

**TOWN OF MORRISTOWN  
COUNTY OF MORRIS  
STATE OF NEW JERSEY**

**REQUEST FOR PROPOSALS**

**PART-TIME ARBORIST  
CONSULTATION SERVICES**

Sealed proposals should be received by the Business Administrator of the Town of Morristown, in the Town Offices located at 200 South Street, 2nd Floor, Room 239, Morristown, New Jersey 07963-0914, by no later than 4:00 p.m. on June 28, 2022 for the following:

**Requests for Proposals from vendors interested in providing part-time Arborist Consultation Services for the Town of Morristown.**

Successful applicants will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration) N.J.S.A. 19:44A-20.5 (Business Entity Disclosure) and Local Pay to Play Ordinance 0-2-87.

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Town of Morristown to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested. The requisite Disclosure Forms are attached hereto.

**TOWN OF MORRISTOWN**

**REQUEST FOR PROPOSAL**

**PART-TIME ARBORIST CONSULTATION SERVICES**

**PURPOSE OF REQUEST**

The Town of Morristown plans to retain an experienced urban forestry consulting firm to facilitate the management of the Town’s Community Forestry Management Plan. Morristown’s urban forest has an estimated 3,200 trees of various species within a 2.9 square mile area. It will be the responsibility of the Consulting Arborist to bring a comprehensive, objective view point to the diagnosis, appraisal and evaluation of arboricultural issues. Morristown has an active Shade Tree Commission (STC) with whom the Consulting Arborist will work closely.

The successful candidate will demonstrate qualifications, experience and abilities to perform the scope of work detailed in this Request for Proposal.

**TIME SCHEDULE**

The Town will follow the following timetable, which should result in a selection of a firm by July 12, 2022.

Date of Issue	June 1, 2022
Submittal Deadline	June 28, 2022
Vendor Selection and Approval	July 12, 2022

**SCOPE OF SERVICES**

The successful proposer will be able to provide arborist consultation services on a weekly basis.

The scope of work for the requested services includes, but is not limited to:

1. Part-time Arborist Consultation Services (average of twelve (12) hours per week) for one full year; and meet all the job requirements and perform the responsibilities contained within the Scope of Services. Specific days of the week will be selected and agreed upon.
2. Maintain and update Tree Inventory through I-Tree Software program.
3. Assist the STC and Department of Public Works (DPW) management in making inspections and prioritizing requests for tree service.
4. Prepare bid specifications for tree removal and pruning.
5. Coordinate sidewalk repair:
  - a. Respond to requests from property owners.
  - b. Inspect locations and record dimensions of uplifted sidewalk and driveway aprons.
  - c. Make recommendations on how best to resolve sidewalk/tree issues.
6. Assist STC, Engineering and DPW in developing Tree Maintenance Policies.

7. Coordinate Tree Replacement contracts:
  - a. Identify potential planting locations.
  - b. Verify planting request from property owners.
  - c. Select trees at nursery.
  - d. Supervise tree planting contractors.
  - e. Write specifications for trees to be planted.
  - f. Inspect trees under guarantee; provide feedback to contractor on proper installation and maintenance.
  - g. Notify contractors to replace dead trees.
8. Respond and reply to incoming requests by e-mail or telephone (within a reasonable time frame to be established) as recommended by the STC.
9. Be available for STC hosted events such as Arbor Day and Tree City USA observances when requested by Commission chairperson.
10. Assist STC in updating and maintaining Morristown's Community Forestry Management Plan pursuant to DEP standards.
11. Assist DPW in evaluating trees pursuant to International Society of Arboriculture approved standards.
12. Provide assistance to the STC, Engineering and DPW in evaluating the status of existing or proposed trees on road resurfacing or other capital improvement projects or applications of the Zoning or Planning Board.
13. Provide training, supervision, and inspection of DPW pruning practices.
14. Monitor tree related sidewalk repair, tree replacement or tree removal, and report findings to STC, Engineering and DPW.
15. Identify and report public hazards created by trees, shrubbery, vegetation or wildlife.
16. Respond to particular situations identified by Shade Tree Commission, Engineering or DPW.

