



Urban Forest Tree Inventory & Urban Forestry Management Plan Request for Proposals

Introduction

The Village of Mount Pleasant, WI seeks qualified proposals to complete a village wide urban forest inventory of public trees located in village streets, boulevards, village owned property, and public parks. Responses must be submitted no later than April 4, 2025 at 4:00 PM.

The Village of Mount Pleasant has received a 2025 Urban Forestry Grant from the Wisconsin Department of Natural Resources and is requesting proposals from consultants to perform a Municipal Tree Inventory and Urban Forestry Management Plan. The project must be completed no later than November 30, 2025, with all work to be performed by a Certified Arborist (ISA) (the "Consultant"). Additionally, all work must comply with the Wisconsin DNR Urban Forestry 2025 grant that was awarded for this project.

Project Deliverable

The Consultant is expected to provide the following deliverables by November 30, 2025:

- A. File format of Village wide Urban Forest Inventory to be completed using ArcGIS and provided to the Village in as geodatabase (GDB) file (preferred) or a shapefile (SHP) for Village review. Consultant shall include a projection file or identify coordinate system.
- B. File format of Village Urban Forestry Management Plan in one (1) digital copy.
- C. Upon receipt of the data, the Village will review the data and complete accuracy verification. If data modifications are required, Consultant must complete such modifications December 19, 2025 for final completion.

Project Budget

The Village budgeted \$46,950 for the preparation and completion of a Village wide Urban Forest Inventory and Urban Forest Management Plan.

Contact Person & Terms and Conditions for Making Proposal.

- A. Inquiries from Consultants & Response Instructions:
 1. Please use the contact information below for questions concerning this RFP. One (1) digital copy of the proposal should be returned in PDF format (mailed or emailed). Submitters may confirm submission in a separate email prior to the RFP deadline. Proposals must be directed to:

George Baumgardt, CPRP
Parks & Recreation Manager
8811 Campus Drive
Mount Pleasant, WI 53406
gbaumgardt@mtpleasantwi.gov
262-664-7840

- B. Costs Incurred in Responding:

All costs, directly or indirectly related to the preparation of a proposal, including any oral presentations required to supplement and/or clarify a proposal, shall be the sole responsibility of the Consultant.

Proposals must be received by Friday, April 4, 2025 by 4:00 PM.

Proposal Format and Requirements

A. Overview of Required Sections:

1. Cover Letter;
2. Scope of Required Services;
3. Cost Proposal for Services & Project Timeline; and
4. Related Project Experience and References from Similar Projects.

B. Cover Letter:

The cover letter should contain the name and address of the Consultant and the contact individual(s) authorized to answer technical, price, and contractual information. Include the following contact information: telephone number(s), email address, and mailing address.

C. Scope of Required Services:

1. File format of Inventory to be completed using ArcGIS and include projection file or identify coordinate system.
2. Tree Inventory (Exhibit B & C) – Required Attributes to be Collected:
 - i. Species: (Latin name);
 - ii. Cultivar/Variety: (Common Genus/Species);
 - iii. Location: GPS (in shapefile or geodatabase) and street address (identified within a GIS field);
 - iv. Diameter at Breast Height: Integer or to the nearest tenth of an inch.
 - v. Defects/Disease/Stump Removal: List defects, disease and/or need of stump removal;
 - vi. Condition Rating: Excellent, Good, Fair, Poor, Dead;
 - vii. Inventory Date: date in xx/xx/xxxx format (e.g. 06/18/1987)
 - viii. Year Planted: if known.
 - ix. Utilities/Obstructions: List any overhead utilities and/or obstructions to growth.
3. Urban Forestry Management Plan
 - i. The plan will meet the requirements of the DNR's Technical Guide to Developing Urban Forestry Strategic Plans and Urban Forest Management Plans
 - ii. The Consultant will prepare a comprehensive management plan addressing tree maintenance, removal, planting, priority, and administration for a five-year planning period.
 - iii. Particular attention should be given to diseased trees, high risk trees, nuisance trees, planting trees on narrow terraces and under overhead lines, and areas of the Village which lack trees.
 - iv. The Consultant will review and evaluate existing Village ordinances, programs and procedures to analyze strengths and weaknesses in the existing Village forestry program, and provide recommendations to improve these programs and procedures.
 - v. The Consultant shall review and evaluate the Village administrative organization, equipment, staffing and budget to recommend any improvements to implement the proposed plan.
 - vi. The proposed plan shall provide for a five-year phasing period for implementation, and should consider revenues from existing Village programs to assist in implementation.

- vii. The consultant shall provide a cost comparison between a Village-operated forestry program and a privately-contracted program.

D. Cost Proposal for Services & Project Timeline:

Cost of service quotes shall be included for all required components referenced above. The response to this RFP shall include payment terms, including timing of any progress payments. A detailed breakout of the project timeline for the various steps in the process shall be provided. The project is required to be completed by November 30, 2025.

COST BREAKDOWN – The Village has the right to accept all or portions of the costs for the services listed in the Urban Forest Tree Inventory & Urban Forestry Management Plan Proposal Form.

