



**To:** Dustin Anderson – Town Manager  
**From:** Stephen Gunty – Director of Public Works  
**Date:** March 20, 2023  
**Re:** Arborist Services Quote

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**Background:**

The Town of Munster needs an arborist to inspect the health of Town trees due to the retirement of Forester Gina Darnell in 2022. Public Works attempted to conduct the approximate 100-150 annual tree inspections internally but competing priorities with limited staff proved troublesome. Despite this recommended Arborist Services contract, Public Works will still conduct tree inspections where time is of the essence and a removal decision is presumed and/or where necessary to maintain citizen goodwill or in response to: a) storm damage, b) citizen complaints suggestive of an immediate hazard, c) potentially litigious circumstances requiring swift action to resolve a hazardous tree, or d) trees or tree roots interfering with: street construction/repair projects, watermain break repairs or sidewalk replacement.

**Methodology:**

REQUEST FOR QUOTES (RFQ) from February 21 – March 8 were solicited via email (attached) from 14 Indiana Arborists (within 30 minute drive) to conduct Tree Inspection Services for the balance of calendar year 2023, with two separate prices requested for: a) tree inspection, and b) consultation services.

Some of the contract expectations and highlights include:

- Arborist shall be called to perform tree inspection services on an as-needed basis:
- 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.

We hoped using a less formal approach would stimulate participation and secure best pricing, by not asking for documents required in a formal bid request, namely; a) the Indiana State Board of Accounts “Contractor’s Bid For Public Work” Form 96, b) Financial Statement, c) Non-Collusion Affidavit, d) bid bond, and e) certified check. Only two quotes (both responsive & responsible) were received (attached):

Evans Tree Care (Crown Point)

- a) tree inspection = \$250
- b) consultation services = \$200/hr (< 3 hrs) or \$175 (> 3 hrs)

Forever Green (Crown Point)

- a) tree inspection = \$30 per tree....minimum \$90 per call-out
- b) consultation services = \$90/hr

Both firms provide diverse and impressive tree inspection & consulting services. Forever Green successfully performed a couple of detailed tree inspections for Public Works in 2019. Based on the lower price advantage, we recommend the award to Forever Green.

**Budget Note:**

Funds for Arborist Services will be paid from the River Boat fund #4437-915-0100-63613.

**Recommendation:**

By motion and voice vote, approve the Arborist Services proposal of Forever Green for tree inspection and consultation services.