-lying vegetation), bare soil (including dry vegetative cover) and water, 2) Analysis of the percentage of canopy cover separated by neighborhood boundaries, 3). Analysis of the percentage of canopy cover separated by existing zoning designations, 4) Analysis of the percentage of land area in private ownership, parks and open spaces, and streets and other public facilities, 5) Location information for optimal, future tree planting sites.

Task 3 Street tree inventory advisement. This will include consultation with City staff and review of the existing street tree inventory geo-database and I-tree software to help provide focus and goals for the street tree inventory.

Task 4 Maps and written report. This will include production of a written report summarizing the methodologies, findings, and recommended actions of the Urban Forestry Canopy Assessment. The report will include attachment of paper maps of the analyses required under Tasks 1 and 2 at appropriate scales. Maps will also be provided in digital format compatible with the City's ESRI ArcGIS software platform. The maps are expected to detail:

- Tree canopy cover for the entire city area.

- Land cover percentages of impervious surfaces, trees (including shrubs), grass (all low-lying vegetation), bare soil (including dry vegetative cover) and water.
- Tree canopy cover percentages for each of the existing 17 neighborhood areas.
- Tree canopy cover percentages for the various zoning classifications throughout the city.
- Tree canopy percentage coverage of impervious surfaces.
- Potential planting locations for future additions to the urban forest.

It is additionally expected that the outcome of Task 3 will result in a memo written to City staff outlining the recommendations for the Street Tree Inventory with direct instructions of how to complement the I-tree software with both the City's GIS and the geospatial data provided as the primary deliverable for this task.

3. Project Budget and Timing

The project is being funded by Washington State Department of Natural Resources. The City of Port Angeles will provide grant administration and reporting services for this project. The grant amount awarded is \$10,000. It is expected that between 70% and 75% of the grant total will be used for Task 1, 2, and 4, with the remainder applied to Task 3.

The terms of this contract shall extend from date of execution through June 10, 2011. No work done after June 10, 2011 will be compensated.

Payments to the contracted party will be made at the completion of each task, with final payment being made only upon receipt of complete final report and deliverables.

All expected deliverables shall be provided to the City of Port Angeles no later than April 30, 2011, for distribution and review. All required changes shall be completed no later than June 10, 2011.

4. PROPOSAL ADMINISTRATIVE REQUIREMENTS

Introduction

This section details the procedures established for managing and directing the RFP process. The purpose of these procedures is to ensure that the City receives proposals that are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals.

The City may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

Communication with City

All communications concerning this project should be directed to:

Scott K. Johns AICP, Associate Planner
321 E. Fifth Street
Port Angeles, WA 98362
(360) 417-4752
sjohns@cityofpa.us

a. Delivery of Proposals

To be considered, seven hard copies and one electronic copy of Proposals must be received at the above address no later than 5 p.m. (PST) on September 17, 2010. Proposals must be limited to ten or fewer pages (resumes included as attachments are not counted toward page totals). Proposers are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will not be considered and will be discarded. Faxed proposals will not be accepted.

b. Cost of Proposal

This RFP does not, under any circumstances, commit the City to pay any costs incurred by any proposer in the submission of a proposal. The proposer is responsible for all costs associated with its response to this RFP.

c. Rejection of Proposals

The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

d. Proposal Disposition

All materials submitted in response to this RFP will become the property of the City upon delivery to the City.

5. PROPOSAL CONTENT

Proposals should include the following:

- Identify the proposing firm name, address, phone, fax and e-mail address. Identify the project manager and all team members including subcontractors proposed to be working on the project. Estimate total hours each party will spend on the project.
- Describe your approach to and understanding of the project, specifically addressing each of the tasks included in this RFP. Include a brief explanation of how your team will be organized and indicate the number of hours to be spent on each task.
- Describe the relevant background and experience of the lead proposing firm including years in business. Describe the relevant experience of your team members and principal subcontractors in the areas of urban forest analysis. The lead proposing firm should also describe its relevant experience in producing design packages and cost estimates for similar projects. Emphasis will be given to relevant experience relating to projects that have actually

been completed. Please note that if selected, the City must approve any change to the proposed project team.

- Provide at least two relevant references for your firm and two relevant references and resumes for the project manager and each key staff or subcontractor (except administrative support).
- Provide a proposed timeline and a proposed budget that is consistent with estimated hours for each task in this RFP. The budget should include hourly rates for each team member. Proposers may assume that the City will be responsible for grant administration and contact with pertinent state agencies.

6. EVALUATION AND SELECTION

Evaluation Process

Step 1: Written proposals will be reviewed and scored or rated by an Evaluation Committee which may be comprised of City staff, appointed or elected officials, or other technical professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed in Section 5. The proposer(s) whose written proposal(s) receives the highest score(s) will be invited for interviews. References will be checked for those firms invited to interviews.

Step 2: Interviews will be conducted by an Interview Team. The Interview Team will include the results of reference checks as part of their scoring.

Step 3: Contract negotiations will commence with the selected consultant. Firms not selected will be notified in writing.

Step 4: The contract will be executed between the selected consultant and the City of Port Angeles.

Step 5: If negotiation with the initially selected consultant fails to produce a contract, the City reserves the right to enter negotiations with one or more other proposers.

Scoring Proposals

Proposals will be evaluated using the following scoring:

Item	Maximum Points
Overall Responsiveness to RFP Details	20 points
Team Qualifications	30 points
Approach and project understanding	30 points
Budget optimizes the value to the City	20 points



Funding assistance provided by the USDA Forest Service and the Washington State Department of Natural Resources Urban and Community Forestry Programs.
The USDA is an equal opportunity provider and employer.