E. Related Project Experience and References from Similar Projects:

Provide a minimum of three (3) municipal references for completion of an Urban Forest Inventory of public trees. Provide a contact person with a telephone number/email address for each reference.

F. Insurance:

Proof of insurance in the form of “Certificates of Insurance” shall be provided by the Consultant prior to the issuance of the contract and shall be maintained throughout the contract. The certificate shall be modified to provide that it cannot be altered, cancelled or non-renewed without thirty (30) days advance notice to the Village. Other requirements are as follows:

- a. Statutory Workers’ Compensation limits as required by the State of Wisconsin
- b. Name the Village of Mount Pleasant as an “Additional Insured” on the Consultant’s Commercial General Liability, Automotive Liability, and Comprehensive Bodily Injury & Property Damage Combined policies.
- c. Should the Consultant utilize a subcontractor for this contract, the Consultant shall include the subcontractors as the insured’s under its policies or shall furnish separate certificates and endorsements for each subcontractor.
- d. A copy of the Consultant’s Certificate of Insurance shall be provided and approved by the Village prior to execution of the contract.

Worker’s Compensation Insurance – Statutory coverage as required by Chapter 102 of the Statutes of the State of Wisconsin, as revised, and all acts amending thereof and supplementary thereto, and for all employees of the Contractor. All Subcontractors and material men shall furnish to the Consultant and the Owner evidence of similar insurance for all of their respective employees unless such employees are covered by the protection afforded by the Consultant.

Commercial General Liability – Coverage to include premises and operations, products and completed operations, and the explosion (x), collapse (c), and underground property damage (u) hazard exposures, all subject to the following limits:

Each Occurrence – Bodily Injury and Property Damage	\$2,000,000
Personal Injury	\$2,000,000
Completed Operations	\$2,000,000
General Aggregate	\$2,000,000

The Consultant shall have the Village named as an additional insured to the Commercial General

Liability policy. The coverage for the additional insured is to apply on a primary basis in relation to the additional insured's own policy, which is to the non-contributing.

The policy shall be endorsed to have the General Aggregate apply to this project only.

Automobile Liability – Coverage to include operations of owned, hired and non-owned motor vehicles, all subject to a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage.

Umbrella Liability – Umbrella Liability or Excess Liability coverage to supplement coverage as required above with a limit of not less than \$1,000,000.

Consultant Selection Procedure

- A. The Village will promptly review the submitted proposals and notify the Consultant of any additional actions or requirements (if any). Consultant proposals will be evaluated by the Village based on overall qualifications, experience, references, compliance with Proposal Format and Requirements, and proposed cost.
- B. The Village of Mount Pleasant has the right to negotiate or reject any and all submittals, waive any irregularities, re-issue all or part of this RFP, and not award any contract, all at its discretion and without penalty.
- C. The Village's standard contract is attached hereto and shall be incorporated along with this RFP into the final contract for services.

Urban Forest Tree Inventory & Urban Forestry Management Plan Proposal Form

ACKNOWLEDGMENTS:

The undersigned agrees that all documents have been carefully examined, has inspected the site of proposed work and has become familiar with the condition affecting the contract.

The Consultant agrees to the following:

- 1) To not withdraw my proposal for a period of 60 days after receipt of proposal.
- 2) To agree to enter into a contract, if awarded, on the basis of this proposal within 10 days of written Notice of Award.
- 3) To complete all work by November 30, 2025.
- 4) Cost Proposal for Services & Project Timeline:

Scope	Cost	Timeline for Services
Street/Boulevard Tree Inventory (Exhibit B)	\$ _____	
Park and Village Owned Property Tree Inventory (Exhibit C)	\$ _____	
Urban Forestry Management Plan	\$ _____	
TOTAL COST	\$ _____	

I will provide the services as stipulated above for a Lump sum of:

TOTAL \$ _____ DOLLARS (FIGURE)

Additional services that may be requested in writing by the **VILLAGE** will be charged on a time and material basis at the following hourly rates:

Project Manager	\$ _____
Staff Certified Arborist	\$ _____
Clerical Staff Support	\$ _____

The Consultant has not added any conditions or qualifying statements to this proposal.

PROPOSAL OF: _____

(Consulting Firm Name)

ADDRESS: _____

PHONE: (_____) _____

EMAIL: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

VILLAGE OF MOUNT PLEASANT AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement, by and between _____ (**Consultant**) and the Village of Mount Pleasant (**Village**), effective upon the date of signature by **Village** below, shall provide professional services as stated herein.

The **Village** and **Consultant**, in consideration of their mutual understanding herein, agree in respect of the furnishing of professional services by **Consultant** with respect to identified project items and the payment for those services by the **VILLAGE** as set forth below.

SCOPE OF SERVICES

Consultant will perform the following project items: GIS Public Tree Inventory and Database, Village Urban Forest Management Plan; as indicated in Exhibit A. **Consultant** will utilize contracted services by _____ to build a tree inventory data collection project within ARC GIS online and deliver data to **Village** staff upon project completion. The project items will be completed and delivered to the **Village** as indicated in the "TIMELINE" section of this Agreement. There should be no need for added services in accomplishing the project items.

