Sample Request for Proposal: Tree Risk Assessment

[Date]

Requested by: **[Department], [City]**

Issuing Agency: **[City Address, City, SC, ZIP]**

All Inquiries**: [Person, Email Address, Phone Number]**

Submittal Deadline: **[Date]**

Attention: **[Person, Department**

 **Address, City, SC, ZIP]**

**SCOPE OF SERVICES REQUESTED**

**Project Description**

The **[City/Town of \_\_\_\_\_\_\_\_ ]** is seeking proposals from qualified companies with experience in urban tree risk assessment and mitigation to assess risk in specified trees **[or areas or miles of right of way]** and prepare options for mitigating risk to a level (moderate or low) agreed upon with the **[Appropriate Town/City Staff].**

**Deadline**

All work is to be completed by [**Date**].

**[Add any interim deliverables or draft products required before final submission.]**

**Ownership**

All data created for this project becomes the property of [**City/Town**].and must be turned over at the project’s completion. This includes all processed data, images, maps and analyses produced in final format. The firm may utilize these products to showcase their performance or in portfolios but they do not retain the rights to reproduce or share these data without prior permission from [**City/Town**].

**Discontinuance of Work**

The [**Appropriate Town/City Staff**] shall have the authority to suspend the work, wholly or in part by written order for such period as the [**Appropriate Town/City Staff**] may deem necessary due to unsuitable weather, or due to failure on the part of the Contractor to carry out the work to an acceptable level of quality or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the [**Appropriate Town/City Staff**] or his/her representative, shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

Bidder shall be able to recognize the native trees of SC as well as a wide variety of exotic and ornamental trees and be proficient in the use of common tree risk assessment tools and techniques. Bidder shall be an ISA Certified Arborist for at least 3 years with Tree Risk Assessment Qualification (TRAQ) for at least 1 year. Bidder must provide documentation of ISA Certified Arborist Number and TRAQ qualification. A screenshot of the ISA profile will be considered adequate documentation, subject to verification.

**Scope of Work**

Conduct a basic tree risk assessment (Level 2) of specified trees (or limited visual assessment, Level 1, for \_\_\_miles of right of way), to include locations of tree assessed (physical description of location, street address, or GPS coordinates), risk rating for each potential target and condition of concern, overall risk rating for each tree, and options for mitigating risk to an agreed-upon level (moderate or low). If advanced assessment tools or techniques are needed at an additional cost on high-value trees, authorization shall be obtained from **[Appropriate City/Town Staff]** before proceeding. Deliverables (see below) shall be provided by the deadline date unless extenuating circumstances result in a reasonable delay (such as hazardous weather, etc.), approved by **[Appropriate City/Town Staff].**

**Deliverables**

The Assessor shall provide a detailed written report, to include:

1. Name of the tree risk assessor and date of the assessment(s)
2. Description of the Scope of Work
3. Location and identification of the tree(s) assessed (in the case of rights of way, description of routes or areas)
4. Level of assessment (limited visual, Level 1; basic, level 2; or advanced, Level 3) and details of the assessment (such as tools or techniques used).
5. Targets, occupancy rates, likelihood of failure and impacting a target, and potential consequences of failure.
6. Site factors that were considered (history of failures, storm patterns, changes in wind exposure, soil conditions or changes in grade)
7. Documentation of likelihood of failure, such as a list of tree conditions, structural defects, and response growth that were observed; measurements of defects (size, shape and fall distance) may be included.
8. Risk rating, including information on specific failure mode/target combinations, and conclusion.
9. Options and/or recommendations for mitigation and recommended timetable for mitigation (immediate, as soon as possible, as soon as work schedule allows, or if desired).
10. Information on residual risk (risk after mitigation measures are completed).
11. Recommendations for reassessment (interval level and type)
12. Limitations of the assessment.