



PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS #PWD 25.301

TREE CARE AND CONSULTANT SERVICES

Bid Due Date:

Wednesday, April 30, 2025

by

10:00 a.m.

**City Clerk's Office
123 Main Street
Pleasanton, CA 94566**

pleasantoncityclerk@cityofpleasantonca.gov

BID MAY BE DISQUALIFIED IF BID PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED

DocuSigned by:

Siew-Chin Yeong

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Siew-Chin Yeong

Public Works Director

I. INTRODUCTION

The City of Pleasanton is seeking proposals for tree care and consultant services at various parks, streets, golf course, and open space locations throughout the City. The Public Works Department Parks Division maintains over 23,000 trees within 24.27 square miles. Although the total inventory does not account for trees located along trails or open space, it does include 385 developed acres of parkland at 46 sites and street trees located throughout the City. To better understand the project and the division, please visit the City website at:

[City of Pleasanton, Public Works Parks Division](#)

All work to be performed shall be in accordance with the [City of Pleasanton Standard Specifications and Details dated July 2024](#), and shall be overseen by the Parks Division Manager or their designees (all reference hereafter to the Parks Division Manager shall include their designees). The selected Contractor will provide the following services:

1. Tree pruning
2. Tree removal
3. Stump grinding and removal
4. Emergency tree work and after hours call outs
5. Documenting tree activities in a supplied tree inventory management software program
6. Tree inventory data collection at new sites
7. Recycling/chipping of wood/tree debris
8. Hauling and disposal of all wood debris that cannot be chipped
9. Arborist consulting services
10. Pest control services
11. Installation of cabling and bracing
12. Manual tree watering
13. Tree planting and staking
14. Root pruning for hardscape repairs
15. Support staff, supervision and management

II. SUBMITTAL PROCESS

Bid Submittals will be received by the City of Pleasanton City Clerk's office:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk's Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Wednesday, April 30, 2025 by 10 a.m.

Please reference the Title and Project Number for all Submittals

**“Tree Care and Consulting Services”
RFP No. PWD 25.301**

Qualifications and Bid proposals shall include the completed Bid Response Package with the following: Contractor Information, Work Experience, Scope of Services with Rate Sheet, and any Additional Information deemed relevant by the Contractor.

III. PROCUREMENT SCHEDULE

EVENT	DATE/LOCATION	
RFB Advertised	Friday, April 11, 2025	
Mandatory Pre-Bid Conference	Monday, April 21, 2025 @ 9:00 a.m.	at: Operations Services Center Remillard Room 3333 Busch Road Pleasanton, CA 94566
Written Questions Due	Wednesday, April 23, 2025, by 5:00 p.m.	
Proposal Submittal Due Date	Wednesday, April 30, 2025 by 10 a.m.	at: Pleasanton City Clerk PO Box 520 123 Main Street Pleasanton, CA 94566 pleasantoncityclerk@cityofpleasantonca.gov
INTERVIEWS	Week of May 5, 2025	
Council Consent Date	Tuesday, June 3, 2025	
Contract Start Date	July 01, 2025	

Note: Council consent and start dates are approximate.

IV. SCOPE OF SERVICES/WORK (see Exhibit A for further details)

The Scope of Work consists of general tree care, work documentation and tree inventory tracking and arborist consulting services at various locations within the City. The service shall include labor, equipment, material, traffic control, pedestrian control, safety protection, public notices, warning signs, licenses, permits and any incidental costs required to setup, implement the tasks successfully.

1. **Tree Pruning** - Pruning of City-owned trees in accordance with City requirements.
2. **Tree Removal** - Removal of City-owned trees in accordance with City requirements.
3. **Stump Grinding and Removal** - Removal and/or grinding of tree stumps as necessary, and in accordance with City requirements.
4. **Emergency Callouts** - As directed by the Parks Division Manager, respond to emergency requests for tree services after normal business hours for property or life safety purposes
5. **Documenting Tree Work/Activities in a Supplied Tree Inventory Management Software Program** - On a daily basis while working in the City, or on a schedule to be

determined by the Parks Division Manager, provide updates on all tree-related activities in a tree inventory management software such as Arbor Access or an approved alternate tree inventory management software program.

6. **Tree Inventory Data Collection at New Sites** - On a quarterly basis, collect and provide specific data on trees at new sites for the City's Tree Inventory. Enter data into tree inventory management software.
7. **Recycling of Wood Debris** - Provide a woodchipper which produces high quality wood chip mulch which can be recycled and used as planter mulch. City to provide sites for mulch delivery or centralized stockpile location.
8. **Hauling and Disposal of All Wood Debris** - Provide proper hauling and disposal of all wood debris which cannot be recycled into suitable wood chip mulch.
9. **Consultations Services** - Provide consultation services by a certified consulting arborist in the execution of the City's Heritage Tree Ordinance.
10. **Pest Control Services** - Provide the ability to apply pesticides to control unwanted pests on an as-needed basis.
11. **Installation of Cabling and Bracing** - Provide the ability to install tree cabling and bracing according to ISA standards and specifications as well as maintenance and inspection services.
12. **Manual Tree Watering** - Provide the ability to manually water newly installed trees in medians, trails, and parks.
13. **Tree Planting and Staking** - Provide the ability to plant trees and install tree stakes according to City standards and specifications.
14. **Root Pruning** - Provide the ability to perform root pruning.
15. **Support Staff, Supervision and Management** - Respond to questions and resolve problems as they arise.

V. MANDATORY PRE-BID CONFERENCES

A Mandatory pre-bid meeting will be held at **9:00am on Monday, April 21, 2025**, at 3333 Busch Road, Pleasanton. This will provide an opportunity for potential contractors to ask specific questions about the services and request clarification on any concerns.

Special Note: Prime Bidders who fail to attend the pre-bid meeting are disqualified from submitting a bid

VI. AGREEMENT TERMS

The term of this agreement (See Attachment II) commences on July 01, 2025, and expires three years from that date. The parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the first year of the Agreement. For the second or subsequent years of the Agreement, the cost of each one-year term may increase only by the change in the consumer price index for the

San Francisco-Oakland-San Jose Metropolitan Area (all items index; all urban consumers) for the twelve-month period ending in April each year as published by the Bureau of Labor Statistics, U.S. Department of Labor. It is the sole responsibility of the Contractor to provide the City with their new calculated rate sheet(s).

