

RFP #11/12-002

Proposal for
City of Sparks Tree Assessment - Phase 2



July 20, 2011



Submitted to:
City of Sparks
431 Prater Way
Sparks, Nevada 89432



Stantec

Submitted by:
Stantec Consulting Services Inc.
6980 Sierra Center Parkway, Suite 100
Reno, Nevada 89511
Tel: (775) 850-0777 | Fax: (775) 850-0787



Stantec

Stantec Consulting Services Inc.
6980 Sierra Center Parkway Suite 100
Reno NV 89511
Tel: (775) 850-0777
Fax: (775) 850-0787

July 20, 2011

City of Sparks
431 Prater Way
Sparks, NV 89432-0857

RE: Statement of Qualifications for Tree Assessment Phase 2, RFP #11/12-002

Dear Review Committee:

Stantec is pleased to provide this proposal for Phase 2 of the City of Sparks' Tree Assessment program. In order to provide the best possible services to the City, we have teamed with Dale Carlon Consultants LLC. Mr. Carlon has been responsible for the first phase of the Tree Assessment program.

We are confident that with Mr. Carlon's extensive experience and qualifications as an arborist, combined with Stantec's resources and GIS capabilities, our team provides the City a highly capable option to successfully complete the required work.

We look forward to your review of our proposal. Should you require any further information, please do not hesitate to contact us.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Barb Santner, RLA #355, AICP
Project Manager

Bidder Information

COMPANY INFORMATION:

| | |
|---------------------------------------|---------------------------------------|
| Company Name: | Stantec Consulting Services Inc. |
| Contact Name: | Barb Santner, RLA, AICP |
| Address: | 6980 Sierra Center Parkway, Suite 100 |
| City: | Reno |
| State / Zip Code: | Nevada / 89511 |
| Telephone Number including area code: | 775-850-0777 |
| Fax Number including area code: | 775-850-0787 |
| E-mail: | barb.santner@stantec.com |

COMPANY BACKGROUND

- 1) Has your company ever failed to complete any contracts awarded to it? No ☒ Yes___ (If yes, please provide details.)
- 2) Has your company filed any arbitration request or law suits on construction contracts awarded within the last five years? No ☒ Yes___ (If yes, please provide details.)
- 3) Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers? No ☒ Yes___ (If yes, please provide details.)
- 4) Does your company now employ any officers or principals who were with another firm when that company failed to complete a construction contract within the last five years? No ☒ Yes___ (If yes, please provide details.)
- 5) Has your company had a contract partially or completely terminated for default (cause) within the past five years? No ☒ Yes___ (If yes, please provide details.)
- 6) Has your company been found non-responsive or non-responsible on a government bid within the last five years? No ☒ Yes___ (If yes, please provide details.)

Bidder Information

BUSINESS LICENSING INFORMATION All vendors doing business within the City of Sparks are required to obtain and maintain a current business license from the City of Sparks prior to commencement of work (Sparks Municipal Code Section 5.08.020A). Vendor(s) awarded a contract resulting from this bid shall be required to obtain a current business license if they do not already hold one.

| |
|---|
| City of Sparks Business License Number: 057979 |
| Date Issued: August 30, 2010 |
| Date of Expiration: August 25, 2011 |
| Name of Licensee: Stantec Consulting Services Inc. |
| City, State, Zip Code of Licensee: Reno, Nevada 89511 |
| Telephone Number of Licensee: 775-850-0777 |
| Taxpayer Identification Number: 11-2167170 |

Bidder Information

DISCLOSURE OF PRINCIPALS:

a) Individual and/or Partnership:

| |
|------------------------|
| Owner 1) Name: |
| Address: |
| City, State, Zip Code: |
| Telephone Number: |
| |
| Owner 2) Name: |
| Address: |
| City, State, Zip Code: |
| Telephone Number: |
| |
| Other 1) Title: |
| Name |
| |
| Other 2) Title: |
| Name: |

b) Corporation:

| |
|---|
| State in which Company is Incorporated: New York |
| Date Incorporated: 1929 |
| Name of Corporation: Stantec Consulting Services Inc. |
| Address 50 West 23rd Street, 8th Floor |
| City, State, Zip Code: New York, NY 10010 |
| Telephone Number: (212) 366-5600 |
| President's Name: Robert Gomes |
| Vice-President's Name: Timothy Lines (Managing Vice President, Desert and Mountain Regions) |
| Other 1) Name: |
| Title: |

