

**EMAIL NOTICE**  
**(as of Tuesday February 21, 2023)**

**\*\*\* REQUEST FOR QUOTES (RFQ) for Munster Tree Inspection Services \*\*\***

Attention: Arborists / Foresters  
See Attached RFP

The Town of Munster is seeking REQUEST FOR QUOTES (RFQ) as of Tuesday February 21 from certified or trained Arborists or Foresters to conduct Munster Tree Inspection Services documented with a follow-up written assessment & PHOTO....the process is explained thoroughly in the attached RFQ document.

By submitting a quote through this process, we DO NOT REQUIRE the documents typically needed in a formal bid request, namely the Indiana State Board of Accounts "Contractor's Bid For Public Work" Form 96 and the Non-Collusion Affidavit (i.e. these are not required for this RFQ). There will be no bid bond or certified check required either, however all participating Arborists must provide proof of insurance and maintain coverage during the entire term of the contract and appear responsive (to this RFQ process, including requested details) and responsible (equipped and able to perform). Contractor registration with the Town of Munster IS NOT REQUIRED.

Please feel free to submit any company background info/pamphlet or certifications achieved and/or references to support your REQUEST FOR QUOTE.

**\*\*\* End of EMAIL NOTICE \*\*\***

*(see ATTACHMENT for Actual RFQ)*

## TREE INSPECTION SERVICES REQUEST FOR QUOTE

(as of Tuesday February 21, 2023)

### INVITATION

The purpose of this Request for Quote (RFQ) is to select a single qualified firm to perform professional Tree Inspection Services as needed throughout Munster, Indiana for the Department of Public Works for a period, following contract approval, of the balance of calendar year 2023 with possible renewal for one or more yearly terms. The awarded Contractor (aka: Arborist) will furnish all labor, materials, and equipment services necessary to perform the work as requested.

### PROCESS

1. QUOTE DEADLINE: due Wednesday March 8 by 3:00pm via EMAIL to [sgunty@munster.org](mailto:sgunty@munster.org) or delivered in person or by mail to Public Works Department @ 508 Fisher Street, Munster IN 46321. Questions can be addressed to Stephen Gunty - Director of Public Works @ (219) 836-6970
2. After review & summary by the Public Works Director all QUOTES will be presented to the Munster Town Manager for Council action...anticipated at its March 20 Council Meeting (ATTENDANCE IS NOT REQUIRED). Participating Arborists will be informed of the decision. The Town Council reserves the right to reject any and all quotes, and to waive any formalities in the interest of the Town. Contract can be cancelled at any time by the Town Council. Annual contract renewal is generally allowed without competition upon satisfactory performance if price isn't raised.
3. Some of the contract expectations and highlights include:
  - Arborist shall be called to perform tree inspection services on an as-needed basis:
    - **Provide a separate Quote of price per tree inspection = \$ \_\_\_\_\_**
  - Additionally, the Town may enlist optional consulting services of the Arborist to help recommend or coordinate tree/vegetation plantings and/or review planting plans around Town facilities, sign entrances, Park facilities or other green spaces. Arborist may also be asked to research and/or apply for Grants and/or to teach/train Public Works crew or Town volunteers with pruning, species identification or landscaping. Should any written or in-court legal support services be requested, Arborist will have opportunity to submit a separate fee proposal.
    - **Provide a separate Quote of hourly price for consultation services = \$ \_\_\_\_\_**
    - *Note: depending on the frequency and scope of such needed consultation, the Town reserves the right to solicit Quotes on a project basis for any such significant landscaping or consulting projects requiring an extended scope of service. Similarly, if any optional consulting services are requested by the Town, if not in the Arborist's specialty or area of interest or availability, Arborist is not required to engage with any consulting services, as these are considered optional, at the Arborist's discretion to participate or not.*
  - The Town of Munster anticipates between 100-150 tree inspections yearly that will require the services of our new Arborist/Forester. While this estimate is based on historical trends over the past few years, there is no minimum number of tree inspection requests guaranteed per year.