The only items that shall be subject to negotiation are the following:

1. Billing for tree pruning or removal on an hourly basis or tree pruning or removal on a per tree basis based on diameter at standard height (DSH) will be determined by the Parks Division Manager and can be changed at any time.

Within ten days of being notified by the City, the Contractor shall submit to the City:

- A signed copy of the City's standard Maintenance and Trade Services Agreement
- Certificates of Insurance, with Endorsement letter naming the City as an additional insured
- Evidence of a current business license to conduct business in the City of Pleasanton; if contractor does not have a business license, visit our website <https://www.cityofpleasantonca.gov/our-government/finance-department/business-license/>
- Completed W-9 Form for all new contractors

VII. SPECIAL PROVISIONS & ADDITIONAL INFORMATION

Bids Received After Deadline

Bids received after the time established for receiving bids will not be considered.

Location of Bids

This RFB has been posted on the City's website and at the following locations:

<https://www.cityofpleasantonca.gov/business/bids/>
<https://www.bidnetdirect.com/california/cityofpleasantonca>

It shall be the Contractor's responsibility to check the City's website to obtain any addenda that may be issued by City Staff. If an addendum is added, it must be submitted with the Bid Response Package, with a signature acknowledging any changes. Failure to do so will be deemed a non-responsive bid submittal.

It is the responsibility of each prospective bidder to download and print all bid documents, including any addenda, and to verify the completeness of their printed bid documents before submitting a bid. The City does not warrant, represent, or guarantee the accuracy or completeness of any bid documents and/or information retrieved from other sources. The City is not responsible for any loss or damage, including, but not limited to, time, money, or goodwill arising from errors, inaccuracies, or omissions in any bid documents and/or information obtained from other sources. It is each prospective bidder's responsibility to check these sites through to the close of bids for any applicable addenda or updates.

Insurance

Contractor and subcontractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker's Compensation Insurance and Certificates of Insurance with a supporting endorsement letter according to Agreement (**Attachment II**).

Evaluation Criteria / Selection Committee

1. All proposals will be evaluated by the City Selection Committee (CSC). The CSC may be composed of City staff and other parties that may have expertise or experience in urban forest management and maintenance services.
2. All contact during the evaluation phase shall be through Public Works Department's Management Analyst. Companies and persons making proposals shall neither contact nor lobby evaluators during the evaluation process. Attempts to contact and/or influence members of the CSC may result in disqualification.
3. The CSC will select a short-list of firms qualified for this project to participate in an oral interview. The interviews, per the discretion of the City, will be either via a video conferencing service or in person.
4. The committee will rank the proposals based on the qualifications provided in statements and oral interviews. The proposal with the highest ranking will be selected.
5. The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed in one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.
6. Each of the Evaluation Criteria below will be used in determining the quality of proposals. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is one hundred (100) points.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	Completeness of Response: Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/Fail
B.	Cost based on Bid Form Submitted	25 Points

C.	Implementation Plan and Schedule: The Plan will be evaluated against the proposer's understanding of the project's scope of work. The Contractor is to provide a detailed plan specific to how they will handle the identified scope of services. The plan will include but not be limited to communication, key personnel (subcontractors included if applicable), and any other pertinent information deemed necessary by the Contractor to fulfill the Scope of Work. The plan should include how the city will be divided into defined sections or districts for systematic grid pruning. Include crew size, vehicles and equipment for grid pruning.	40 Points
D.	Relevant Experience/References/Personnel: Proposals will be evaluated against the RFP specifications and the questions below: 1. Does the contractor have experience on recent similar projects for grid pruning services? 2. Does the contractor have experience with managing tree inventory software and documenting tree work activity history? 3. How extensive is the applicable experience of the personnel designated to work on the identified scope of services?	20 Points
F.	Oral Presentation and Interview: The oral presentation by each qualified bidder shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each of the bidders and specific questions regarding the specific proposal. Bidders will also be expected to elaborate and explain the Implementation Plan, Schedule and Relevant Experience. The proposals may then be re-evaluated and re-scored based on the oral presentation and interview.	15 Points

Rejection of Bids

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive and responsible bid of a Bidder or group of Bidders. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder, and claims for reimbursement will not be accepted by the City.

Contractor's License Classification and ISA Certification

As identified by the Contractors State License Board, the City has determined that at the time of bid, the Contractor shall possess a D-49 Tree Service Contractor license. The Contractor's failure

to possess the specified license shall render the bid non-responsive and shall act to bar the award of the contract to any Bidder not possessing said license at the time of bid unless exempted by federal or state law.

The contractor shall have an International Society of Arboriculture (ISA) Certified Arborist on staff.

D.I.R.: Contractors will be subject to registration and annual renewal fee to the Department of Industrial Relations (DIR) per Senate Bill 854. The mandate applies to all contractors and subcontractors who intend to bid or perform work on public works projects (as defined in the Labor Code).

Registration of Contractors with the Department of Industrial Relations

For bids submitted, the bidder and its subcontractors must be registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code, subject to limited legal exceptions under Labor Code section 1771.1.(a). A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5. A bid will not be accepted, nor will any contract entered into without proof that the bidder and its subcontractors are registered with the California Department of Industrial Relations to perform public work pursuant to Labor Code Section 1725.5, subject to limited legal exceptions.

Certified Payroll Records

Contractor shall furnish the records specified in California Labor Code section 1776, including but not limited to the certified payrolls, directly to the Labor Commissioner. The Contractor shall furnish the records specified in California Labor Code section 1776 to the Labor Commissioner for all projects, whether new or ongoing. Copies of those certified payroll records shall also be submitted electronically to the City upon request.

Prevailing Wage

In accordance with California Labor Code Section 1170 et seq., the Contractor shall pay general prevailing rate of per diem wages to all workers employed under this contract.

Job Site Postings by Contractor

Contractors are required to post all job site notices prescribed by law or regulation. See 8 Calif. Code Reg. section 16451(d).

Self-Performance by Contractor

Any Contractor being awarded this contract must have Self-Performance at a 30% minimum of the total scope of services, excluding Specialty Items if any per the Bid Schedule.

Labor Nondiscrimination

The awarded Contractor shall comply with the requirements of the State of California's Standard Specification Code Section 7-1.01A(4) "Labor Nondiscrimination" under this contract.

