

Request for Proposals for Consulting Services
City Tree Arborist Services
2017

The City of Thomaston is looking for an individual to provide tree arborist services for the city. The City of Thomaston has an urban forest of just over 2,000 trees spanning mostly in the Silvertown Village section of Thomaston. The city has expended approximately \$60,000 per year on City Tree Board activities. Such activities include tree removal, tree trimming, and tree planting. The city arborist works with the tree board to develop an annual tree plan that incorporates said activities including the holding of an annual Arbor Day celebration each February. The tree board meets monthly and the arborist typically attends or joins the meeting by conference call. The previous arborist worked approximately 125-150 hours annually for the city.

Anyone interested in serving as the tree consultant should send a resume with a list of references to the city manager's office at PO Box 672, 106 E. Lee Street, Thomaston, GA, 30286. The resume should be accompanied with a letter of interest and the anticipated rate of compensation. Resumes should be submitted by Wednesday, March 15, 2017, at 2:00 p.m. A copy of the proposal document is available on the city website or at the city manager's office. Anyone with a need for a reasonable accommodation should contact the city manager at 706-647-4242.

2017 - City of Thomaston Tree Arborist Proposals

City Tree Arborist Qualifications:

The city arborist should have a bachelor's degree from an accredited college in forestry or a related field of study. The arborist should be an ISA certified arborist and registered forester. The successful candidate should have experience in evaluating the current condition of trees, tree planting, and tree trimming. The arborist should have knowledge identifying appropriate tree types and species for planting in West Central Georgia. The tree arborist needs to possess good communication skills, discussing tree issues with citizens in the field and with tree board members and city officials and staff.

Activities

The tree arborist will spend approximately 125 -150 hours annually in Thomaston. The city has been removing approximately 40 - 50 trees annually including stump grinding. The city has been planting approximately 50-75 trees annually. The tree arborist will put together a removal list each spring, communicate with tree removal contractors, and inspect the outcome and issue final approval for payment to the city. The tree arborist will provide the city a list of recommended tree planting locations and tree types with consultation of the tree board members. The tree arborist will oversee the planting of the trees and establish a care plan for city workers or contractors to follow. The tree arborist will prepare a tree trimming list each year identifying tree limbs that need to be removed. The arborist will oversee the removal and issue the final approval authorizing the city to make final payment to a contractor. The arborist will trim the trees around the town square on an annual basis as needed.

Compensation

The tree arborist will be a contractor hired by the city and compensated an agreed upon hourly fee schedule. The arborist will submit a monthly invoice to the city manager's office for services provided each month. The previous tree arborist was compensated at an hourly rate of \$70.00.

Interested Parties

Interested arborists should submit a cover letter including an hourly rate figure for services. The arborist should also provide a lump sum amount required to undertake the 10 year audit. The submittal should include a resume with references and information listed. The submittals are due to the city manager's office at P.O. Box 672 or 106 E. Lee Street by Wednesday, March 15, 2017, at 2:00 p.m. Anyone in need of an accommodation in order to participate in this proposal process should contact the city manager at 706-647-4242.