



August 30, 2024

Newberry County, SC
Request for Proposals: 2024-8
Arboricultural Services for Tree Risk Assessment

Location: Newberry County, Newberry SC
Lynch's Woods Park, 228 Walter Cousins Rd.

Newberry County is seeking requests for proposals (RFP) for assessment of tree risks at Lynch's Woods Park. Funding is provided in part by the SC Forestry Commission – Urban & Community Forrester.

The deadline for submission of a response to this RFP is September 24, 2024, by 3:00 p.m. in the Newberry County Courthouse Annex Conference Room, 1309 College Street, Newberry, SC, 29108.

Proposal Submittal Form

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	<div data-bbox="1101 386 1318 604" data-label="Image"> </div> <p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County Courthouse Annex Conference Room Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2024-8 Arboricultural Services for Tree Risk Assessment Lynch's Woods Park</p>	<p>Proposals will be accepted until 3:00 PM, Tuesday, September 24, 2024</p> <p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO. (_____) _____ Email Address: _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-

SIGNATURE: _____ NAME/TITLE: _____

DATE: _____

TERMS AND CONDITIONS

Section I – General Requirements

1. Newberry County reserves the right to accept or reject any Proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. The county reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. There is no expressed or implied obligation for Newberry County to reimburse responding firms for any expense incurred in preparing proposals in response to this request. Nor does this solicitation commit Newberry County to award a contract or to procure any services that may be offered by means of a submission to this request.
4. The contracted firm, at its own expense, will correct any and all errors and omissions it may make.
5. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, the County will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
6. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firm's qualifications for executing the work.
7. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or board member, or employee of Newberry County, other than the contact listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress of the selection process and its results will be provided.
8. The selected firm will not discriminate against any person in accordance with Federal and State laws and regulations.
9. Sub-contracting of an awarded contract to other A/E firms for the scope of work in this RFP will not be permitted in part or whole, under any circumstances, unless they are specifically listed in the responses.

10. In case of default by the firm, the Newberry County Council reserves the right to purchase the services in default in the open market, charging the firm any additional costs.
11. Newberry County reserves the right to terminate the contract at any time, with sixty (60) days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
12. Indemnity: The Contractor shall indemnify and hold harmless Newberry County, its officers, agents, and employees from and against all losses, costs, damages, expenses, and liabilities caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); and against all damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors, or employees.

Section II – Insurance Requirements

The coverages must be as follows:

Worker’s Compensation	Required, regardless of the number of employees
General Liability ---Including bodily injury, property damage and contractual liability	\$1,000,000 per occurrence
Automobile Liability ---Including bodily injury and property damage	\$1,000,000
Errors & Omissions	\$2,000,000, aggregate

The Certificate of Insurance must list Newberry County, SC as the Certificate Holder, as well as AN ADDITIONAL INSURED. Notification of cancellation must be sent to Newberry County and coverage must remain effective during the entirety of the contract.

Background:

Lynch's Woods Park (LWP) was established in 1934 by the Civilian Conservation Corp and is a 276-acre naturally wooded park open to the public year-round. LWP offers a diverse trail system (hiking, bicycling, equestrian) and a gravel road that loops through the park drawing an estimated 20,000 visitors each year from within the county, as well as surrounding counties. Throughout the park there are a multitude of tree species, including old growth hardwoods and loblolly pines. A Tree Risk Assessment (TRA) is necessary to identify, analyze, and evaluate the risk that trees in key areas of the park pose over the next three years. The assessment is needed to develop a proactive management plan for trees deemed a risk.

Proposed Scope of Work:

The County is seeking an ISA Certified Arborist that is tree risk assessment (TRA) qualified to the following:

- Complete a Level 1 assessment of trees along both sides of the gravel road throughout the park and provide recommendations for each tree identified/marked as moderate to high risk (i.e., monitor, prune, remove, etc.) The gravel road is approximately 4.25 miles long.
- Complete a Level 2 assessment of trees within falling distance of structures or in areas where individuals would par/gather and provide recommendations for each tree identified/marked as moderate to high risk (i.e., monitor, prune, remove, etc.). There are approximately two acres around three structures and parking areas.
- Trees identified in the Level 1 assessment as posing risk will be marked and treated or further evaluated using the Level 2 assessment (or equivalent) to refine the risk projections and recommendations will be provided for each tree identified as moderate to high risk.

Following the TRA, the Contractor will submit a comprehensive report detailing their findings and recommendations.

The contractor shall assess the locations with minimal disturbance to the natural surroundings. The contractor shall be responsible for adhering to all state and local laws and regulations. The contractor shall be mindful and courteous to any visitors that may be encountered in the park while performing the services.

Submission Requirements (at a minimum):

To achieve a uniform review process and allow for adequate comparability, the Request for Proposals must be organized in the manner specified below:

1. Letter of transmittal – limited to two pages
2. Briefly state your firm's understanding of the work to be done and make positive commitment to perform the work.
3. A statement of the firm's experience and qualifications to perform the requested work including the names, titles and telephone numbers of previous clients who can speak to the firm's ability to perform the work.

4. A list and qualifications of arborists and grounds persons and other key staff who would be assigned to the project. The list shall include education, tree care training, license(s), certification(s), experience, and tenure with the current employer.

Evaluation Criteria:

Proposals shall be evaluated and ranked based on the following Criteria:

- A. Related experience on similar projects, past performance (references)
- B. Respective qualifications and demonstrated competence
- C. Ability to produce the required services within a reasonable time
- D. Cost associated with services

Newberry County may conduct personal interviews or telephone interviews with one or more prospective contractors based on their submittals, if necessary. The RFPs will be evaluated on the criteria set forth in this document. Newberry County Council will make the final decision based on the Evaluation Committee's recommendation.

One original and two (2) copies of the responses shall be submitted.

Deadline for Submittals:

Requests for Proposals will be accepted by Newberry County until 3:00 p.m., September 24, 2024. Submittals shall be sent to the attention of Crystal Waldrop, Purchasing Director, Post Office Box 156, Court House Annex, 1309 College Street, Newberry, SC 29108. Questions may be submitted to cwaldrop@newberrycounty.gov. The deadline for questions to be submitted is September 24, 2024 by close of business at 5:00 p.m., local time.