Additional services that may be requested in writing by the **Village** will be charged on a time and material basis at the following hourly rates:

Project Manager	\$ _____
Staff Certified Arborist	\$ _____
Clerical Staff Support	\$ _____

TIMELINE

Consultant will complete project items as hereby indicated below unless extenuating circumstances prevent completion in a timely manner.

GIS Public Tree Inventory and Database – Begin field data collection no sooner than April 14, 2025 with completion by November 30, 2025.

Urban Forestry Management Plan – draft by October 15, 2025 and final plans by November 30, 2025.

BILLING SCHEDULE

Public Tree Field Inventory – Partial Billing will be invoiced at the following project completion milestones:

- 50% project completion
- Final project payment-Upon completion of public tree inventory field data collection

Urban Forestry Management Plan – Partial Billing will be invoiced at the following project completion milestones:

- 50% upon submission of draft copy to the **VILLAGE**
- 50% upon submission of final copy to the **VILLAGE**

Fee for Urban Forestry Management Plan – \$ _____

Fee for GIS Public Tree Inventory -- \$ _____

PAYMENT

Payment will be made for fees identified in the "BILLING SCHEDULE" section. Identified fees should be considered as "Not to Exceed".

INSURANCE

Consultant will procure and maintain insurance for protection from claims against it under workers' compensation acts in an amount required by the State of Wisconsin in which the work is performed; claims against Consultant for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages against Consultant because of injury to or destruction of property including loss of use resulting there from in the following amounts: Commercial General Liability coverage of \$1,000,000; General Aggregate; Automobile Liability combined single limit of \$1,000,000; and Excess Liability, umbrella form in an amount of \$1,000,000, each occurrence and aggregate.

Consultant will submit to the Village current Certificate(s) of Insurance naming the Village as additionally insured and will provide updates if requested.

GENERAL CONSIDERATIONS

- **Consultant** shall indemnify, defend and hold **Village** harmless from any and all claims and liabilities whatsoever, including, but not limited to, judgments, costs, damages, expenses and reasonable attorneys' fees, in any way arising out of or caused by services provided by **Consultant** under this contract.
- Obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms thereof.
- The **Village** shall retain an ownership and property interest in all documents including inventory records, reports, drawings, and specifications prepared or furnished by **Consultant** pursuant to this Agreement. This agreement shall be governed and construed in accordance with the laws of the state of WI. It represents the complete understanding with respect to the subject matter thereof and may only be modified in a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the month, day, and year written below.

VILLAGE OF MOUNT PLEASANT

(CONSULTANT)

Signature

Signature

Title

Title

Date

Date

Address for Giving Notice
Village of Mount Pleasant
8811 Campus Drive
Mount Pleasant, WI 53406

Address for Giving Notice
(CONSULTANT)

EXHIBIT A

Scope of Required Services:

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 - vii. The Consultant should provide a cost comparison between a Village-operated forestry program and a privately-contracted program.



Mount Pleasant Parks & Recreation Urban Forestry Tree Inventory Exhibit B

Street/Boulevard Locations

Street Name	Miles
1. International Drive (Map 1)	0.9
2. International Drive (Map 2)	0.75
3. 90 th Street (Map 1)	0.5
4. 90 th Street (Map 2)	0.22
5. 90 th Street (Map 3)	0.31
6. Carrington Boulevard and Globe Drive	0.46
7. Braun Road	2.1
8. Kings Way, Cornerstone Way, Providence Port Boulevard, Crosswinds Drive	0.78
9. Kinzie Avenue	0.25
10. Racine Street, Mead Street, Howe Street, 22nd Street	0.50
11. Clark Street, Racine Street, Mead Street, Howe Street, 23rd Street	0.65
12. Racine Street, Mead Street, Howe Street, 24th Street	0.45
13. Oakes Road	0.55

International Drive (Map 1)

0.9 Miles



Zoomed in Image 1



Zoomed in Image 1



International Drive (Map 2)

0.75 Miles

Zoomed in Exhibits



90th Street (Map 1)

0.5 Miles

Zoomed in Exhibits



90th Street (Map 2)

0.22 Miles

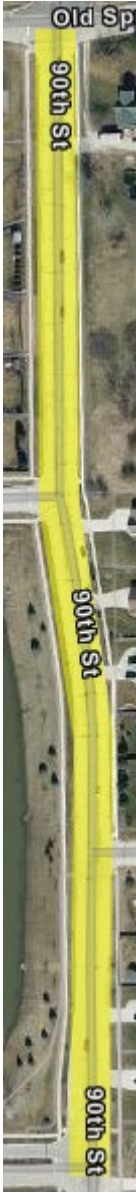
Zoomed in Exhibits



90th Street (Map 3)

