

**REQUEST FOR PROPOSALS FOR  
SELECTION OF A TREE CARE PROFESSIONAL  
FRESNO CHAFFEE ZOO TREE SURVEY**

The Fresno's Chaffee Zoo Corporation is seeking proposals from qualified firms to provide a comprehensive tree survey.

Qualified Firms are invited to submit six original copies of said proposal that meet the requirements outlined in the Corporation's proposal than:

**DUE DATE:** 2:00 pm on November 26, 2007, Local CA Time  
**SUBMITTAL LOCATION:** The Fresno's Chaffee Zoo Corporation  
894 W. Belmont Avenue  
Fresno, CA 93728  
**Attn: Brian Goldman**  
**Director of Finance and Administration**

To request a proposal packet, please contact Mr. Brian Goldman at (559) 498-5913. **Written questions regarding this RFP must be received by 5:00 pm on November 20, 2007.** Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFP.

**PRE-SUBMITTAL CONFERENCE DATE:** November 5, 2007  
**TIME:** 2:00 pm., Local CA Time  
**LOCATION:** Fresno's Chaffee Zoo  
Education Building  
894 W. Belmont Avenue  
Fresno, CA 93728

This Request for Proposals does not commit the Fresno's Chaffee Zoo Corporation to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The Corporation reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The Corporation further reserves the right to accept the proposal that is considered in the best interest of the Corporation.

Upon notification of selection, the firm will be required to enter into an Agreement between the Corporation and Tree Care Professional.

Thank you for you interest in working with Fresno Chaffee Zoo Corporation.

Advertise: Date,2007  
Date, 2007

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Authorized Signature  
Fresno's Chaffee Zoo Corporation

**INSTRUCTIONS FOR PROPOSALS  
FOR GPS TREE INVENTORY SERVICES**

**I. GENERAL INSTRUCTIONS**

- A. Submittal of Proposals  
Proposals should be verified before submission since proposals may not be adjusted after submission to the Corporation. The Corporation will not be responsible for errors or omissions on the part of the firm in preparation of a proposal. The Corporation reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.
- B. Signatures  
All proposals must include a signature of an authorized officer of the firm submitting the proposal. A proposal form has been included with this document.
- C. Disqualified Proposals  
Any proposal received after 2:00 November 26, 2007 shall be refused and returned to the firm unopened.
- D. Withdrawal of Proposals  
Organizations may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.
- E. Copies of Proposal  
Each organization submitting a proposal must include six (6) original copies. Please mark envelope – Tree Survey.
- F. Contacts  
In order to control information disseminated regarding this Request for Proposals, firms interested in submitted proposals are directed not to make personal contact with members of the Fresno’s Chaffee Zoo Corporation Board of Trustees and Corporate Administration with the exception of the individual listed below:
- Mr. Brian Goldman**  
**Director of Finance and Administration**  
**(559) 498-5913**  
[bgoldman@fresnochaffezoo.com](mailto:bgoldman@fresnochaffezoo.com)  
**894 W. Belmont Avenue**  
**Fresno, CA 93728**
- G. Rights of the Corporation  
The Corporation reserves the right to incorporate standard contract provisions in to any contract negotiated as a result of a proposal submitted in response to this request.

## II. DESCRIPTION OF PROJECTS RELATED TO RFP

The Corporation is seeking proposals to provide GPS Tree Inventory services for their anticipated Fresno Chaffee Zoo Expansion and Renovation.

## III. CONTENTS OF PROPOSAL

In order for proposals to be considered, firms are required to submit proposal in the order and format described below. All questions/requests for information must be completed. Quality of answers, not length of responses or visual exhibits is desired. The complete proposal should not exceed 25 pages.