Bid Withdrawal

Certain mistakes permit bidders to withdraw their bids without forfeiting their bid bonds. Bidders claiming mistakes must specify in written detail how the errors occurred and must file their written statement with the Office of the City Clerk within five (5) working days of the bid opening. For bids opened at 2:00 p.m. on Thursdays, the deadline is 2:00 p.m. the following Thursday. Failure to meet the deadline may result in an otherwise valid claim for relief due to a mistake being denied. (ref. Public Contract Code §5100-5110). A bidder that has withdrawn its bid for mistake is potentially prohibited from participating in further bidding on the project, including re-bids or a substantially similar project.

Bid Protest

Any bidder or other interested party desiring to protest any bid must file a written bid protest with the Office of the City Clerk within five (5) working days of the bid opening. For bids opened at 2:00 p.m. on Thursdays, the Bid Protest Deadline is 2:00 p.m. the following Thursday.

The written bid protest must comply with the following requirements:

1. Only a bidder who has actually submitted a bid for the subject project is eligible to submit a protest against another bidder. Subcontractors are not eligible to submit protests. A bidder may not rely on the protest submitted by another bidder but must timely pursue its own protest.
2. The protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion(s) of the Contract Documents upon which the protest is based. The protest must contain the project number and project name. The protest must contain the name, address, and telephone number of the person representing the protesting bidder.
3. A copy of the protest and all supporting documents must also be transmitted by fax or email, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
4. The protested bidder(s) may submit a written response to the protest, provided the response is received by the City before 5:00 p.m. within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner ("Response Deadline"). The response must include all supporting documentation and the name, address and telephone number of the person representing the protested bidder. Material submitted after the Response Deadline will not be considered.
5. A copy of the protest response and all supporting documents must also be transmitted by fax or email, by or before the Response Deadline, to the protesting bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
6. The procedures and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.
7. In all cases, the first level of review of any protest shall be conducted by PWD Management Analyst which shall, within 48 hours of receiving a protest from the City Clerk's office, will acknowledge receipt of protest in writing to the protesting bidder. As

- appropriate, the City Clerk, the Project Manager, the Management Analyst, and/or the City Attorney will be consulted to resolve the protest.
8. The City shall make their best effort to resolve the protest within twenty-five (25) working days after the protest is filed. A written determination of the protest will be issued to the protesting bidder by the PWD Management Analyst on behalf of the City.
 9. The City may not award the contract pending the City's determination of the protest unless the contract award is justified for urgent and compelling reasons or is determined to be in the best interest of the City. Such justification or determination shall be approved by the Director of the Public Works Department or their designee.

Contract Evaluation and Assessment

During the initial sixty (60) day period of any contract which may be awarded to Contractor, the Parks Division Manager will meet with the Contractor to evaluate the system and services performance and to identify any issues or potential problems.

The City reserves the right to determine, at its sole discretion, whether:

- Contractor has complied with all terms of the identified Scope of Services; and
- Any problems or potential problems with the proposed system and services were evidenced, which makes it unlikely (even with possible modifications) that such system and services have met the City requirements.

If, as a result of such determination, the City concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor will be notified of contract termination effective thirty (30) days following notice. The City will have the right to invite the next highest ranked bidder to enter into a contract. The City also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

Reserved Rights

City retains the right to award a job to another contractor, to use City forces, or not to do the job at all. No, work shall be performed without being approved by the City's designated Project Manager. There is no maximum nor minimum amount guaranteed for each individual Agreement.

Payments

Invoices submitted to the City for payment must include description of work performed, location of work performed, number of personnel used, time spent by personnel, type of equipment used, time equipment used, and materials furnished. Back-up materials (invoices, receipts) must be furnished, and markup must be provided on invoices. Rates included on the invoice must match the Rate Sheet on file with this Agreement. If a receipt is not available, then Contractor will need to provide a similar quoted price from the third-party vendor or supplier.

City of Pleasanton's Standard Specifications and Details (July 2024)

To the extent applicable, all projects shall adhere to the latest [City of Pleasanton Standard Specifications and Details dated July 2024](#), which can be accessed online (see link below). The

purpose of these Specifications is to provide minimum standards for materials used in the construction of the City's public infrastructure.

<https://www.cityofpleasantonca.gov/our-government/public-works/engineering/>

Permits

Contractor will be responsible for obtaining all necessary permits to perform work (encroachment permit etc.), if necessary. All stump grinding and tree planting locations shall be surveyed for underground utilities (USA North 811) before beginning work. Any identified utility conflicts will be discussed with the Parks Division Manager before proceeding with any ground disturbance work.

Traffic Control

When working in street locations and transporting equipment on public streets, Contractor shall comply with California State Vehicle Code. Contractors are required to provide all safety cones, sign boards, arrow boards, and other appropriate measures and equipment as prescribed by the California Manual on Uniform Traffic Control Devices (CA-MUTCD) for traffic control. Contractor should conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. For work requiring traffic control, Contractor must submit a traffic control plan to the City of Pleasanton Public Works Department for approval 72 hours prior to the scheduled work.

Identification

Contractor's employee(s) shall be identified at all times either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

Travel Time

The City will **NOT** pay for travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Conflict of Interest

The City has established a policy concerning potential conflict of interest in maintenance services, program management, design and construction. This policy applies to all proposers and their proposed contractors/consultants/subconsultants. See Standard Professional Services Contract for additional information.

Clarification Questions

Questions should be directed only to the Management Analyst, Daniel Villasenor by email at dvillasenor@cityofpleasantonca.gov. If interpretation or change is deemed necessary to the original document, then the question(s) shall be addressed in writing, and an Addendum shall be posted to the City's website. To allow time for the issuance of addenda, questions shall only be accepted prior to seven (7) calendar days before the bid opening date.

ATTACHMENTS/EXHIBIT:

ATTACHMENT I – BID RESPONSE PACKAGE

ATTACHMENT II – SAMPLE OF AGREEMENT

EXHIBIT A – SCOPE OF SERVICES

ATTACHMENT I PROPOSAL RESPONSE PACKAGE

Required Documentation and Submittals

All of the specific documentation listed below is **required** to be submitted as part of the Proposal Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation in the order listed below and clearly label each section with the appropriate title.