0.31 Miles

Zoomed in Exhibits



Carrington Boulevard and Globe Drive

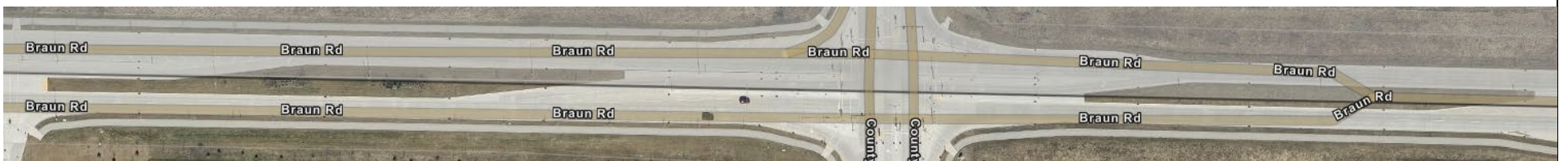
0.46 miles



Braun Road 2.1 Miles



Zoomed in Exhibits



Kings Way, Cornerstone Way, Providence Port Boulevard, Crosswinds Drive

0.78 Miles



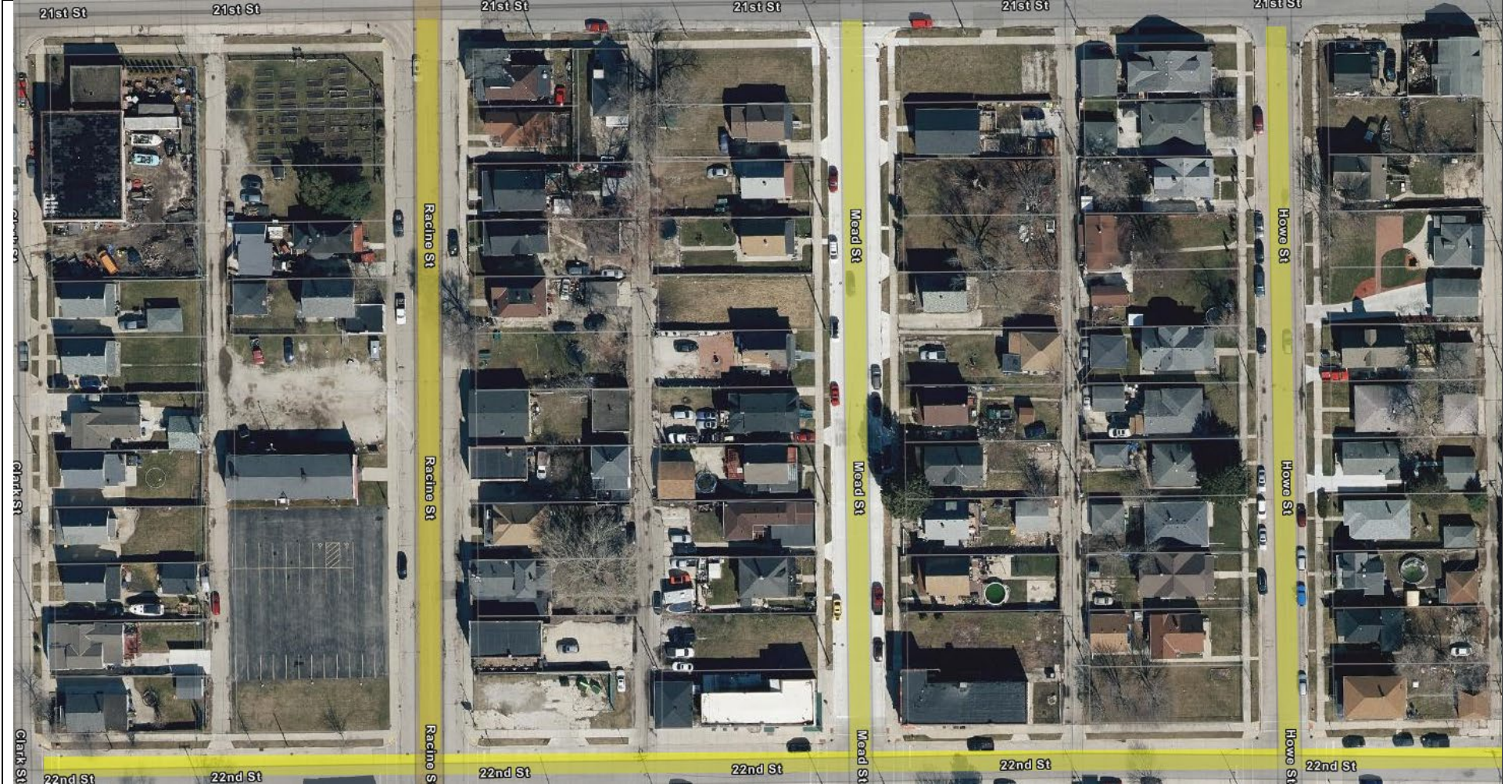
Kinzie Avenue

0.25 Miles



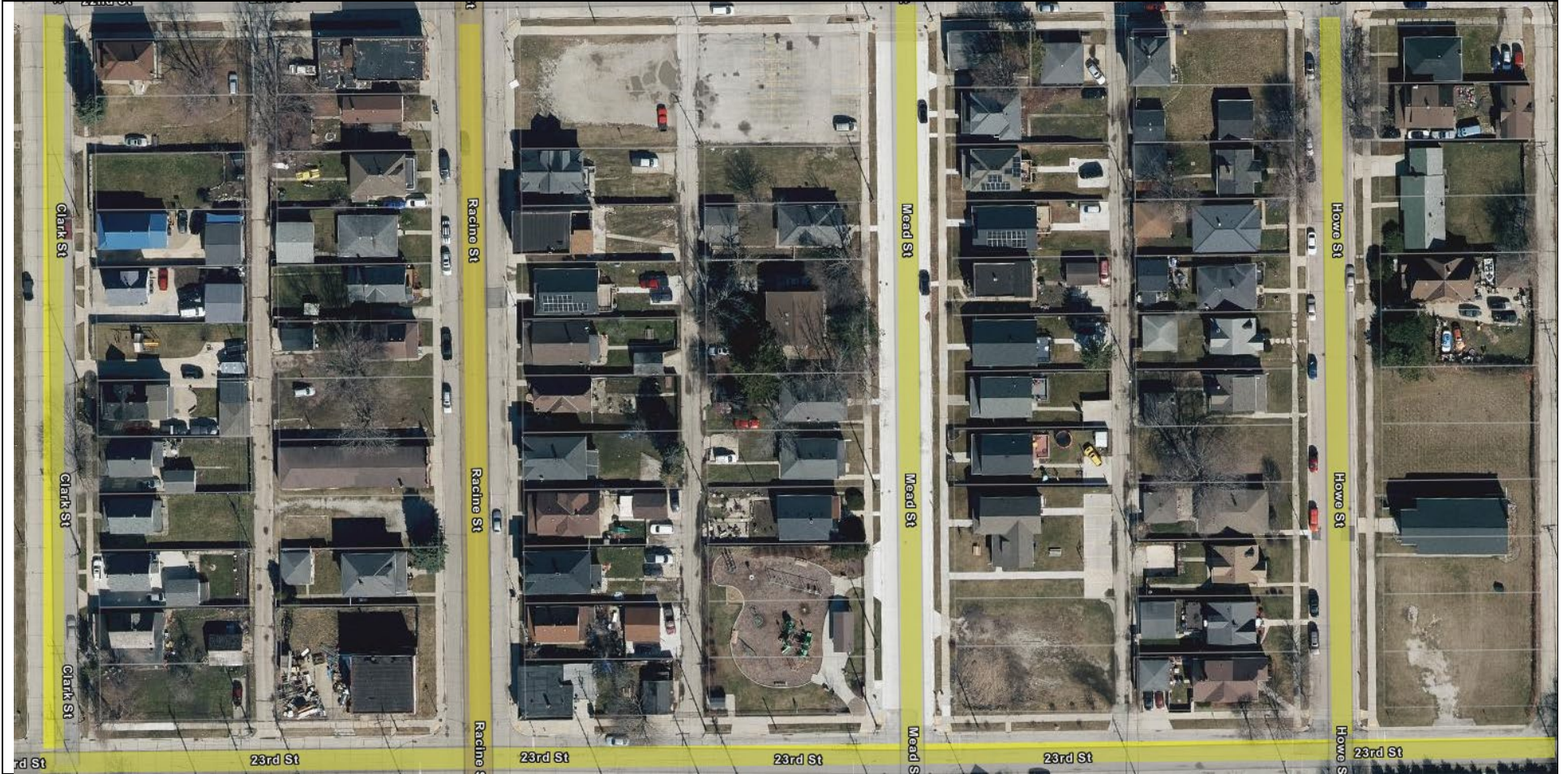
Racine Street, Mead Street, Howe Street, 22nd Street

