

**February 20, 2020**

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

**Attention:**

***GIS Based Inventory Update of City-Owned Trees***

**Dear Ms. Giacobazzi,**

Davey Resource Group, Inc. “DRG” is pleased to provide you with this proposal which describes, in detail, our approach to your project.

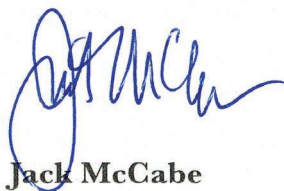
Having been the sole contractor who completed the city’s initial tree inventory, we have crafted this proposal with our deep familiarity with Ann Arbor’s urban forest and the desires outlined in the city’s request for proposals (RFP). We understand that this project is a priority for city staff, leadership, and the residents of your community, and our proposal has been structured to best meet your community’s particular needs and expectations.

DRG has the experience and qualifications to successfully complete this project. We have a full complement of professional arborists and college-educated foresters—and can expand our complement to meet tight deadlines, if necessary. Our team completed the city’s original tree inventory and recently successfully completed a similar tree inventory update nearby in Rochester Hills, Michigan.

Davey Resource Group, Inc. “DRG,” formerly known as Davey Resource Group, a division of The Davey Tree Expert Company, has an unmatched legacy in the tree care business. Our parent company, The Davey Tree Expert Company has been in business continuously since the 1880s. Since 1992, Davey Resource Group has completed over 1,000 tree inventories across the nation. No other company has done as many tree inventories or worked with such a variety of communities as DRG.

DRG is pleased to provide this full proposal in response to RFP-20-14 and addendum #1. If you need any additional information or clarification on the enclosed proposal, please feel free to contact Lee Mueller, DRG’s Market Manager for the Upper Midwest, directly at 248-221-0439 or [lee.mueller@davey.com](mailto:lee.mueller@davey.com).

We look forward to working with you,



**Jack McCabe**

Vice President & General Manager  
Davey Resource Group, Inc.