Submitted bid MUST contain the following or may be subjected to disqualification:

- ☐ 1. **CONTRACTOR INFORMATION:** name, address, year established, principals of company and professional status as applicable.
- ☐ 2. **WORK EXPERIENCE/REFERENCES:** 3 references for work or services that have been completed by your company in the last three years within the Bay Area, Contra Costa or San Joaquin Valley.
- ☐ 3. **BID FORM:** Complete the tables with the dollar amount for each of the (3) years of service as they pertain to the services identified in **Attachment I.**
- ☐ 4. **VEICLES/EQUIPMENT:** The bid response shall include a list of proposed vehicles and equipment to accomplish the actual service work requested in this RFP.
- ☐ 5. **PERSONNEL:** Bid responses shall include a complete list of all key personnel associated with the RFP. For each person on the list, the following information shall be included:
 - a. Name, including job title and years of employment with Bidder.
 - b. The role that the person will play in connection with the RFB.
 - c. Person's relevant experience, certifications, and/or merits
- ☐ 6. **SUPPLEMENTAL INFORMATION:** Any additional information deemed necessary by your company to assist the City in the selection process including any special project provisions or specifications that the contractor brings to the bid process and actual service work.

IMPORTANT NOTICE: If Bidder or other interested person is a corporation, provide legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONTRACTOR INFORMATION*(Required)*

CONTRACTOR: (Company Name)		Year Est.:
BUSINESS ADDRESS:		
WEBSITE:		
CONTRACTOR LICENSE # D-49 <i>(Required)</i>		
ISA CERTIFIED ARBORIST #S (List all ISA certified staff assigned to this project can be attached)		
ADDITIONAL APPLICABLE CERTIFICATIONS		
DIR REGISTRATION NUMBER:	*DIR # must match the Company Named mentioned above	
SUBMITTED BY: (Name & Title)	Name: Title:	
TELEPHONE:	Office: Cell:	
EMAIL:	Email: Email:	

Questionnaire (please circle):

- Has the contractor license been suspended in the past? (If yes, please explain)
Yes No If, Yes _____
- Do you have any contracts terminated by Owner in the past? (If yes, please explain)
Yes No If, Yes _____
- Has the company been debarred or suspended by Owner in the past? (If yes, please explain)
Yes No If, Yes _____

SIGNATURE:

DATE:

PRINT NAME:

TITLE:

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

WORK EXPERIENCE/REFERENCES

(Required)

Years the Company has been in the Trade _____

Provide locations and contact information regarding three (3) projects or services that have been completed by your company in the last three (3) years within the Bay Area, Contra Costa, or San Joaquin Valley. Examples are to be of a similar type as type work you are bidding on and with a public agency.

Please provide a list of references of (3) on a separate sheet of paper if different than the ones listed below.

PROJECT I	
LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT II	
LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT III	
LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

BID FORM**(Required)**

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid.

The listed prices include the composite price for labor and equipment, including all incidental power tools, hand tools and vehicles, as well as all overhead costs.

A. CORE TREE MAINTENANCE RATES**1. Annual Tree Pruning**

A systematic tree pruning program ("grid pruning") in that trees are to be pruned in their entirety on a set schedule. All pruning is performed in accordance with the standards established by the International Society of Arboriculture and City of Pleasanton Specifications. Trees pruned averages 3,500 to 4,500 per year.

Size	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
0-6" DSH	per tree	\$	\$	\$	\$
7"-12" DSH	per tree	\$	\$	\$	\$
13"-18" DSH	per tree	\$	\$	\$	\$
19"-24" DSH	per tree	\$	\$	\$	\$
>25" DSH	per tree	\$	\$	\$	\$
Total		\$	\$	\$	\$

2. Full Prune Based on Special Requests

Trees requiring pruning prior to their regularly scheduled annual pruning to rectify a specific problem, such as a blocked streetlight or sign, right of way clearance, broken limbs, or work order. This work is done on an as-needed basis.

Size	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
0"-6" DSH	per tree	\$	\$	\$	\$
7"-12" DSH	per tree	\$	\$	\$	\$
13"-18" DSH	per tree	\$	\$	\$	\$
19"-24" DSH	per tree	\$	\$	\$	\$

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>25" DSH	per tree	\$	\$	\$	\$
Total		\$	\$	\$	\$

3. Palm Tree Pruning

The inventory of palm trees is less than fifty (50) trees, with only a portion of the trees pruned each year.

Tree Type	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
King or Queen palm, any size	per tree	\$	\$	\$	\$
Washingtonia palm, any size	per tree	\$	\$	\$	\$
Canary Island Date Palm, any size	per tree	\$	\$	\$	\$
Total		\$	\$	\$	\$

4. Tree Removals

Tree removals average 200 to 300 trees per year.

Size	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
0"-6" DSH	per tree	\$	\$	\$	\$
7"-12" DSH	per tree	\$	\$	\$	\$
13"-18" DSH	per tree	\$	\$	\$	\$
19"-24" DSH	per tree	\$	\$	\$	\$
>25" DSH	per tree	\$	\$	\$	\$
Total		\$	\$	\$	\$

5. Stump Grinding

This work is done on an as-needed basis. Generally, all stumps resulting from tree removals will need stump grinding.

Size	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
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Tree Care and Consultant Services
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0-12" diameter	per stump	\$	\$	\$	\$
13-24" diameter	per stump	\$	\$	\$	\$
25-36" diameter	per stump	\$	\$	\$	\$
>36" diameter	per stump	\$	\$	\$	\$
Total		\$	\$	\$	\$

6. Tree Planting

The city will supply trees, stakes, and straps. See City Standard Specifications and Details Drawing No. 806. At this time, the quantities of trees planted by a contractor are limited, and trees are primarily planted by City staff.

Size	Unit	Unit Price Year 1 (A)	Unit Price Year 2 (B)	Unit Price Year 3 (C)	3 Year Total (SUM A-C)
15 Gallon	per tree	\$	\$	\$	\$
24" box	per tree	\$	\$	\$	\$
36" box	per tree	\$	\$	\$	\$
Sub Total		\$	\$	\$	\$

TOTAL FOR ALL SIX MAINTENANCE TASKS

Quantities listed herein are three-year estimates based on past usage and are not to be construed as a commitment. **No minimum or maximum is guaranteed or implied.**

Use the per task three-year total from the previous pages to fill out the bid form below

Core Maintenance Task	3 Year Total
1. Annual Tree Pruning	\$
2. Full Prune Based on Special Requests	\$
3. Palm Tree Pruning	\$
4. Tree Removals	\$
5. Stump Grinding	\$
6. Tree Planting	\$
TOTAL	\$

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments, are true and correct and are made under penalty of perjury pursuant to the laws of California.

