

LEGAL NOTICE

The City of Tiffin is soliciting letters of interest (LOI) for natural resource consulting services to conduct an urban forest inventory of public trees throughout Tiffin. The contract for this project will require the selected consultant to manage all facets of the inventory, including data collection, GIS software integration, and stakeholder engagement. The City will also require the consultant to attend two stakeholder engagement meetings during the inventory. The City of Tiffin will authorize the consultant to begin inspection services by April 2024. The inventory must be complete no later than September 4, 2024. The City of Tiffin will directly select a consultant based upon the LOI, which should be no more than ten pages in length (not including the cover letter). Letters of Interest shall include the following: 1) Provide a list of services and qualifications provided by the prime consultant 2) List significant subconsultants, their qualifications, and the percentage of work to be completed by each subconsultant 3) List the Project Manager and other key staff members responsible for the work, including key subconsultant staff. Address the experience of the key staff members on similar projects and the staff qualifications relative to the project work 4) Provide references from three governmental organizations for similar projects completed in the past five years. 5) Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to the present workload, and the availability of the assigned staff 6) Provide a description of your Project Approach, not to exceed two pages in addition to the 10 page total. Questions should be directed to Brandon W. Burner, P.E., Public Works Superintendent for the City of Tiffin. The Consultant Selection Rating Form and an Initial Scoping Memorandum can be obtained from the Public Works Department by email at publicworks@tiffinohio.gov or by phone at 419-448-5430. Firms interested in consideration for selection should respond by emailing an electronic version of the LOI to publicworks@tiffinohio.gov by 3:00 p.m. on Wednesday, February 14, 2024.

REQUIREMENTS FOR LETTERS OF INTEREST

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B), in the same order listed, in a letter signed by an officer of the firm. **DO NOT** send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.6).
3. Please adhere to the following requirements in preparing and binding Letters of Interest:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 ½" x 11" sized paper only.
 - d. Bind Letters of Interest by stapling at the upper left hand corner only.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letters of Interest Content

1. List the types of services that the firm provides, including the necessary and/or associated qualifications that the firm carries for those services
2. List significant subconsultants, their qualifications, and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members responsible for the work, including key subconsultant staff. Address the experience of the key staff members on similar projects and the staff qualifications relative to the project work.
4. Provide references from three governmental organizations for similar projects completed in the past five years.
5. Describe the capacity of your staff and their ability to perform work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

(Items 1-5 must be included within the 10 page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.*



January 2024

Tiffin Urban Forest Inventory - 2024 Initial Scoping Memorandum

As the City of Tiffin continues to improve the management of its urban forest, an inventory of public trees becomes an increasingly more relevant tool. Tiffin had a full inventory in the 1990s, but that data was lost to aging software and lack of upkeep. The goal of this effort is to establish a full public inventory, including risk assessment and planting locations, in order to enable Tiffin's Arborists and Shade Tree Commission to manage the Urban Forest based on real, professionally-collected data.

The following tasks are included in the scope of this project.

Task 1 – Perform a Full Inventory Employing qualified urban foresters, inventory all public trees throughout the City of Tiffin. Public trees in this instance are considered to be trees in the public tree lawn, along publicly owned trails and lanes, and distinctly planted in public parks. Woodlots on public tree lawns are not within the scope of this inventory. This inventory shall include the following data fields, entered into a GIS platform to be agreed upon by the City and the consultant, and following *ANSI A300 Part 9* standards where applicable:

- 1) Address (street address and X and Y coordinates)
- 2) Species
- 3) Tree size
- 4) Multi-stem tree
- 5) Condition
- 6) Maintenance needs
- 7) Defects
- 8) Tree risk assessment and rating (TRAQ qualified assessors)
- 9) Residual risk
- 10) Further inspection
- 11) Overhead utilities
- 12) Date of inventory
- 13) Sidewalk offset

Task 2 – Planting Site Inventory Reflect all available planting sites on the GIS map based on local environment (curb lawn space, utility conflicts, proximity to signs/lights/intersections, etc.). This site inventory will supplement City of Tiffin efforts to identify Urban Site Indexes, assign species, etc. The consultant will simply place "dots on a map" where they cannot clearly rule out the feasibility of planting. Tiffin's staff and volunteers will validate and plan for each of these sites.



TIFFIN PUBLIC WORKS DEPARTMENT
601 MIAMI STREET
TIFFIN, OHIO 44883
OFFICE: (419) 448-5430 FAX: (419) 448-5436

Task 3 – Stakeholder Engagement Be prepared to attend at least two public meetings, one with Tiffin’s Shade Tree Commission and one with Tiffin’s City Council representatives in order to share the results of the survey. The Tree Commission meeting will be aimed at collaboration and future planning, while the City Council meeting will be more educational to defend the profession and the value of this inventory service.

This scoping memorandum is of a draft or initial nature, meant to promote proper and efficient Plans of Approach for the task at hand. Please contact the Tiffin Public Works Department at publicworks@tiffinohio.gov for any further questions.

<<ORIGINAL SIGNED>>
Brandon W. Burner, P.E., PMP
Public Works Superintendent

EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

NAME OF PROJECT: Tiffin Urban Forest Inventory – 2024

NAME OF DESIGN FIRM:

NAME OF REVIEWER:

Category	Total Value	Score
Management & Team		
Project Manager (1)	10	
Strength/Experience of Assigned Staff including Subconsultants (2)	25	
Firm's Current Workload/Availability of Personnel (3)	10	
Consultant Past Performance (4)	30	
Project Approach	25	
Total	100	

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manger's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.