February 2020

RFP# 20-14



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# GIS BASED INVENTORY UPDATE OF CITY- OWNED TREES

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**Prepared for:**

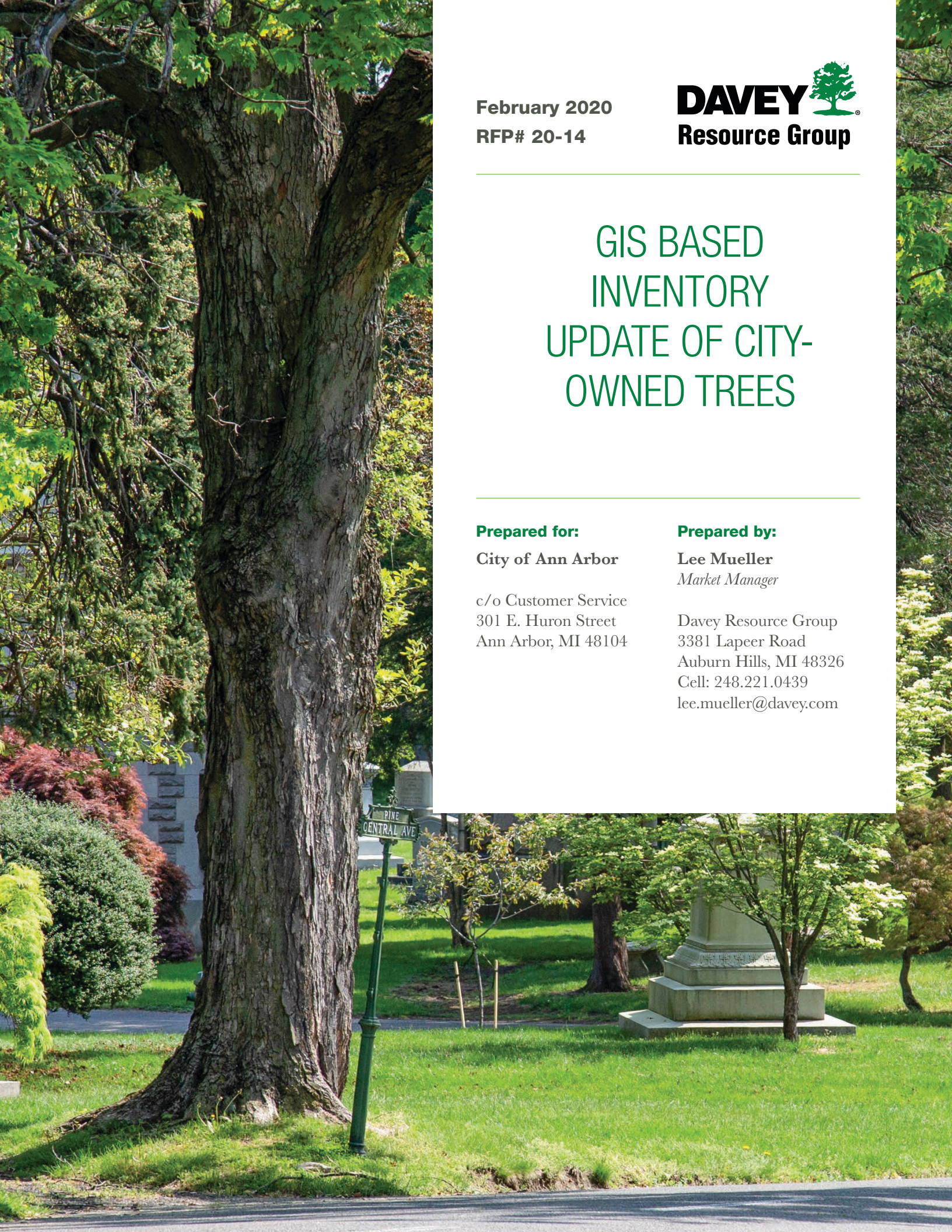
City of Ann Arbor

c/o Customer Service  
301 E. Huron Street  
Ann Arbor, MI 48104

**Prepared by:**

Lee Mueller  
*Market Manager*

Davey Resource Group  
3381 Lapeer Road  
Auburn Hills, MI 48326  
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SECTION 1

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# Proposal

# PROFESSIONAL QUALIFICATIONS

With over 10,000 employees throughout North America, The Davey Tree Expert Company provides solutions for residential, utility, commercial and government clients. Rooted in research, the company’s vision is to achieve balance among people, progress, and the environment. Since 1880, Davey has provided diversified tree services, grounds maintenance, and environmental services to a wide range of public and private partners. Celebrating 40 years of employee ownership, Davey is one of the largest employee-owned companies in the U.S. and is headquartered in Kent, Ohio.

Established in 1992 and incorporated as a fully-owned subsidiary in 2018, DRG is the consulting and technical services arm of The Davey Tree Expert Company. DRG has provided expert consulting services in utility services and natural resource management to a broad range of clients, including municipalities, parks, cemeteries, golf courses, utilities, and the private sector. We have an experienced team of International Society of Arboriculture (ISA) certified arborists, municipal specialists, environmental planners, ecologists, foresters, geographic information system (GIS)/information technology (IT) specialists, and highly-trained scientists and field staff with the knowledge and technology to help our partners succeed in managing and understanding its natural ecosystems.

# OFFICE LOCATIONS

DRG is incorporated in the State of Delaware and has staff and offices located throughout the Midwest, including Michigan, Minnesota, Illinois, Indiana, Wisconsin, and Ohio.

<b>Local Office</b>	<b>Company Headquarters</b>
Davey Resource Group, Inc. 3381 Lapeer Road Auburn Hills, MI 48326 P: 866.661.4148	Davey Resource Group, Inc. 295 South Water Street, suite 300 Kent, OH 44240 P: 866-661-4148 F: 330-673-0860 <a href="http://www.davey.com/drg">www.davey.com/drg</a>
<b>Project Lead</b>	<b>Area Manager (Acting)</b>
Jim Jenkins Kent, OH C: 330.289.4381 <a href="mailto:Jim.Jenkins@davey.com">Jim.Jenkins@davey.com</a>	Lee Mueller Grand Rapids, MI C: 248.221.0439 <a href="mailto:Lee.Mueller@davey.com">Lee.Mueller@davey.com</a>





## KEY TEAM SKILL SETS

**Urban Forestry:** DRG has nearly 30 years of experience with municipalities, park districts, universities and other clients, providing them with professional arboricultural and urban forestry consulting. To date, we have completed over 1,000 tree inventory projects and regularly assess over 500,000 trees each year. Our team of professional urban foresters offer a wide range of services from tree inventories and management plans, to complex analyses and urban forest master plans.