The cost quoted above shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid.

The listed prices include the composite price for labor and equipment, including all incidental power tools, hand tools, and vehicles, as well as all overhead costs for one cycle of tree pruning and removal services.

AS NEEDED RATE SHEETS

Fill in the rate sheets below to provide a cost structure for any additional services that may be requested by the City.

B. AS NEEDED SERVICES/CONSULTATION

Item No.	Job Description	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3
1.	Crew Leader/Working Foreperson	\$	\$	\$
2.	Qualified Tree Trimmer/Climber	\$	\$	\$
3.	Ground Person/Laborer	\$	\$	\$
4.	Apprentice	\$	\$	\$
5.	Consultant Services	\$	\$	\$
6.	Other:	\$	\$	\$

C. ALTERNATE SERVICES

Item Description	Rate Year 1	Rate Year 2	Rate Year 3
Alternate #1: Emergency Call-out Contractor must provide, when requested by the Parks Division Manager or Police Dispatcher, a minimum four-hour emergency call-out “basic crew” (see Scope of Services Emergency Tree Work, Item 4). Contractor shall be available to respond within one hour for the duration of the Agreement.	Cost per hour for emergency “basic crew”: \$	Cost per hour for emergency “basic crew”: \$	Cost per hour for emergency “basic crew”: \$
Alternate #2: Cabling and Bracing Contractor must provide, on an hourly basis, a crew staffed and equipped to replace or install tree support cabling and bracing. Aerial lift truck and standard hand tools to be included in the hourly rate. Hardware to be billed at cost plus 15%.	Cost per hour for crew: \$	Cost per hour for crew: \$	Cost per hour for crew: \$

Tree Care and Consultant Services
RFP PWD No. 25.301

Alternate #3: Specialty Equipment Contractor must provide on an hourly basis the following equipment and necessary operator: <ul style="list-style-type: none"> • Crane • 95-foot aerial tower • Other (specify or attached separate equipment hourly rate list) 	Cost per hour for: Crane \$ Tower \$ Other \$	Cost per hour for: Crane \$ Tower \$ Other \$	Cost per hour for: Crane \$ Tower \$ Other \$
Alternate #4: Pest Control Applications Contractor must provide, on an hourly basis, a one-person crew meeting proposal section qualifications, minimum 35gpm hydraulic pump and 200 gallon capacity tank, and other incidental equipment necessary for pest control applications.	Cost per hour for Pest Control Spraying: \$	Cost per hour for Pest Control Spraying: \$	Cost per hour for Pest Control Spraying: \$
Alternate #5: Tree Inventory Tree inventory involving the collection of the tree data per the Scope of Work to include Global Positioning System (GPS) Coordinates. Includes incorporation of new data into existing database.	Cost per site/tree: \$	Cost per site/tree: \$	Cost per site/tree: \$
Alternate #6: Tree Watering Contractor must provide, on an hourly basis, a one-person crew meeting proposal section qualifications, minimum 35gpm hydraulic pump and 200 gallon capacity tank, and other incidental equipment necessary for tree watering.	Cost per hour for Tree Watering: \$	Cost per hour for Tree Watering: \$	Cost per hour for Tree Watering: \$
Alternate #7: Root Pruning Contractor must provide, on an hourly basis, a crew staffed and equipped to prune or grind roots. Stump grinder, air-spade, and standard hand tools to be included in the hourly rate. Cost to include removal and disposal of shavings/roots.	Cost per hour for Root Pruning: \$	Cost per hour for Root Pruning: \$	Cost per hour for Root Pruning: \$

(Required)

[illegible]

EXHIBIT A – TREE CARE AND CONSULTANT SERVICES SCOPE OF SERVICES – RFP 25.301

Contractor to provide tree care services and arboricultural consulting services throughout the City.

City Project Manager - Project Manager will be the Parks Division Manager or their Designees.

GENERAL

All work to be performed shall be in accordance with the [City of Pleasanton Standard Specifications and Details, July 2024](#), ANSI Z133-2017 American National Standards for Arboricultural Operations – Safety Requirements (or current edition), ANSI A300 Tree Care Standards, and all ISA Pruning Best Management Practices Third Edition (or current edition) and shall be overseen by the Parks Division Manager.

Inspection by Parks Division Manager or their designee shall be made during normal City operating hours, unless otherwise arranged. The progress and standard of quality of work to be accomplished shall be to the degree reasonably acceptable to the Parks Division Manager. In the event the Parks Division Manager determines the Contractor's work is unsatisfactory, the Contractor will be required to perform the additional work at no cost to the City.

Contractor's License Classification and ISA Certification

As identified by the Contractors State License Board, the City has determined that at the time of bid, the Contractor shall possess a D-49 Tree Service Contractor license and maintain a valid license during the term of this agreement.

The contractor shall have an International Society of Arboriculture (ISA) Certified Arborist on staff.

Safety

All OSHA Safety Requirements must be adhered to by the Contractor and/or any subcontractors while on-site.

All arboricultural operations shall follow ANSI Z133-2017 American National Standards for Arboricultural Operations – Safety Requirements (or current addition) guidelines.

All equipment and tools shall meet and be maintained as required in ANS Z-133.1-2017 (or current edition)

Storage Facility

It is the Contractor's responsibility to provide a storage facility. The City does not provide facilities or storage space for the Contractor's use.

Travel Time

The City will **not pay for** travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Uniforms

The contractor's employee(s) shall be identified at all times by a Company uniform or a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed. Uniform to include all required hi-visibility apparel (safety vest etc.).

Permits

The contractor will be responsible for obtaining all necessary permits to perform work (encroachment permits, etc.). Before beginning work, all stump grinding and tree planting locations shall be surveyed for underground utilities (USA North 811). Any identified utility conflicts will be discussed with the Parks Division Manager before proceeding with any ground disturbance work.