- A. Cover Letter/Letter of Interest  
Maximum of one page. Must include name of firm, address, telephone number, FAX number, and name of Principal to contact.
- B. Firm Organization, Credentials, General Background  
Please provide a brief history of firm, including:
1. Number of years in business.
  2. Location of office that will perform the work.
  3. List of basic services provided by the firm.
- C. Tree Inventory Services Experience  
Describe the experiences/background of your firm in providing GPS tree inventory services described in this RFP.
- D. Project Team
1. Identify key team members and provide their qualifications.
  2. Identify any proposed consultants for this project.
- E. Work Plan/Methodology  
Please provide a conceptual plan for the working relationship between the following:
1. The Certified Arborist and the Corporation.
- F. Client Satisfaction / References
1. Provide a statement of your firm's financial stability.
  2. Provide a list of client references for which your firm has performed similar services.  
References must include:
    - Client Name, address
    - Contact name, phone number
  3. Provide proof of your firm's liability insurance
- G. Firm Resources
1. Discuss the software to be provided for the project to provide the GPS tree inventory documentation.
  2. Discuss how your firm will assist the Corporation in understanding and making use of the survey information in conjunction with expansion and renovation of the zoo.
- H. Agreement  
Please provide either a proposal agreement or specific conditions that your firm believes should be in an agreement.

#### **IV. SELECTION PROCESS**

The process that will be used by the Corporation in selecting firms to perform services as outlined in this Request for Proposals will be as follows:

- A. Written Proposals  
The Selection Committee will review the written proposals submitted by qualified firms.
- B. Governing Board  
The Governing Board will make the final selection of qualified firm(s).

#### **V. SELECTION CRITERIA**

Firms submitting proposals are advised that all proposals will be evaluated to determine the “best” firm(s) that will be able to meet the needs of the Corporation. The selection criteria will include, but not limited to, the items listed below:

- A. Ability to communicate with Corporation personnel.
- B. Experience and expertise of the firm in providing GPS Tree Inventory services for similar projects.
- C. Qualified and experienced personnel to provide both administrative office services and job site management.
- D. Completeness and quality of proposal.
- E. Recommendations and / or visits to current customers.
- F. Fee negotiations including reimbursable expenses will commence with the top ranked firm. If a fee cannot be agreed upon, negotiations will cease with that firm and will commence with the second firm and so on.

#### **VI. PROPOSAL FORM**

The Corporation will select the successful Tree Care Firm, and said firm(s) shall be required to enter into an agreement with the Corporation following notification of selection by the Corporation.

## VII. SPECIFICATIONS FOR GPS TREE INVENTORY DATA COLLECTION

- A. Conduct a Pre-Job Meeting exclusive to the tree inventory process. Discuss the basis for evaluating the Zoo's Urban Forest.
- B. Have an Inventory Specialist/Certified Arborist, conduct a complete inventory of all trees 6" and larger in existing zoo and 4" and larger in expansion area.
- C. Provide the Zoo with recommended removals with justification.
- D. Attributes to be collected by the data collector include present Zoo Facility (approximately 18 acres) and Future Expansion Area (approximately 21 acres), Tree Species, diameter, crown, height, recommended maintenance (removal, trim, etc.), overhead utilities, and parkway size.
- E. Provide the Zoo with various tree inventory reports to accommodate the Zoo's needs. The total cost shall include ownership of the data and unlimited software and computer support while performing tree maintenance services.
- F. Provide the Zoo with Global Positioning Satellite (GPS) coordinates for each tree inventoried. The address information shall be integrated into the Zoo's current Record of Survey, ESP# 05033 MX (also referred to as the Alta Survey). Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude, within one meter. By collecting the data using the GPS system, the Zoo can consolidate the tree data with other various GPS coded programs in the Zoo. Goal being have a workable tree inventory to be used with current or future site surveys.
- G. Shall aluminum tags and attachment hardware be requested, supply quote for that additional charge.
- H. Items Required By The Zoo:
  - a. Aerial Photo and/or GIS Based Maps
  - b. Pre-determined zones or grids
  - c. List of attributes to be collected

**OFFER**

**TO THE FRESNO'S CHAFFEE ZOO CORPORATION:**

The Undersigned hereby offers and agrees to enter into negotiations with the Corporation to provide the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the solicitation.

For clarification of this offer, contact:

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

Name: \_\_\_\_\_

\_\_\_\_\_  
Address

Phone: \_\_\_\_\_

\_\_\_\_\_  
City      State      Zip

Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

Email: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title