CITY OF SPARKS ACKNOWLEDGMENT AND EXECUTION:

STATE OF _____)
) SS
County of _____)

_____, (Name of Principal) being first duly sworn, deposes and says: That he/she is the Bidder, or authorized agent of the Bidder for whom the aforesaid described work is to be performed by; that he/she has read the Plans, Specifications, and related documents including but not limited to, any addenda issued and understands the terms, conditions, and requirements thereof; that if his/her bid is accepted that he/she agrees to furnish and deliver all materials except those specified to be furnished by the City of Sparks (Owner) and to do and perform all work for the **TREE ASSESSMENT – PHASE 2, RFP# 11/12-002**, together with incidental items necessary to complete the work to be constructed and/or services to be provided in accordance with the Specifications, Plans, and Contract Documents annexed hereto.

TO THE CONTRACTS AND RISK MANAGER OF THE CITY OF SPARKS:

The undersigned, as Bidder, declares that the only persons or parties interested in this proposal, as principals, are those named herein, the Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid: that this proposal is made without collusion with any other person, firm or corporation; that he/she has carefully examined the location of the proposed work; the proposed form of Contract, the Contract Provisions, Plans, Specifications and Contract Documents incorporated therein referred to and made part thereof; that he/she proposes and agrees if this proposal is accepted, that he/she will contract with the City of Sparks in the form of the Contract prescribed, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the Contract and annexed Contract Provisions, Plans and Specifications, in the manner and time prescribed and according to the requirements of the Project Representative as therein set forth, it being understood and agreed that the quantities shown herein are approximate only and are subject to increase or decrease, and that he/she will accept, in full, payment therefore the indicated prices.

(Printed Name of Contractor/Bidder)

Contractor/Bidder: Stantec Consulting Services Inc.

BY: John Enloe, PE

Firm: Stantec Consulting Services Inc.

Address: 6980 Sierra Center Parkway

City: Suite 100

State / Zip Code: Reno, NV

Telephone Number: 775-805-0777

Fax Number: 775-850-0787

E-mail Address: john.enloe@stantec.com

(Signature of Principal)

Signature:

DATED this _____ day of _____, 2010.

State of Nevada

County of _____

On this _____ day of _____, in the year 2011, before me,

/Notary Public, personally appeared

Personally known to me (or proved

to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that he (she) executed it. WITNESS my hand and official seal.

Notary's Signature:

My commission Expires:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(This form to be signed and returned at the time of bid)**

The prospective bidder, Stantec Consulting Services Inc. certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Any exceptions provided will not necessarily result in denial of award, but will be considered in determining bidder responsibility and whether or not the Department will enter into contract with the party. For any exception noted, indicate on an attached sheet to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

John Enloe, Principal

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statement. My explanation is attached.

Signature _____ Date _____

1. OVERVIEW

Introduction

For the City of Sparks Tree Assessment Phase II Stantec will provide project management, GIS mapping coordination and field staffing support teamed with Dale Carlon Consulting LLC. Dale Carlon will be the lead arborist in conducting the tree inventory.

Stantec and Dale Carlon Consulting have worked together on several projects involving tree inspection and protection including the NDOT/US 395 Northbound Project, the NDOT I-580 Extension and the RTC/Rapid Phase II project.

Geographic Location

Office Providing Services

6980 Sierra Center Parkway, Suite 100
Reno, Nevada 89511
Tel: (775) 850-0777 | Fax: (775) 850-0787

Principal Office

50 West 23rd Street, 8th Floor
New York, NY 10010
Tel: (212) 366-5600 | Fax: (212) 366-5629

Dale Carlon Consulting LLC

5246 Canyon Crest Court
Sparks NV 89436

Capabilities

Stantec, founded in 1954, provides professional design and consulting services in architecture, planning, engineering, landscape architecture, surveying, construction support, and project management. With a roster of comprehensive services, our company supports clients at every stage, from initial concept and financial feasibility to project completion and beyond. Stantec adopts a fully integrated approach to projects. Our multi-disciplinary practice areas serve public and private sector clients in a diverse range of markets. Our team-oriented model allows our corporate resources to integrate with local offices to provide world-class expertise to public and private clients at every level.