0.50 Miles



Clark Street, Racine Street, Mead Street, Howe Street, 23rd Street

0.65 Miles



Racine Street, Mead Street, Howe Street, 24th Street

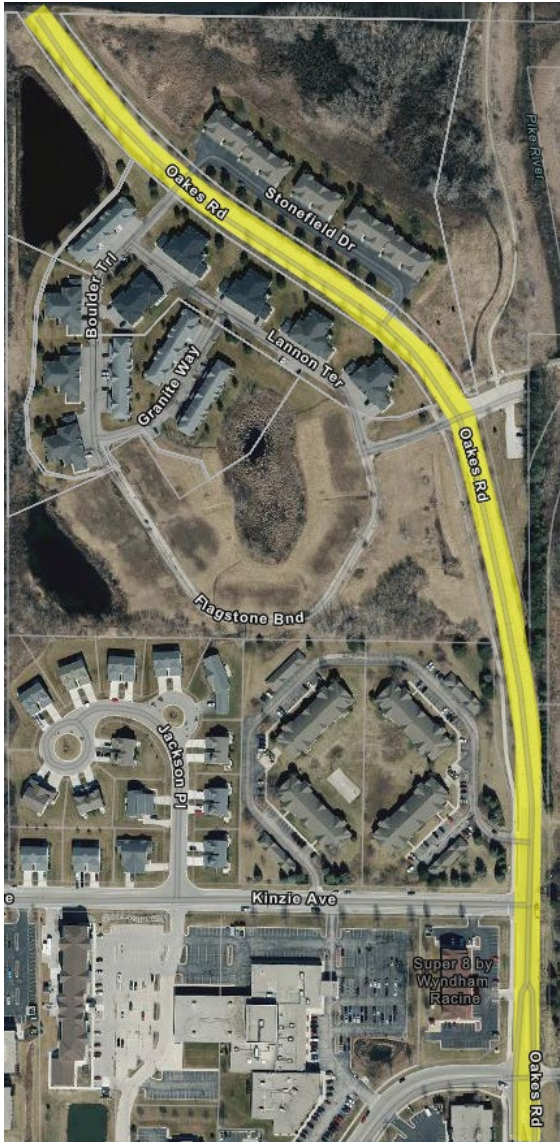
0.45 Miles



Oakes Road

0.55 Miles

Zoomed in Exhibits





Mount Pleasant Parks & Recreation

Urban Forestry Tree Inventory Exhibit C

Parks & Village Owned Property

Location	Acres
Campus Park	37.8
Dirkse Park	1.2
Department of Public Works Building	5.3
Drozd Park	6.0
James Turek Park	6.1
Lake Park	2.3
Parks and Recreation Building	4.1
Pheasant Creek Park	4.4
Polzin Park	0.4
Sheridan Woods Park	2.7
Stewart-McBride Park	14.1
Stewart-McBride Pond	18.7
Smolenski Park	14.4
Village Hall Campus	10.9

ArcGIS Web Map




Area: 37.8 Acres

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 Village, Municipal Boundary

 Tax Parcel

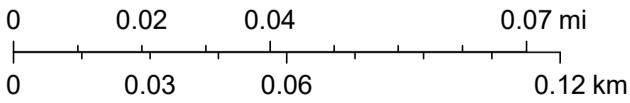
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 Green: Band_2

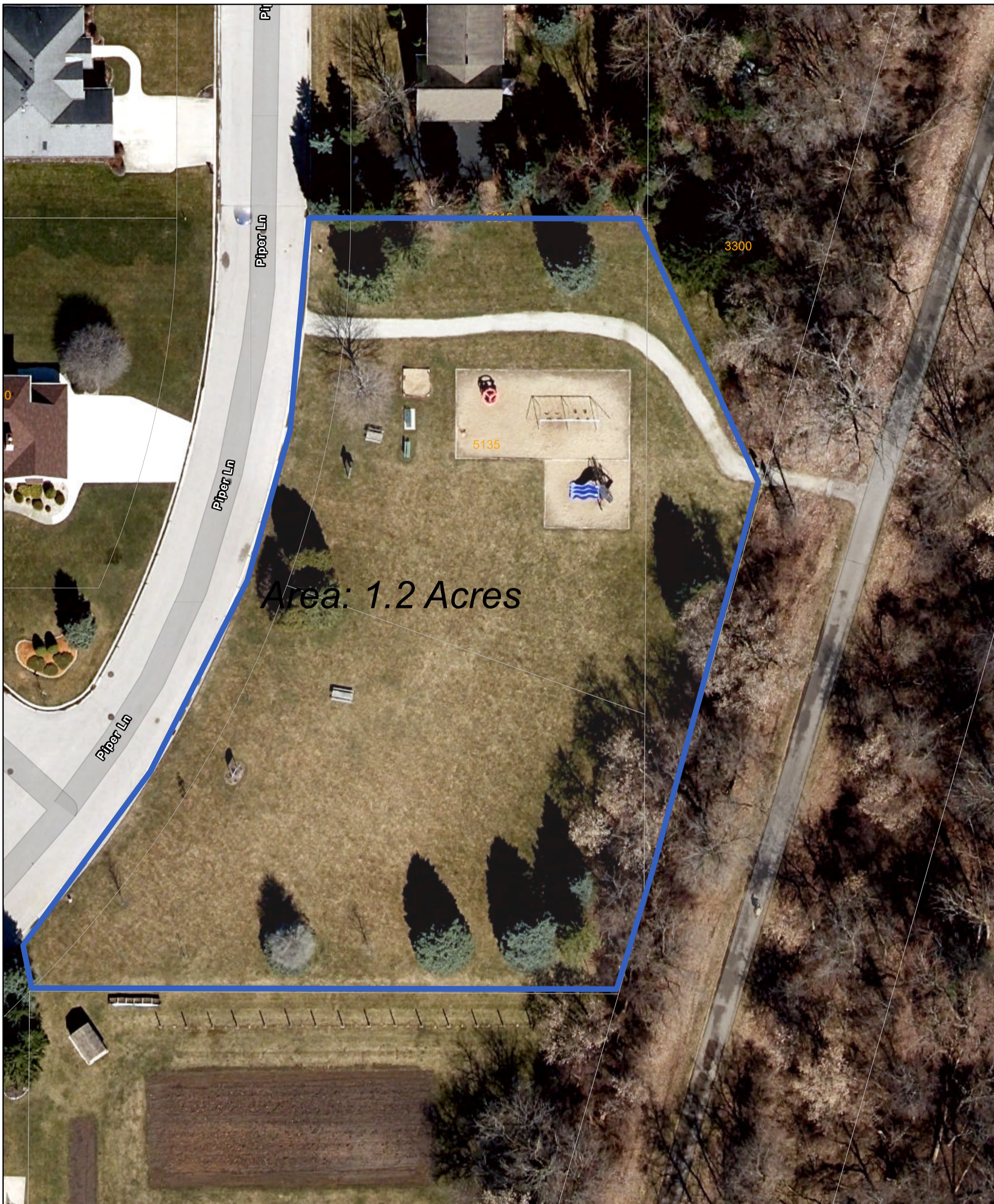
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ArcGIS Web Map




