



# Request for Proposal

Canopy Assessment, Tree Inventory, and Forestry Work Plan

Department of Planning and Zoning  
500 Quartermaster Court Suite 200  
Jeffersonville, IN 47130  
May, 2024

For further information contact:

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Planning and Zoning Director  
Phone: 812-280-3855  
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**PROPOSALS DUE: 4:00 PM EASTERN TIME ON June 7, 2024**



# Canopy Assessment, Tree Survey and Forestry Work Plan for City of Jeffersonville

## INTRODUCTION

The City of Jeffersonville is rapidly developing. As such, we have experienced a significant reduction in our natural tree canopy to make way for new commercial, residential, industrial, and institutional projects. At the same time, many of the mature trees in our urban neighborhoods, parks, and public spaces are being lost due to old age, storms, and disease. In recent years, the planning department, in the absence of designated forestry staff, has been working to take active steps to plant trees and promote stewardship of the City's tree canopy.

In order to further our efforts, the department was awarded a grant from the Indiana DNR, through the federal Inflation Reduction Act, to further study the City's forestry needs. Staff hopes that, with better data, we will be better able to tell the story of the community's urban forest and encourage City leadership to fund efforts to preserve and enhance the City's tree canopy.

## PROJECT GOAL

The goal of this project is to support and enhance the urban tree canopy of the City of Jeffersonville through specific action steps:

1. Assess the City's overall tree canopy,
2. Conduct an inventory of all trees at parks and public facilities, and
3. Develop a basic work plan to address the City's urban forestry needs.

## SCOPE OF WORK

The following is a recommended outline intended to establish a framework for this project. The consultant team should use this outline as a guide and expand, modify, or arrange each task in order to present the most comprehensive scope necessary to perform the work. The Scope of Work for this project is organized under the following main tasks.

### Task 1. Canopy Assessment of the City

Using geospatial tools, along with current and past aerial imagery, provide an assessment of the City's tree canopy, including current and past canopy coverage as well as areas of canopy growth and decline. Calculate overall canopy loss in terms of acreage. Work with the City's planning staff to determine an appropriate model to define which neighborhoods are most/least in need of tree planting activities. Synthesize findings in a report.

### Task 2. Tree Inventory of Parks and Public Spaces

Conduct a thorough tree inventory of all parks and public facilities (City Hall, police/fire stations, maintenance facilities, etc.) within the City. City staff shall provide the contractor with a prioritized list of such spaces. A general map of spaces is attached to this RFP. Please note that this does not include the following:

1. Trees in the public right-of-way with the exception of:
  - a. Spring Street in Downtown Jeffersonville (Ohio River to 8<sup>th</sup> St.),
  - b. A handful of street medians as designated by the planning department, and
  - c. Where right of way trees are associated with a public facility (e.g. trees in the ROW adjacent to a City park)



2. Large tracts of natural woodlands on City owned properties. Where these occur, the consultant shall work with the City to spatially map such woodlands and conduct a rough overview that generally lists the approximate acreage, species present, overall conditions of the woodland, any significant maintenance issues, and any problematic invasive species present.

Tree data shall be collected on a handheld electronic device capable of recording the location of each tree and its associated data. Data fields shall include:

1. Tree number/code (unique to each tree)
2. GPS position coordinates (in a format compatible for GIS mapping tools)
3. Street name
4. Address
5. Genus & species
6. I-tree species code (found at [www.itreetools.org](http://www.itreetools.org))
7. Diameter at breast height (DBH)
8. Land use
9. Site type
10. Tree condition
11. Maintenance needs
12. Maintenance priority
13. Sidewalk damage

Other data fields may be added but none of the above may be omitted.

Once the data is collected, they shall be analyzed using i-Tree, a suite of analysis tools that are free and can be downloaded at [www.itreetools.org](http://www.itreetools.org). Analysis reports shall include the following:

1. Percent individuals by species
2. Percent benefit by species
3. Percent by age class
4. Carbon sequestered by species
5. Energy conservation by species
6. Air pollution reduction by species
7. Property value by species
8. The economic values associated with each analysis above.