Traffic Control and Vehicle Access

When working in street locations and transporting equipment on public streets, the Contractor shall comply with the California State Vehicle Code. Contractors must provide all safety cones, sign boards, arrow boards, and other appropriate measures and equipment as prescribed by the California Manual on Uniform Traffic Control Devices (CA-MUTCD) for traffic control. Contractor shall conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. For work requiring traffic control, the Contractor must submit a traffic control plan to the City of Pleasanton Public Works Department for approval 72 hours before the scheduled work.

When working in a park, vehicle access is limited to the sidewalk. The contractor shall not drive vehicles on the turf, basketball courts, or other landscaped or hardscaped area(s) unless the Parks Division Manager supplies written permission.

- At park locations where sidewalk access is permitted, the Contractor must temporarily remove a bollard for access. Upon leaving each park site, the Contractor shall replace all the bollards that were removed.
- The Contractor must drive slowly and carefully while performing any associated work in park locations and yield to park users.
- All vehicles utilized by the Contractor shall have wording which clearly identifies the Contractor.

Equipment/Vehicles

Standard tree pruning equipment shall always be used and maintained in satisfactory condition and in compliance with State and Federal/OSHA regulations. Equipment unsuitable for producing the required work quality should not be permitted on the job site. All tools shall be clean, sharp, and in proper working order and shall be checked for safety before each job. All trucks, chippers, and other heavy equipment shall be in good operating condition and compliant with all applicable laws and regulations. All vehicles and trucks shall be equipped with a spill kit. All cars, trucks, and equipment shall be serviced off-site.

Equipment should be operated to minimize noise. Chippers shall not be operated in one location for extended periods of time. When trimmings of adjacent trees have been chipped, the chipper is to be moved to the closest practical location next to the tree or trees to be pruned. Equipment used for emergency work at night must be suitably equipped with warning lights and working lights.

- Aerial Truck—A truck-mounted aerial lift. The boom shall be insulated, dielectric tested and certified, and mounted on a 360-degree rotating turntable, with or without a chip box. It must be at least 52 feet from the bottom of the bucket to the ground.
- Brush Chipper - Minimum 12-inch knives. Towed or truck mounted. Must meet all applicable federal, state, and manufacturer standards. Produced wood chips must be suitable for use as landscape mulch. Wood chip mulch is to be approved by the Parks Division Manager.
- Dump Truck/Chip Truck - Two-ton minimum, 8 cubic yard hydraulic chip dump bed
- Stump Grinder - Truck towable, minimum 35 H.P. rated, capable of grinding to 18" below grade
- Vehicles - must have a company logo and company name clearly displayed

Leaf Blowers

Per Pleasanton Municipal Code Chapter 9.06, Beginning June 1, 2024, it shall be unlawful for any person to operate a gasoline-powered leaf blower at any time in the City. This includes City maintenance staff and City contractors. Only battery-powered leaf blowers can be used in the City.

Damages

Precautions shall be taken to prevent damage to adjacent trees or related plant life that are not part of this Agreement.

All damage to landscaping, sprinklers, irrigation systems, hardscape, plants, or other median components shall be reported by Contractor to the City and will be repaired by the City and billed to the Contractor.

All damage to private property will be the Contractor's responsibility. The contractor will work with the property owner to resolve the issue to the satisfaction of the affected party.

Schedule

Contractor shall perform services Monday through Friday during normal working hours between 7:00 a.m. to 4:00 p.m. City Noise Regulations should be adhered to except for emergency work. See Pleasanton Municipal Code Chapter 9.04.

Work will be performed regularly for approximately 52 weeks annually. Should the amount of work decrease, the Contractor shall check in with the City weekly and be available within 48 hours for regular work.

The Contractor shall coordinate all arboriculture activity with City designees and establish a uniform time schedule for routine work.

Where parked vehicles are likely to interfere with the proposed work, the Contractor will supply and post at no less than 200-foot intervals on each side of the street "Temporary No Parking" signs 48 hours before the start of construction.

- No notification is required for emergency call-out work
- If residents or business owners objects to tree pruning or other tree care work, Contractor may be required to delay pruning until the complaint is resolved by the City. If objections to pruning occurs while work is in progress, Contractor shall

immediately stop work on the tree(s) in question and immediately notify the Parks Division Manager. Work shall not resume until authorized.

- In the event of a resident's complaint, the Contractor shall make every effort to resolve the issue to the mutual satisfaction of both parties. If the Contractor cannot resolve the complaint, they shall contact the Parks Division Manager.
- The city will be immediately contacted in case of emergencies, changes in work location, and other urgent matters.
- During weeks in which there is a holiday, Contractor shall perform all work at all sites during the remaining workdays of that week.

SCOPE OF SERVICES

1. Tree Pruning

General: Prior to beginning any pruning operation, Contractor shall visually inspect the tree(s) to be pruned. The inspection should include:

- General condition/branch architecture/tree health
- Identification of the type of branches to reduce or remove (e.g., dead, overextended, interfering, needing clearance) and location (e.g., over house, under wires)
- Amount of branches to be removed or reduced (number, diameter, or percentage)
- Type of pruning cuts to use (branch removal, reduction, heading)
- Signs of wildlife nesting
- Worker safety concerns (e.g., root collar buried, power lines, bees, tree defects)

All pruning cuts should be made to lateral branches, or buds, and nearly flush with the trunk to retain the branch bark ridge and branch collar and not create a stub. Large or heavy branches should be precut using the three-cut method to avoid splitting the wood or tearing the bark. Under no circumstance should "stub cuts," "topping," or "lion-tailing" ever be performed. Pine and eucalyptus species shall be only pruned during cold weather periods of the year, normally between November and March, to reduce the possibility of infestation by borer beetles unless directed by the Parks Division Manager.

Trees that are inaccessible due to location or slope with an aerial truck shall be climbed using the appropriate ropes and saddle/harness to carry out the necessary pruning. The appropriate rigging shall be used as needed to safely lower branches. Trees being pruned shall not be climbed using climbing spurs.

Pruning Objectives: Trees shall be pruned with a clearly defined objective to accomplish one or more of the following categories as defined in the publication ISA Pruning Best Management Practices Third Edition (or current edition):

- Improve Structure
- Risk Mitigation
- Provide Clearance
- Maintain Health
- Reduce Density
- Restoration
- Size Management

Pruning Requirements: Trees shall be pruned using the natural pruning system to retain and promote the characteristic form of the species or cultivar in its current location.

