



City of Southport

Request for Proposals for Professional Services in Creating Southport's Urban Forest Management Plan

INTRODUCTION

The City of Southport, North Carolina is seeking professional services from an experienced consultant (certified by the International Society of Arboriculture or the American Society of Consulting Arborists) to write an Urban Forest Management Plan.

The selected consultant will be required to enter into an agreement with the City of Southport.

Interested parties should submit five (5) copies of their proposal. Include qualifications and background of key personnel, relevant project experience, and 3-5 references from projects, preferably similar in size and scope. Submittals are due by 4:00 p.m. on March 4, 2011 to:

Amy Nelson, AICP, Planning Director
City of Southport
201 E. Moore Street
Southport, NC, 28461

The City of Southport will review the Requests for Proposals. We hope to select the qualified firm by March 7, 2011.

The RFP is presented as outlined below:

I. Background

II. Scope of Services

III. Proposal Format & Content

IV. Evaluation Criteria and Selection Process

V. Submittal Requirements

I. BACKGROUND

Incorporated in 1792, the City of Southport is located in coastal Brunswick County, North Carolina, between Wilmington and Myrtle Beach. The 2009 estimate from the North Carolina State Data Center put Southport's total population at 3,143. Southport is a city rich in culture and history. Southport's beautifully preserved downtown is listed on the National Register of Historic Places and includes both commercial and residential buildings.

With many previous successes and partnerships, our tree protection programs have realized the following accomplishments:

- Implementation of a tree ordinance;

- Appointment of a Forestry Committee;
- Designation as a Certified Tree City;
- Update of our tree ordinance, currently underway;
- Worked with community groups and volunteers to create and update our public tree inventory and assessment in 2001; and
- Worked with community groups and volunteers to plant new trees annually.

The purpose of this RFP and project is to maintain our existing trees as well as to plan for the addition of new trees for the future. Our aim is for a long-term, sustained urban forestry program.

II. SCOPE OF SERVICES

We seek an ISA or ASCA certified arborist to create a plan for routine maintenance of existing trees in our City public rights of way and other public areas. The plan will be based on best management practices and may include storm and/or hazard tree management.

The project must be fully completed by September 30, 2011.

III. PROPOSAL FORMAT AND CONTENT

Proposals are to follow the format and are to contain information listed in this section. In order to be responsive, proposals must address all the items listed in this section.

A. Letter of transmittal introducing firm and nature of proposal.

B. Narrative items

1. Brief resumes of the personnel to be assigned to the project. Discuss experience specifically related to this project and how this experience will be applied to this project.
2. Program of work satisfying the requirements of the Scope of Services section. Program should include a Completion Schedule and a Work Plan identifying discrete tasks and outlining
 - Activity/task description
 - Person completing the task
 - Deliverables

C. Prior Work

Please send a copy of work from not more than two similar projects completed by your firm.

D. References

Provide names and telephone numbers of three to five (3-5) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

E. Fee and rates for the item listed in the Scope of Services.

F. Proof of current liability insurance policy

H. Current ISA or ASCA Certification is required.

Provide the International Society of Arboriculture or American Society of Consulting Arborists certification number:

V. EVALUATION CRITERIA AND SELECTION PROCESS

Consultant selection and award of contract will be made on the basis of the respondent receiving the most points based on the following:

A. Qualifications of the Arborist (Staff strengths & similarity of projects) (40 POINTS AVAILABLE)

B. Program of Work and general approach (15 POINTS AVAILABLE)

C. Competitive fee and rates (25 POINTS AVAILABLE)

D. Past performance/references (20 POINTS AVAILABLE)

VI. SUBMITTAL

Proposals must be submitted in the format provided. Five copies of the proposal are due in the office of the Planning Director **no later than 4:00 pm on Friday, March 4, 2011**. Late submittals will not be accepted. Telephone, telegraphic, electronic, and faxed proposals will not be accepted. It is the contractor's responsibility to see that their proposals have sufficient time to be received by the city's Agent before the submittal deadline. Proposals are to be submitted in a sealed envelope to: City of Southport, 201 E. Moore Street, Southport, NC, 28461, Attn: Amy Nelson.

The Firm assumes the burden of delivery. Proposals are to be submitted in a sealed envelope clearly marked:

**“Request for Proposals
For Urban Forest Management Plan”**

Inquiries regarding the RFP should be directed to Amy Nelson, AICP, Planning Director, 910.457.7961, amy_nelson@southportnc.org, or by inquiry to the address above.

The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. **The City reserves the right to reject any and all proposals received.**