



CITY OF WEST MIAMI
REQUEST FOR QUALIFICATIONS
FOR URBAN FOREST MANAGEMENT PLAN
SUBMITTAL DUE DATE: DECEMBER 5TH, 2022 at 2:00 PM
Solicitation Cover Letter

The City of West Miami, Florida (hereinafter referred to as “Owner”) through its chief executive officer (City Manager) hereby solicits sealed proposals responsive to the City’s request (hereinafter referred to as “Request for Qualifications”, “RFQ” or “E-Bidding”) All references in this to “City” will be a reference to the City Manager, or the manager’s designee, for the City of West Miami unless otherwise specifically defined or unless the context in which the word is used requires it to mean the City of West Miami.

The City is hereby requesting sealed qualifications in response to this **RFQ# 2022-12-05-2022 URBAN FOREST MANAGEMENT PLAN**. The purpose of this Solicitation is to contract for the services necessary for the completion of the URBAN FOREST MANAGEMENT PLAN in accordance with the **Scope of Services, (EXHIBIT I,)** and the plans and/or specifications, if any, described in this Solicitation (hereinafter referred to as “the Project” or “Project”).

Interested persons who wish to respond to this Solicitation can obtain the complete Solicitation package by accessing the following webpage: <http://www.cityofwestmiamifl.com/> which is the City of West Miami’s web address for solicitation information. Proposals are subject to the Standard Terms and Conditions contained in the complete Solicitation Package, including all documents listed in the Solicitation.

The City will only receive submittals electronically through the DemandStar Electronic Bid System (E-Bidding). To register as a business, go to <https://network.demandstar.com/> See directions for registering and signing into your DemandStar user account on the next page following this Solicitation Cover Letter.

Proposals must be received electronically through DemandStar, no later than **2:00 P.M. local time (the “Closing Date”) on December 5th, 2022** and any Proposal received by the City through DemandStar after 2:01 p.m. local time on said date will not be accepted under any circumstances. **Hand delivery will not be accepted.**

E-BID OPENING VIA VIDEO CONFERENCING:

The opening of E-Bids for this solicitation will occur at **2:30 P.M. local time on (the Closing Date, December 5th, 2022**. The City Clerk will conduct the E-Bid Opening through video conferencing using the **Zoom platform**. Members of the public may view the meeting via Zoom at <https://zoom.us/j/3255236059> ,or listen to the meeting on a dedicated phone line by dialing +1-305-266-1122 Meeting ID: 325 523 6059.

The City reserves the right to award the Project to the person with the lowest, most responsive and responsible, as determined by the City, subject to the right of the City, or the City Commission, to reject any and all proposals, and the right of the City to waive any irregularity in the Proposals or Solicitation procedure and subject also to the right of the City to award the Project, and execute a contract with a Respondent or Respondents, other than to the one who provided the lowest Proposal Price and, if the Scope of the Work is divided into distinct subdivisions, to award each subdivision to a separate Respondent.

Annery Gonzalez, MMC,
City Clerk
City of West Miami

EXHIBIT 1

REQUEST FOR QUALIFICATIONS (RFQ)

1. INTRODUCTION

The City of West Miami, a small city of three quarters square mile and about 9,500 residents, is seeking proposals from for a Certified Arborist or similar professional to physically map each tree on public property within the city and create an urban forest management plan. The project will entail walking the City streets, medians, and public spaces to obtain data on the trees and palms.

The Urban Forest Management Plan will have a declared vision for what the city wants from its urban forest. The Consultant will be required to develop goals, strategies and objectives based on the current conditions. In addition, the consultant will be expected to provide an implementation plan with dates and responsibilities. Finally, the plan will include a plan for monitoring the urban forest, to gauge how well the city is moving toward its goals.

The project will be overseen the by Juan Pena, Public Works Director, who has more than 30 years in municipal government and regularly oversees all capital projects in the city. Mr. Pena is responsible for the city's tree planting and maintenance programs and has been responsible for other State funded tree projects. The project location will be the municipal boundaries of the City of West Miami, a small municipality of 9,000 residents and less than a square mile in size. This project is a direct result of the need we have seen - after several tree plantings - to get a comprehensive understanding of our urban canopy and its condition. The project will include an assessment of trees that have outgrown the Right of Way areas, and whose roots have lifted sidewalks to include a recommendation where trees need to be replaced over time.

Over the last six years the city became a Tree City USA member (in its 6th year) and organized three tree planting projects, and doubled the size of one of its parks. We expect that once this plan is completed that we will be better situated to plan our future plantings and maintenance of existing trees. The plan will also help reduce tree failures and canopy loss while improving their overall health of our city trees.