Stantec's landscape architects and planners have a broad spectrum of experience which includes landscape master plans and vegetation inventory; large-scale landscape guidelines; development of zoning regulations and ordinances; trails master plans and design guidelines including; visual analysis studies and environmental assessments; environmental revegetation and mitigation; and streetscape design. Stantec employs staff who are fully trained and dedicated to providing landscape field services, and who have the technical expertise and personal skills needed to help meet project goals. Specific services include landscape inspection; landscape review and evaluation; native plant inventory; site observation and inspection; preparation and issuing of document clarifications; and project close-out.

Stantec is experienced applying GIS and GPS technology to various projects. Our approach will involve working closely with Dale Carlon Consulting LLC and the City of Sparks staff to optimize efficiency and the overall value of services provided. Stantec staff has a solid technical foundation and will use ESRI's ArcGIS (versions 9.3.1 or 10) software to complete all spatial data conversions. Stantec is also able to complete any necessary mapping for the project, if

so desired by the City of Sparks. Stantec has recently acquired I-Tree software, for ArcGIS 9.3.1, and will use its capabilities to make the project more efficient. Additionally, Dale Carlon Consulting LLC has exceptional experience using I-Tree software, as they have successfully used the I-Tree software, in the field, on many previous tree surveys. Based on experience and efficiency, we anticipate significant forward progress with each project task.

Dale Carlon was hired by the City Of Sparks in October of 1987 in the Street Maintenance Department. In 1988 he transferred to the Parks Department. During the winter months he was on the tree trimming crew and worked on City-owned trees in right of ways, medians, parks and the river bike path. In 1992 he became an International Society of Arboriculture Certified Arborist. In 1994, he was promoted to Urban Forester/Arborist. Mr. Carlon was responsible for all tree operations within the City until his resignation in 2005.

Number of Employees

Stantec employs over 10,500 personnel in approximately 150 offices throughout North America. In our local Reno office, Stantec currently has 43 employees.

Dale Carlon is the owner and sole proprietor of Dale Carlon Consulting LLC.

Primary Contact

The primary point of contact and project manager for this assignment will be Barb Santner, RLA, AICP, (775) 398-1205, barb.santner@stantec.com.

City of Chandler Landscape Management Master Plan

Chandler, Arizona

Stantec was contracted by the City of Chandler to provide a comprehensive Landscape Master Plan for all City owned areas maintained by the Public Works and Municipal Utilities Departments. The areas involved in this plan typically included medians, well sites, right-of-ways, etc.

Work consisted of an inventory of all the trees in these areas within City limits and the development of a Tree Ordinance and Forestry Planning Program. Our Infrastructure Management group utilized GPS enabled data collection equipment to inventory over 8,500 trees located throughout the City. The field data collection identified the size, location, species, condition, and risk assessment of each tree.

The tree ordinance and forestry planning programs were developed to include provisions for enforcement, replacement standards, species avoidance, maintenance, removal procedures, and planting guidelines.

Client Reference: Mr. Don Tolle Project Manager, City of Chandler Department of Public Works, (480) 782-3400



City Of Sparks ARRA/UFWC 09/02 2009

Sparks, Nevada

Utilizing the I-Tree software, Dale Carlon Consulting has conducted a tree assessment and inventory project in the downtown area. Approximately 4,000 trees were inventoried in both streets and parks. Dale Carlon was also able to generate a list of critical concern trees enabling the City to generate an RFP to address those trees. The I-Tree information will be able to be converted into a layer of the Cities existing GIS system and will provide maintenance departments with accurate dollar figures for the value of their urban forest.

Client Reference: Rick Darby, (775) 691-9558

West End Prater Way Improvement Project - Phase 3

Sparks, Nevada

Dale Carlon Consulting performed a tree appraisal for seven trees located on the north side of Prater way that were to be removed as a result of the widening of Prater Way. The objective was to assign a monetary value to each of the trees in order for the property owners to be compensated. When trees are larger than what can be replaced by a nursery a formula from Guide for Plant Appraisal compiled by the Council of Tree and Landscape Appraisers and published by the International Society of Arboriculture. The diameter of the tree is measured at 4.5' above the ground and converted to square inches. A value per square inch is then assigned to the tree based on local tree purchase and installation costs for the largest specimen available. Then a species factor is multiplied. The species factor is calculated by the viability of that

species in the landscape. Condition factor is then multiplied. Condition factor relates to any structural weaknesses noted, dead branches or decay. Location factor is considered last. The condition factor is determined by the ability of the tree to contribute to energy cost savings of the dwelling or noise abatement. These calculations yield the total value of the tree.