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 Village, Municipal Boundary

 Tax Parcel

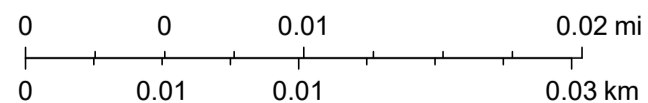
Racine County, 2024 Aerial Photo

 Red: Band_1

 Green: Band_2

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ArcGIS Web Map

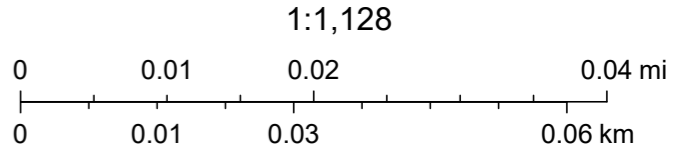


Area: 5.3 Acres

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-  Village, Municipal Boundary
-  Green: Band_2
-  Tax Parcel
-  Blue: Band_3
-  Red: Band_1

Racine County, 2024 Aerial Photo







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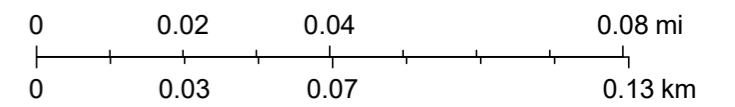
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-  Village, Municipal Boundary
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-  Blue: Band_3



Racine County, 2024 Aerial Photo


-  Red: Band_1

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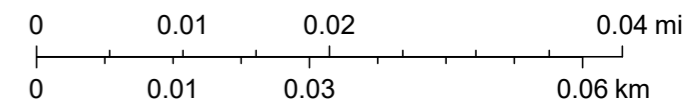
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 Tax Parcel  Blue: Band_3

Racine County, 2024 Aerial Photo

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 Village, Municipal Boundary

 Tax Parcel

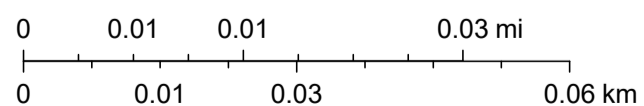
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 Green: Band_2

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 Village, Municipal Boundary

 Tax Parcel

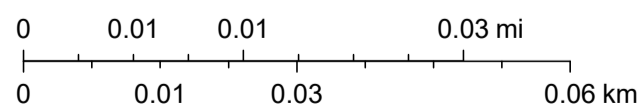
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Village, Municipal Boundary

Tax Parcel

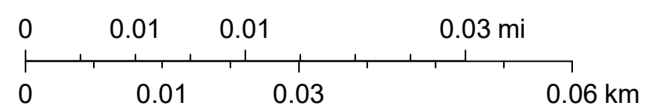
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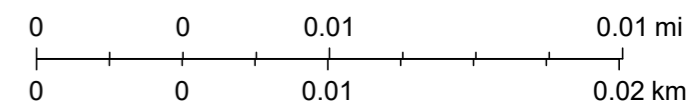
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Racine County, 2024 Aerial Photo