**Invasive Species Response and Management:** DRG's Invasive Species Management team possesses the skill sets necessary to respond to a wide variety of invasive plants, pests, and disease. Our Invasive Species Management team has responded to requests from local, state, and federal government to assist with projects dealing with all aspects of invasive species management including survey, GIS based data collection and mapping, data management, chemical treatment, and ecosystem restoration. Our group works along with leading university and government researchers and scientists and researchers at the Davey Institute to ensure the methods and materials we utilize are the best available to meet the goals of our clients.

**Ecological Management:** DRG houses a variety of staff with professional degrees and real-world experience in biology, ecology, forestry, watershed management, and ecosystem restoration. Key skill sets include restoration design planning, invasive species management, forest ecosystem management, woody vegetation removal, prescribed fire, and associated practices. We have been involved in a multitude of projects in various stages from design through to implementation. This means our approach and recommendations are not simply theoretical, but rooted in real-world, field-based experience, and monitoring long-term outcomes.

**Geographic Information Systems:** Our GIS team completes a wide range of tasks and support in-house. Internally, our team supports all geographic information needs and custom-programming, including data collection interfaces, project mapping support, data integration, and custom analyses. To support efforts, DRG employees numerous GIS analysts, coordinators, and programmers to meet all project needs. Our project team has significant in-house capacity to support this project.



# OUR SERVICES



## TREE INVENTORY

Whether inventorying one tree or hundreds of thousands of trees, DRG tailors each inventory to meet our client's specific program needs and project budget.



## URBAN FOREST PLANNING

Whether Ann Arbor needs help managing the City's trees daily or reaching long-term goals for the urban forest, DRG's team of arborists and urban planners has the experience, tools, and ability to help Ann Arbor achieve both its short- and long-term goals. DRG develops management and master plans as well as storm preparedness, tree protection, woodlot, and invasive species management plans.



## TREE BENEFITS

As a developer of i-Tree, DRG knows how to use i-Tree Tools to highlight the benefits of your trees.



## TREEKEEPER® SOFTWARE

Developed, maintained, and supported by DRG's in-house IT professionals, TreeKeeper® is an easy-to-use web-based software used to manage, share, and update inventory data.



## GIS

With GIS specialists in-house, DRG can map the City's urban tree canopy (UTC) cover as well as estimate tree benefits, model canopy grow out, analyze the spatial distribution of available planting space, and predict the impact of threats to the tree canopy.



## STAFFING

If Ann Arbor needs help with project management or projects, DRG's experienced ISA Certified Arborists work on-call, perform project work, or work as part-time or full-time contract staff.

## PROJECT TEAM

DRG is fully staffed with local available qualified technical personnel. Our nearest physical office to the City is located in Auburn Hills, Michigan. Additional Michigan-based staff are remotely based in Plymouth and Grand Rapids. DRG also maintains offices in Indiana, Ohio, and across the Midwest, as well as Davey's tree maintenance, arboriculture, and commercial landscape offices across metro-Detroit.

DRG plans to assign Ann Arbor's tree inventory primarily to our Michigan-based team with project leadership from **our experienced Ohio inventory coordinator, Jim Jenkins**. Mr. Jenkins has extensive experience in performing field work and providing oversight of tree inventory projects across the nation. In fact, he was involved in Ann Arbor's original tree inventory performed in 2009. **Mr. Jenkins will provide leadership, guidance, and oversight to the DRG inventory arborist team.**

Our tree inventory field teams are led by a site manager who is responsible for conducting day-to-day field checks and organizing the on-the-ground data collection efforts. **For Ann Arbor, we plan on providing two to five inventory arborists, who will report to our site manager in the field.** The full field team of site manager and inventory arborists collect data and support one another to ensure the tree inventory update is conducted accurately and expediently. In this proposal we have provided resumes of our anticipated field team. Depending on the final timing of the City's award, we may allocate additional or alternate field staff with similar experience and qualifications.