Client Reference: *David Vill (no longer with City of Sparks)*

Lovelock Limb Failure

Lovelock, Nevada

A tree limb failed during community gathering at the Pershing County Courthouse in Lovelock severely injuring a woman. Dale Carlon Consulting was retained by Alternative Services Concepts who represented Pershing county to evaluate the limb and the tree it came from. In addition, ASC contracted me to map and evaluate all the trees at the courthouse and provide them with a detailed map and assessment of the trees.

Client Reference: *Sharon Squires, (775) 329-1181*

Reno Housing Authority Tree Inventory

Sparks, Nevada

The Truckee Meadows Community Forestry Coalition, with whom Dale Carlon contracts with as their consulting arborist, as a result of a request by the Reno Housing Authority, was asked to perform a tree inventory of their ninth street housing complex. The inventory required accurate mapping, identification, and evaluation of each tree. In addition, new planting sites were to be identified and proper species prescribed for each new planting site.

Client Reference: *David Morton, (775) 329-3630*

Truckee Meadows Community Forestry Coalition

Sparks, Nevada

Customers of the Truckee Meadows Water Authority can contact Lora Richards and ask to have a Certified Arborist come to their home and evaluate their trees. Dale Carlon provide a detailed report on the condition of their trees and recommend treatments and procedures to ensure their prolonged health. I have visited over 70 homes in this capacity.

Client Reference: *Lora Richards, (775) 834-8060*

Hawthorne Army Depot

Hawthorne, Nevada

Dale Carlon Consulting was contracted by Securing Our Country (SOC) to perform an I-Tree inventory and develop a 5-year maintenance plan and budget that included: 1.) Removal of critical concern trees; 2.) Pruning of immediate concern trees and recommended replacement trees. Dale Carlon modified the I-Tree software to include a cost-fee schedule that allows the inventorying arborist to select a category that assigns a dollar value to the work required. This allows a year-by-year budget to be established for the client. For this project, 2,126 trees were inventoried.

Client Reference: *Tom Fitzgerald, (775) 297-1723*

3. PROJECT APPROACH



Mapping and Assessment

Dale Carlon will walk and evaluate parameters for each tree as per the Scope of Work outlined in the RFP within the area designated in the RFP. An I-pad will be utilized with the I-Tree software to attain and enter the information. Stantec staff will assist Dale in field work for park areas using plans showing locations of existing trees and species. Stantec will provide mapping necessary to record the street tree planting sites and also subdivision and code number.

Data Deliverables

As the tree survey assessment and inventory is being completed, Stantec GIS staff will acquire the tree inventory data in an I-Tree format, from Dale Carlon Consulting LLC, and complete an initial QA / QC of the collected attributes. Any necessary corrections will be discussed with Dale Carlon Consulting LLC and corrected. This process can be completed at various intervals during the duration of the assessment and inventory process, so we can review the collection and quality of the data being collected.

Along with the QA / QC procedure, the data will be converted from a Latitude / Longitude coordinate system to the required Nevada State Plane NAD 1983 ("Grid") coordinate system. Following this coordinate system "projection," the data will be checked against the Washoe County parcel base, street centerlines, and orthophotography just to ensure that it's accurate and will seamlessly integrate into the existing GIS for the City of Sparks. Stantec will use ArcGIS for the above project tasks.

If so desired by the City of Sparks, Stantec has the ability to produce and 11 x 17 digital and hard copy mapbook of the trees in the inventory dataset. The mapbook will consist of maps scaled properly to view details of the based data (Washoe County parcels, road centerlines, street names, orthophotography, etc.). Examples of mapbooks can be provided to the City of Sparks upon request.

All GIS datasets, map documents (.mxd), hardcopy maps, will be delivered to the City of Sparks at the completion of the project or upon request.