### **Proposal Requirements**

1. Proposal (Initial proposal should be submitted in the form of two (2) hard copies only).
  - a. Statement of Interest.
  - b. Company information, including general information, size, number of employees, and years in business, full name of individual of entity or person submitting the proposal and the name of the key contact person.
  - c. At least three (3) references, including contact names and information.
  - d. Specific experience of individuals relative to this project.

- e. A copy of your New Jersey Business Registration Certificate.
- f. A completed Business Entity Disclosure Form, Political Contribution Disclosure Form & a Stockholder Disclosure Certification.
- g. A copy of Proposed Form of Contract.
- h. Proof of Liability, Worker's Compensation and Automobile Insurance. The following minimum insurance limits are required:

<u>Professional Liability Insurance</u>	<u>Limits</u>
• Each Occurrence	\$1,000,000
• Damage to Rented Premises (each occurrence)	\$ 300,000
• Medical Expense (any one person)	\$ 10,000
• Personal & Advertising Injury	\$1,000,000
• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$2,000,000

<u>Personal Liability Insurance</u>	
• Forgery	\$ 10,000
• Personal Property of Others	\$ 10,000

<u>Worker's Compensation</u>	
• Bodily Injury by Accident	\$1,000,000 (each accident)
• Bodily Injury by Disease	\$1,000,000 (policy limit)
• Bodily Injury by Disease	\$1,000,000 (each employee)

**Evaluation**

The Town's objective in soliciting a Request for Proposal is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Morristown. The Town will consider proposals only from firms or organizations that, in the Town's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFP.

The Town may establish an evaluation committee to evaluate and score the proposals submitted by the vendors.

Proposals will be evaluated by the Town on-the-basis-of the most advantageous, all relevant factors considered. The evaluation will consider the following selection criteria:

<i>Factor</i>	<i>Weight Given</i>
1. Responsiveness:	30%
<ul style="list-style-type: none"> <li>• The Town will consider the materials submitted by the proposer to determine whether the proposer is in compliance with the RFP.</li> </ul>	
2. Price:	30%
3. Responsibility & Experience:	40%
<ul style="list-style-type: none"> <li>• The Town will consider the materials submitted and other evidence it may obtain to determine the companies ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.</li> <li>• Mandatory minimum requirements: <ul style="list-style-type: none"> <li>○ Five (5) years urban forestry experience at the municipal government level;</li> <li>○ New Jersey Certified Tree Expert, ISA Certified Arborist and maintains certifications;</li> <li>○ ArcGIS V10.1 or compatible version proficiency;</li> <li>○ Cell Phone; and</li> <li>○ Personal Transportation.</li> </ul> </li> </ul>	
Total Criteria Weight:	100%

Each proposal will be independently evaluated on factors 1 through 3.

**Terms and Conditions**

1. The Town reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. The Town reserves the right to request clarification of information submitted and to request additional information from any proposer.
3. The Town reserves the right to award any contract to the next most qualified vendor if the vendor does not execute a contract within thirty (30) days after the award of the proposal.
4. Any proposal may be withdrawn up until the submittal date and time.
5. Any addenda issued by the Town of Morristown prior to the scheduled time of opening the RFP submission shall be acknowledged in the proposal that the Addenda was received and shall be made part of any contract.

6. The Town reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the Municipal Attorney.
7. The Town shall not be responsible for any costs incurred by the vendor in preparing, submitting or presenting its response to the RFP.

**Contract Term**

This contract shall be for a period of one (1) year from the date of award.

**Payment Terms**

Payment by the Town will be made a monthly basis after services have been performed and an itemized billing statement has been received. A signed voucher will be submitted in the form specified by the Town and approved by the appropriate Town representative for signature by the vendor.

Interested applicants should submit proposals **no later than 4:00pm on June 28, 2022** to:

Jillian Barrick, Business Administrator  
Town of Morristown  
200 South St. PO Box 914  
2nd Floor, Room 239, Office of Mayor/Administration  
Morristown, NJ 07963-0914