- Prune to remove dead wood, hazardous branches, weak, diseased, insect-infested, broken, low, or crossing limbs, and all suckers, shoots, and ivy. Branches with an extremely narrow angle of attachment shall be removed. Any structural weakness, decayed trunk, or branches shall be reported to the Parks Division Manager.
- The Contractor shall provide for proper vehicle clearance at the curb - both in the height of lower branches and extension of branches into the street. Height clearance at the curb shall be a minimum of fourteen (14) feet from the edge of the pavement.
- If there are sidewalks, paths, or trails, tree branches must be pruned a minimum eight (8) feet above the sidewalk, path, or trail.
- When trees impact sight distances for roadway traffic, prune trees to provide for adequate visual distance at intersections, clearance of traffic control signs and devices as well as street name signs at intersections.
- On trees known to be diseased, pruning tools shall be disinfected with a ten percent (10%) chlorine bleach solution or disinfectant after each cut and between trees where there is danger of transmitting the disease on tools.
- Trees with dense foliage surrounding streetlights shall be opened to allow light to penetrate through the tree.
- All cut branches shall be safely lowered to the ground. Any damage caused by dropped limbs shall be repaired promptly at the Contractor's expense and to the satisfaction of the Parks Division Manager.
- Pruning around high-voltage transmission lines shall be done by a certified and qualified line clearance tree trimmer only (ANSI Z133-2017 Section 4).
- All existing mistletoe in trees to be pruned shall be removed unless otherwise directed by the Parks Division Manager.
- Tree foliage shall not be reduced by more than 25% for mature trees unless otherwise directed by the Parks Division Manager.
- Remove all loose bark hanging in crotches of all eucalyptus trees.

2. **Tree Removal**

Trees shall be removed in a safe and controlled manner. The Contractor shall carefully consider relevant factors pertaining to the tree and site and shall take appropriate actions to ensure a safe removal operation. Factors to include may be, but are not limited to, tree decay, tree lean, and wind. This is especially important given the limited space available adjacent to homes.

Trees that are inaccessible with an aerial truck due to location or slope shall be climbed using the appropriate ropes and saddle/harness to carry out the tree removal. The appropriate rigging shall be used as needed to safely lower branches, stems, and trunks.

3. **Stump Grinding & Removal**

All trees that are completely removed shall be ground down eighteen inches (18") minimum below grade. Remove all lateral surface roots to a depth of 8 inches (8") below grade. Grinding debris and wood chips are to be removed to soil grade as part of the stump removal unit price. All stump grinding locations shall be surveyed for underground utilities (USA North 811) before beginning work.

Protective barriers will be utilized when stump grinding near structures, cars or other items that may be damaged by flying rocks or debris.

4. **Emergency Tree Work**

The Contractor, as directed by the Parks Division Manager or Police Dispatch, must respond to emergency requests for tree service after normal business and on weekends. The Contractor shall supply the City with name(s) and telephone number(s) of responsible person(s) representing the Contractor for emergency response. The above-mentioned information shall remain current at all times. Any changes shall be forwarded to the City in writing within twelve (12) hours of any such change. Contractor shall be available to respond within one (1) hour for the period of the Agreement.

Contractor must provide an emergency call-out basic crew. The basic crew shall consist of a minimum of two employees with the necessary equipment to complete a variety of potential tree-work situations. Examples of appropriate equipment may include an aerial truck, chipper, chip truck, or combo unit with chipper. Contractor's vehicle shall carry sufficient equipment to effect safe control of traffic. Equipment used for emergency work at night must be suitably equipped with warning lights and working lights.

5. **Document Tree Activities in a Tree Inventory Management Software**

Current work reports and site inventory data exist in the Arbor Access software format. Vendor shall be able to either operate or maintain inventory in existing Arbor Access format or convert existing data into another equivalent software format. Any new software format must be accepted by the City. The new software format is to be user-friendly, and one should be able to search data based on the following different criteria: tree district, street name, street address, tree name (common name and botanical name), tree species, tree height, tree DSH, and work history.

All GPS data shall be in a format compatible with integrating existing GIS base map data, based on ESRI software. New site inventory data and corresponding GPS data shall also integrate directly into existing GIS base maps and tree inventory spatial layers.

Data comprising work reports shall contain City of Pleasanton tree identification number, street address, whether the tree is located on a side street, number of trees at address, on street address, (if applicable) botanical name and common name of the tree, DSH and height of the tree and the date tree was serviced and what operations occurred, pruning, removal, etc.

Tree activity data is to be documented in the tree inventory software on a daily basis, preferably in real time in the field using a web-based platform. Format of data must have attributes that will facilitate importing, uploading, or synchronization of new data with existing data format.

For new tree planting and inventory updates an ISA Certified Arborist shall perform data collection. Tree attributes to be collected for each site include, but not limited to, the following: Tree identification number, GPS location within 1 meter of tree, property address, street name, location (Park, Government Building, Golf Course, Parkway, Median, Street, Open Space), width, height, presence of existing overhead utilities, tree vacancies, tree species identification (botanical and common name), DSH with size categories 0-6", 7"-12", 13"-18", 19"-24", 25"-30", and 31" and over. An Application Programmer or Systems Engineer shall configure the exporting/importing, or otherwise uploading procedures, of new and edited data. This person will be the contact point for the City of Pleasanton Information Services staff.

6. **Tree Inventory Data Collection at New Sites**

On a quarterly basis, the Parks Division Manager will provide a list of trees to be updated or added to the tree inventory software based on tree removals or tree plantings carried out by City staff. The format of the data may include existing tree inventory numbers to be updated, or new planting locations documented on forms and maps. Data collected in the field shall contain the attributes as outlined above.

7. **Recycling/Chipping of Wood/Tree Debris**

Contractor is to supply a woodchipper for this work that produces a high-quality wood chip that can be recycled and used as mulch in landscape planters. Wood chip shall be free of trash and other deleterious contaminants. No palm fronds are allowed.