**As a principal consultant, Kerry Gray will provide guidance and support to the Michigan team.** Her experience as a municipal forestry expert helps to ensure our field team is collecting data and interacting with our clients in ways that provide depth and nuance and best support our client's urban forestry programs. Drawing on her previous experience with the City of Ann Arbor, Ms. Gray will help orient our team to unique tree management challenges in and opportunities in Ann Arbor and provide ad-hoc guidance to support data collection efforts and navigating the City.

**Lee Mueller, CF provides operational support and oversight to the entire Michigan team.** Along with multiple certifications and qualifications in forestry, Mr. Mueller is a leader in urban and community forestry in Michigan. Joe Gregory is the team's Regional Operation Manager and coordinates support, assistance, or resources across midwestern states and Davey's family of companies.

DRG also maintains a full-service GIS team who will provide support to this project in the development of our field equipment, quality control and quality assurance, and the return of data to the City of Ann Arbor. **Our GIS team is led by Holly Knox, GISP. Ms. Knox has been responsible for supporting nearly all of our tree inventory projects over the last several years.**

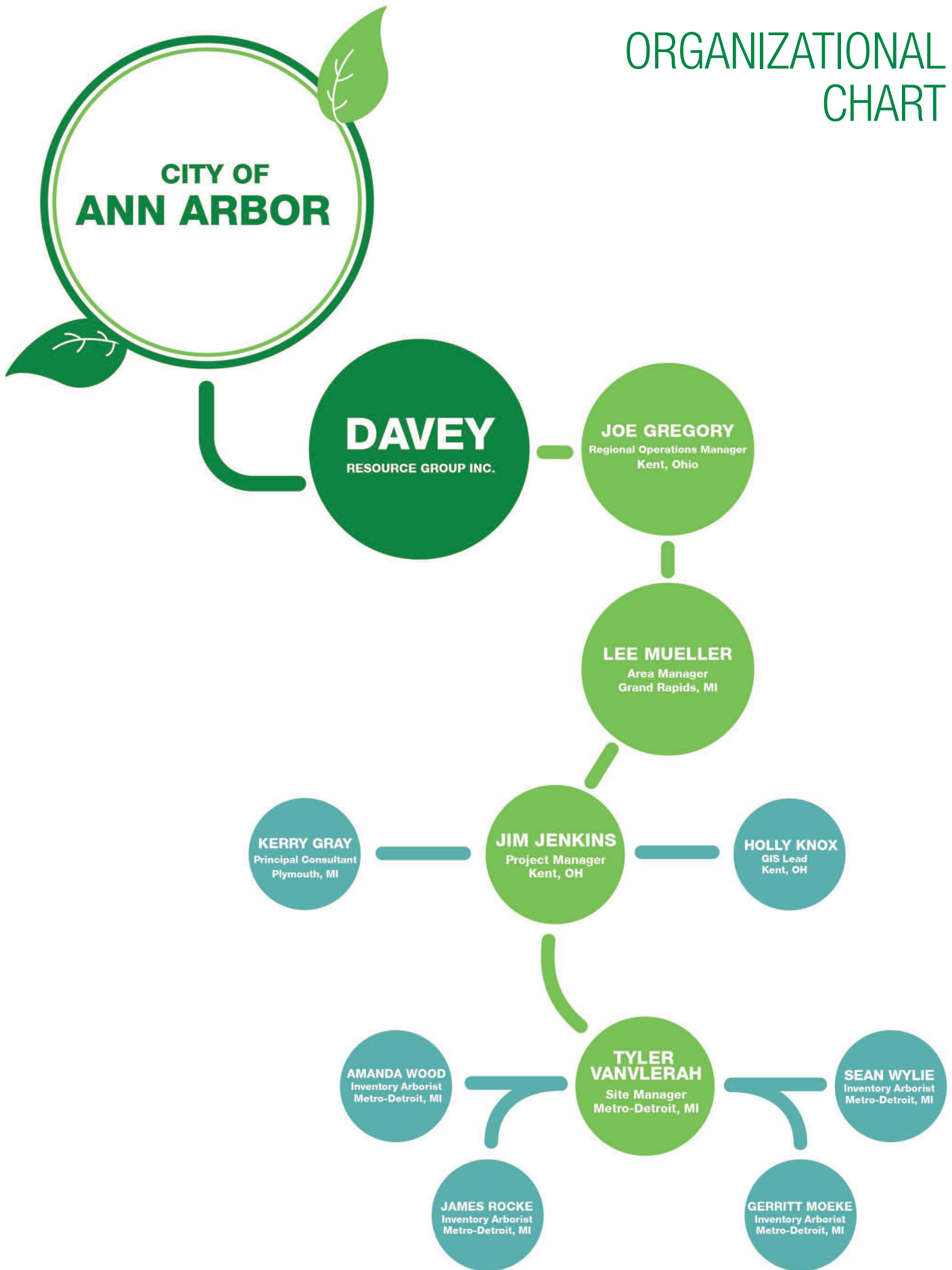
Should additional resources be needed to complete the City's project, we maintain ample comparable inventory arborists and support staff in surrounding states. We can easily mobilize additional team members to best complete the City's project and meet tight deadlines.