- Generally, the Public Works Department will submit tree inspection requests to the Arborist twice per month, with the vast majority of requests occurring between April through October.
- Arborist must inspect trees within 2 weeks of the Town's request and report back its condition in writing (ALONG WITH A PHOTO & RECOMMENDATION) within 1 week after that (i.e. within 3 weeks of the Town's request), with exceptions allowed on a case by case basis as agreed by both parties. Tree conditions are to be documented on a written report similar to the ISA (International Society of Arboriculture) Basic Tree Risk Assessment Form, and must include the DBH (diameter breast height) measurement....which is utilized by the Town in deciding whether it will remove a tree in-house or outsource its removal. Any tree recommended for removal is to be tagged by the Arborist, with tags provided by the Town.
- Arborist billing is preferred monthly but not to exceed 2 months (a W-9 is required that Public Works will process with the Town Clerk Treasurer upon submission to this office).

#### SCOPE OF SERVICES

1. **PRIMARY OBJECTIVE = Purpose of the tree inspection** will be to **determine if trees located on public right-of-way (parkway) are over 50% dead**, in which case the Town's policy allows tree removal at Town expense versus individual resident responsibility for its continued care. There is subjectivity allowed on the part of the Arborist to determine this based on whether the tree is likely to reach that percentage within 2 years or so. Other factors may be considered as well at the discretion of the Arborist such as whether geographic location of the tree or any other negative influences are contributing or likely to contribute to its demise. Most homeowners desire leniency in this decision making and Public Works understands when compromise may generate good will in such matters. Arborist is to tag any tree recommended for removal, with tags provided by the Town.
2. **SECONDARY OBJECTIVE = Any hazardous conditions should be cited**, such as loose or extremely damaged heavy or large branches that are at risk of falling due to wind or rain that could result in property damage or bodily injury. While normal pruning for both cosmetic appearance and safety clearances above sidewalks and over streets are resident responsibility, any imminent hazardous conditions found are the Town's responsibility to mitigate as quickly as possible.
3. **THIRD OBJECTIVE = Diagnose disease in trees** and provide Public Works with course of action the homeowner can take to prevent the spread of or to cure the disease.
4. **EXPECTED DELIVERABLE = Include within or separately attach to the Tree Risk Assessment Form a clear Recommendation (WITH PHOTO) to either:**
  - a. Monitor....but no immediate action required.
  - b. Prune
    - i. For cosmetic or health reasons.
    - ii. For hazardous condition removal.
  - c. Treat for disease or unhealthy conditions.
  - d. Remove Tree
    - i. Immediately on EMERGENCY PRIORITY basis...due to Hazardous Condition.
    - ii. ASAP due to over 50% dead (or likely to reach that within 2 years) but no immediate danger expected.

5. **OTHER SERVICES** = Occasionally the Town may enlist consulting services of the Arborist to help recommend or coordinate tree/vegetation plantings and/or review planting plans around Town facilities, sign entrances, Park facilities or other green spaces. Arborist may also be asked to research and/or apply for Grants and/or to teach/train Public Works crew or Town volunteers with pruning, species identification or landscaping. Should any written or community education or in-court legal support services be requested, Arborist will have opportunity to submit a separate fee proposal.
6. **SERVICES NOT NEEDED** = The Town reserves the right to utilize its Public Works Department to conduct its own tree inspections without voiding the contract service arrangement with the Arborist. This is typically done where time is of the essence and a removal decision is presumed or obvious and/or where necessary to maintain citizen goodwill or in response to:
  - storm damage
  - citizen complaints suggestive of an immediate hazard
  - potentially litigious circumstances requiring swift action to resolve a hazardous tree
  - trees or tree roots interfering with: street construction/repair projects, watermain break repairs or sidewalk replacement.

#### OTHER REQUIREMENTS

1) Confirm that you are an Arborist or Forester...cite your training/experience/certifications/affiliations/# of employees in your company. Since this work requires special expertise, the Town intends to hire an Arborist that derives the majority of its annual income from arboricultural work and whose employees are highly trained and skilled in all phases of tree inspection. Please provide any company background info/pamphlet and/or references to support your REQUEST FOR QUOTE.

2) Indicate willingness to bill the Town of Munster monthly or every other month for inspections performed.

3) As indicated in PROCESS Step #3, provide 2 Quotes on Arborist letterhead, containing the following:

- Provide a separate price per tree inspection = \$\_\_\_\_\_
- Provide a separate hourly price for consultation services = \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name - Title of Authorized Representative

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date