When the project is complete, the consultant will submit the following to the Community Urban Forestry Office and the City of Jeffersonville:

1. The complete inventory in Excel
2. Any ArcGIS shap/point data layers produced as part of the project
3. An executive summary of the results
4. A species breakdown
5. A condition list breakdown
6. A recommended removal list breakdown
7. A maintenance list breakdown
8. Lists and reports generated in i-Tree. Including:
  - a. Pie or bar charts with species distributions
  - b. The age balance in the urban forest
  - c. Replacement value



- d. Ecosystem service values, including
  - i. Energy conservation
  - ii. Carbon sequestration
  - iii. Air quality
  - iv. Stormwater interception
  - v. Economic/social benefits.

### **Task 3. Forestry Work Plan**

Using data collected, develop a work plan for the next 3-5 years that addresses tree planting, tree removal, further health assessments, invasive species eradication, etc. The forestry work plan should also indicate best practices for developing and funding a forestry practice within the City's purview.

### **Task 4. Project Closeout**

At the end of the project, the consultant will present the findings to the Planning and Zoning and Parks Departments in a meaningful format that can be presented to the City Council.

## **SUBMITTAL REQUIREMENTS**

Each submittal must include all the information listed below. This information should be confined to **no more than 15 pages** excluding resumes of staff members and references. All proposals received by the due date will be evaluated by selection panel of City Staff. Staff will judge the responses of each proposing firm in the following areas:

1. **Project Understanding/Approach:** Briefly present your team's understanding of the project objectives and address how your team will approach all of the major elements of the proposed scope of work for this Request for Proposal. Please include additional task(s) that you consider may add value to the project.
2. **Qualifications:** Identify the qualifications of the key individuals of the planning team. Please identify the individual who will be the primary point of contact (project manager) and the backup individual. Given federal funds are being used for this contract, indicate that you are not currently suspended or debarred from participation in federal awards.
3. **Experience:** Briefly identify your company's relevant work experience. Include a short list of clients and projects completed within the last five (5) years with project descriptions, locations, and services provided.
4. **Schedule:** Provide a project schedule that illustrates key project milestones for accomplishing the work in the proposed scope of work.
5. **Availability:** Include the location of the office from which the project will be administered, general availability of staff, and necessary travel or communication plans.
6. **Cost Estimate:** Provide a cost proposal including schedule of costs for this project including personnel names, classification, hourly rates, overhead rates, and any other cost items.

The selection panel will evaluate each proposal and select an applicant based on the best overall combination of qualifications and cost.



An electronic copy of your proposal in PDF format must be sent to [creischl@cityofjeff.net](mailto:creischl@cityofjeff.net):

**NO LATER THAN 4:00 P.M., June 7, 2024.** Please also submit one (1) printed copy of your material postmarked **no later than the above deadline** to:

Jeffersonville Planning and Zoning  
500 Quartermaster Court Suite 200  
Jeffersonville, Indiana 47130  
Attention: Chad Reischl  
Phone: 812-280-3855  
E-mail: [creischl@cityofjeff.net](mailto:creischl@cityofjeff.net)

### TENTATIVE SCHEDULE

The following is a tentative schedule for the consultant selection process.

<b>May 10</b>	<b>Release Request for Proposal</b>
<b>May 27</b>	<b>Last day to submit comments questions to Staff</b>
<b>May 31</b>	<b>Deadline for Staff response to all questions</b>
<b>June 7</b>	<b>Request for proposals due at 4:00pm</b>
<b>June 10-14</b>	<b>Staff review of RFP's</b>
<b>Jun 17-21</b>	<b>Consultant interviews (if necessary) and Consultant Selection</b>
<b>Early July</b>	<b>Notice of Award.</b>
<b>Late July</b>	<b>Anticipated project kick-off</b>

### RIGHT OF REFUSAL

The City of Jeffersonville reserves the right to reject all RFPs in their entirety for any reason. Jeffersonville also reserves the right to award the contract in any manner deemed in the best interest of City residents.

### RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

### COSTS OF RFP PREPARATION AND SUBMISSION

Each consultant shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

### ATTACHMENTS

The following attachments are provided.

- 1. General map of public properties in City of Jeffersonville.** Properties in orange are to be surveyed, properties in pink are City-owned woodland properties that are to be generalized. The handful of street and/or median trees to be surveyed are represented by blue lines on the map.

# Map of City of Jeffersonville's Publicly-Owned Properties