Expectations for City Staff

The team will require maps, codes, utility locations, and any pertinent data with regard to the designated project area.

Schedule

1. Material Assembly / Training of Stantec Personnel: 40 hours
2. Inventory: 15 weeks for Dale Carlon / Stantec staff (20 hours per week, weather permitting)
3. Final Assembly/Reports: 40 hours

4. COST SCHEDULE



| | | |
|----|---------------------------------------|-----------------|
| 1. | Field Inventory | \$30,600 |
| 2. | Report Preparation | \$4100 |
| 3. | Conversion to State Plane Coordinates | \$ 960 |
| 4. | Reimbursable Expenses | \$1550 |
| | TOTAL | \$37,210 |

5. KEY PERSONNEL



Barb Santner, RLA, AICP

Project Manager

- BS, Landscape Architecture
- Certified Planner, American Institute of Certified Planners
- Registered Landscape Architect #355, State of Nevada
- Registered Landscape Architect #484, State of Kansas

Ms. Santner has over 27 years of professional experience in landscape architecture and planning. She prepares conceptual to final designs for parks and recreation, urban plazas, residential, retail/commercial, office/industrial, environmental design, and transportation projects. Her experience includes multi-disciplinary design solutions and public facilitation on diverse projects.

Dale Carlon

Arborist

- International Society of Arboriculture Certified Arborist # WE1239a

Mr. Carlon previously worked for the City of Sparks starting in 1987, beginning with parks maintenance duties including irrigation maintenance, turf maintenance, construction, snow removal. He received an Urban Forester title in 1990 with duties including responding to calls from the public regarding tree issues, prioritizing and assigning work, monitoring crews, procuring equipment and scheduling equipment maintenance. He worked for the City until 2005. Since 2009 he has been the owner and sole proprietor of Dale Carlon Consulting LLC. His main client is the Truckee Meadows Water Authority, for whom he is contracted as a Certified Arborist consultant. Mr. Carlon provided material for the tree care section of the website: www.communityforestry.org. He also works with Los Verdes Arborists, providing diagnosis and treatment work. Mr. Carlon has done tree appraisal work for the City of Sparks, preparing an appraisal report for City establishing dollar values for a group of trees on private properties. He has also been contracted by property management companies to diagnose and prepare tree health reports for homeowner associations. Mr. Carlon has completed three I-Tree projects to date.

Jon Walker

GIS Support

- BS, Geography with emphasis in Geographic Information Systems

Mr. Walker has 16 years of GIS/cartography and over 9 years of AutoCAD Civil Design experience. Jon's experience includes GIS project management; GIS for master planning, facility/asset inventory and infrastructure mapping; civil engineering, land surveying; cartography; production mapping and utilities research for public works and land surveying projects.

Rich Garcia

Field Survey Assistant

- BS, Geography with emphasis in Geographic Information Systems

Mr. Garcia has over seven years of Land Surveying, five years of AutoCAD Civil Design, and three years of GIS experience. His experience includes facility inventory and infrastructure mapping; land surveying; cartography; production mapping and utilities research for public works, civil engineering and land surveying projects; GPS data collection using Trimble GeoXH in conjunction with Pathfinder Office and Trimble Geomatics Office; experienced ArcGIS 9.3.1 Desktop; AutoCAD Civil Design 2010; Autodesk Land and Map; and GIS database design and maintenance.

Judah Holland

Field Survey Assistant

- BS, Geography with emphasis in Geographic Information Systems

Mr. Holland is a Designer/Drafter with experience in various disciplines. He is skilled in AutoCAD Civil 3D and CAD tech support. His previous experience includes 3D modeling, rendering and photo simulations. Mr. Holland brings a proven ability to learn and effectively apply various technologies and tools in real-world scenarios.

Bidder's Checklist

Bidders are instructed to complete and return the following forms in order for their bids to be complete. Failure to return the following items may result in your bid being declared "non-responsive."

1. x Bidder Information Sheets
2. x Acknowledgement and Execution Form
3. x Certification Regarding Debarment
4. x RFP Submittals as Detailed in the Special Conditions section titled,
"Submittal Parameters."
Submittal format shall be: 1 hard copy, signed original, and 1 electronic copy
(PDF Format on disc or thumb drive)
5. x This Bidder's Checklist