The Parks Division Manager may require recyclable wood chips to be disposed of at site(s) within the City limits where wood chips will be utilized by the City. The majority of the wood chips can be dumped at the City's Operations Service Center (OSC) located at 3333 Busch Rd. Before work begins, Contractor will be issued proximity cards for entry into the OSC. Contractor will need to provide a list of all employee names needing access to dump chip. At the end of the Agreement period, the Contractor must return the proximity cards to the Parks Division Manager.

8. **Hauling of Wood Debris that Cannot be Chipped**

All tree wood, trimmings, and debris resulting from work that cannot be chipped and recycled as mulch, shall be promptly removed from the work site and properly disposed of at a green waste processing facility at the Contractor's expense.

When required by County or State guidelines, all wood, trimmings, or wood chips from trees with identifiable invasive diseases, insects, or other plant pathogens shall be properly disposed of at the appropriate refuse disposal site at no expense to the City.

9. **Arborist Consulting Services**

Consulting arborist will have a minimum of ten (10) years as a consulting arborist with experience in municipal tree management, tree risk assessment, and knowledge of biotic and abiotic disorders impacting tree health. The consulting arborist shall be capable of interpreting and applying the City's Tree Preservation Ordinance, Municipal Code Chapter 17.16. The consulting arborist may be asked to provide written reports of their findings and represent the City at heritage tree board permit appeal meetings. The consulting arborist should be familiar with the tree species present in the San Francisco Bay Area and the typical issues associated with those species. The arborist must be an International Society of Arboriculture (ISA) Certified Arborist and have experience working in a municipal setting. Board Certified Master Arborist, ISA Tree Risk Assessment Qualification (TRAQ), and Tree and Plant Appraisal Qualification credentials are desirable.

10. **Pest Control Services**

Provide the ability to apply pesticides to control unwanted pests on an as-needed basis. The Contractor should have experience in identifying common tree pests in the region, choose the appropriate product to apply, the proper method of application, and proper application timing for best results while observing best management practices and considering industry standard integrative pest management (IPM) practices. Contractor should be familiar with foliar

applications, bark banding applications, and soil injections. Any product selected for use shall be approved by the Parks Division Manager prior to application. All products used must have a current pesticide recommendation by a licensed Pest Control Advisor (PCA). The company must have a staff member with a current Qualified Applicators License (QAL) to make or have supervision authority over the applicator. Effective January 1, 2025, neonicotinoid pesticide products used for non-agricultural uses on outdoor trees, turf, or ornamental plants can only be sold by licensed dealers and used by certified applicators. Hourly rates shall include all pesticides and applicable adjuvants.

11. **Installation of Cabling and Bracing**

Provide the ability to install tree cabling and bracing according to ISA standards and specifications. Contractor shall be knowledgeable about the current ISA cabling and bracing practices and products. Contractor shall have the knowledge and ability to inspect cabling and bracing and make any necessary repairs.

12. **Manuel Tree Watering**

Provide the ability to manually water newly installed trees in medians, along trails, and in parks. Contractor must provide a one-person crew with a minimum 35gpm hydraulic pump, 200 gallon capacity tank, and other incidental equipment necessary for tree watering. City will supply water at a park site for refilling the water tank. Water should be applied at a rate and manner that provides a deep soaking to the rootball and surrounding soil. Some trees may be equipped with a water bag.

13. **Tree Planting and Staking**

Provide the ability to plant trees and install tree stakes according to City standards and specifications. The City will supply the trees, stakes, and straps and will identify planting locations.

14. **Root Pruning for Hardscape Repairs**

Provide the ability to perform root pruning for sidewalk and pathway concrete repairs. Root pruning may consist of root removal or root shaving. All roots 1-inch and larger that are to be removed shall be cleanly cut with a sharp saw or cut with a stump grinder. Roots are not to be torn or shredded.

15. **Support Staff, Supervision and Management**

Contractor shall provide adequate, competent support staff that can service the City during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered, and able to identify and resolve quickly any issues including but not limited to orders and invoicing problems.

Inspection by Parks Division Manager shall be made during normal City operating hours, unless otherwise arranged. The progress and standard of quality of work to be accomplished shall be to the degree reasonably acceptable to the Parks Division Manager. In the event the Parks Division Manager determines the Contractor's work is unsatisfactory, the Contractor will be required to perform the additional work at no cost to the City.

Field Staff

- **Crew Foreperson:** Crew Foreperson shall have four (4) continuous years of on-the-job experience performing tree pruning, thinning, removal of trees removal, cabling of trees, and be a qualified tree trimmer. The Crew Foreperson shall be designated at the start of the Agreement. This Crew Foreperson shall not be changed without a two-week notice to the City. Crew Foreperson shall have experience interacting with the public.
- **Qualified Tree Trimmer:** Qualified Tree Trimmer shall have two (2) continuous years of on-the-job experience performing pruning, thinning, and removal of trees. Tree Trimmer shall have a minimum of one (1) year of experience operating an aerial lift. Tree Trimmer shall have the ability to climb trees using the appropriate ropes and saddle/harness to carry out pruning and removals. They should be familiar with the appropriate rigging to safely lower portions of the tree to the ground. Trees being pruned shall not be climbed using climbing spurs.
- **Pesticide Applicator Technician:** Pesticide Applicator Technician shall have a minimum of two (2) continuous years of pesticide application experience and be familiar with all forms of pesticide applications to trees. Pesticide Applicator Technician or the direct supervisor must maintain a valid California Qualified Applicators License (QAL).

Supervision and Management Staff

Contractor must provide for adequate supervision and inspection of all work performed to ensure that each requirement of these specifications is consistently met. The Contractor shall furnish a fully qualified supervisor who provides supervision of the crew and shall be readily available to meet with the Parks Division Manager as needed to correct problem conflicts and coordinate work schedules. All work will be in City-specified areas only. Supervisor will have a minimum of five (5) continuous years as supervisor of complete tree maintenance service and at least two (2) years performing duties of a foreperson.

Supervisor will be familiar with ANSI Z133-2017 safety requirements. Supervisor to ensure that employees not qualified by training and experience to work within 10 feet of electrical conductors shall maintain at all times the minimum approach distances as noted in ANSI Z133-2017 Section 4 Table 1.

Contractor shall provide a dedicated, competent account manager who shall be responsible for the City account/contract. The account manager shall receive all orders from the City and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract that may arise pursuant to this RFP.

The City reserves the right to request the removal of any employee of the Contractor for good cause.