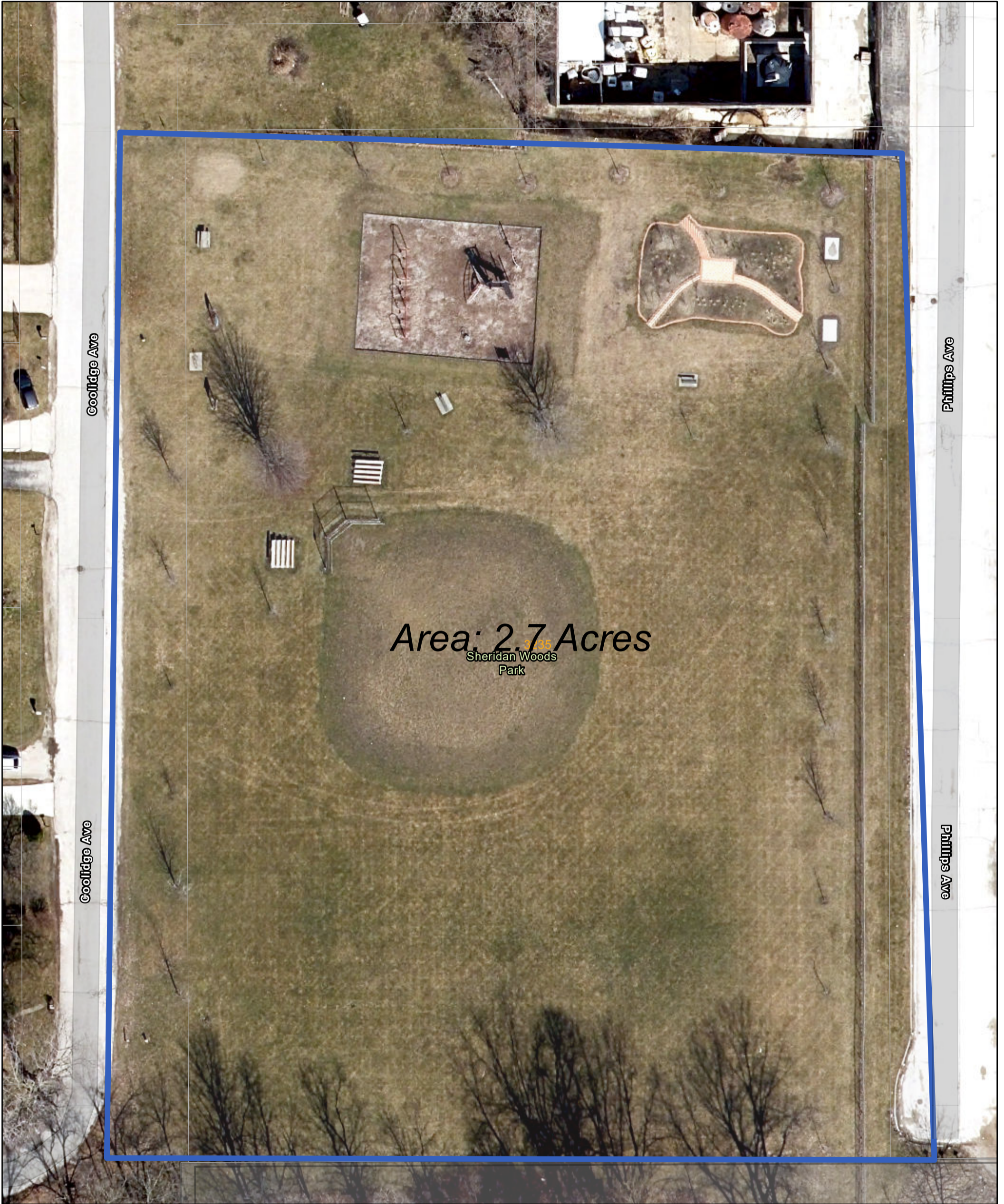
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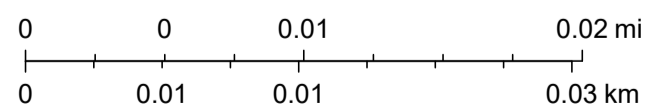
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-  Racine County, Municipal Boundaries
-  Tax Parcel

Racine County, 2024 Aerial Photo

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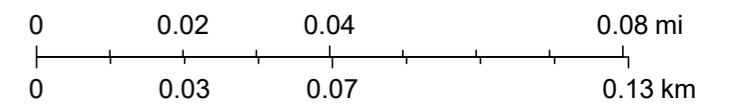
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- Village, Municipal Boundary
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Racine County, 2024 Aerial Photo

- Red: Band_1

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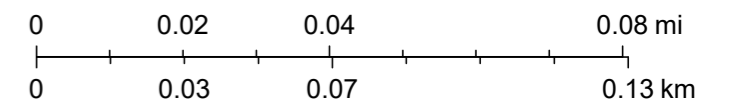
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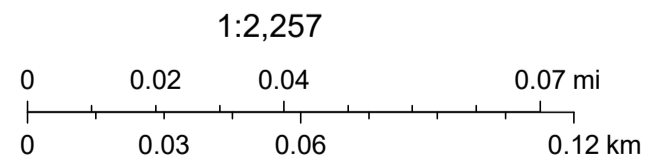
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- Village, Municipal Boundary
- Racine County, Municipal Boundaries
- Tax Parcel

- Racine County, 2024 Aerial Photo
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3



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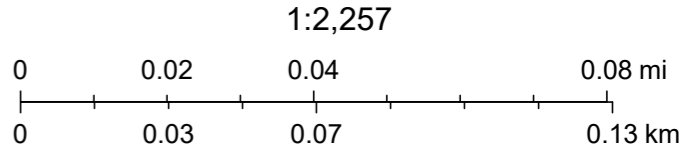
ArcGIS Web Map



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- Village, Municipal Boundary
- Green: Band_2
- Tax Parcel
- Blue: Band_3
- Red: Band_1

Racine County, 2024 Aerial Photo



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