Our team has worked together on numerous projects. We have strong, collegial relationships and are familiar with each other's work style and approach. We are confident our strong team can seamlessly provide the City of Ann Arbor with high-quality tree inventory data and long-term support in urban forestry.

## SUBCONTRACTING PLAN

DRG plans to provide all skillsets and areas of expertise for this project in-house. We do not plan to use subcontractors. Particular skill sets and experience of professional staff likely assigned to this project are outlined in this document. As a large, national firm, DRG has additional resources ready and available to assist the City of Ann Arbor with projects, as necessary.

# ORGANIZATIONAL CHART



# TEAM BIOGRAPHIES



## Joe Gregory

### *Regional Operations Manager*

Mr. Gregory's passion is urban planning and urban forestry. Joe has written over 100 urban and community forestry plans for municipal and nonprofit clientele, including the first strategic urban forest plan—the 2012 Pittsburgh Urban Forestry Master Plan.

Joe leads DRG's team of urban foresters, GIS specialists, marketing experts, and community planners in the development of strategic plans. His planning team analyzes tree inventory data, assesses existing codes and regulations, develops budgets and maintenance programs, and calculates tree benefits—always focusing on the plan outcomes and maximizing the return on clients' investment in trees.

Joe ensures that public outreach efforts—crucial to the acceptance and implementation of any plan—are equitable, transparent, and engaging. Joe leverages GIS data, such as urban tree canopy (UTC) assessments and tree inventory databases, to find ways to strengthen tree care programs and maximize the benefits trees provide, especially when tree management resources seem limited.

Mr. Gregory helped the urban forestry industry develop critical guidance with Tree Inventory Best Management Practices (2006) and urban forest planning standards in *The Sustainable Urban Forest: A Step by Step Approach* (2016). Joe is responsible for the operational, fiscal, and sales support for all regional DRG environmental consulting teams in the Great Lakes/Midwest region.

#### Education:

- M.A., Geography & Urban Planning, The University of Akron
- B.S., Conservation, Kent State University

#### Certifications:

- International Society of Arboriculture (ISA), Ohio Chapter Member
- ISA Certified Arborist & Municipal Specialist (OH-1420AM)
- Society of Municipal Arborists (SMA), Municipal Forestry Institute (MFI) Alumni
- Society of Ecological Restoration Member

#### Civic Engagement:

- Copley Township, Ohio Architectural Review Board
- Cuyahoga River Restoration Board
- Cleveland Tree Coalition Member

#### Location during project:

Kent, OH

#### Experience relevant to this project:

- The Pittsburgh Urban Forest Master Plan
- The Cleveland Tree Plan
- The Charlotte Urban Forest Master Plan.
- Mr. Gregory also oversaw the development of urban forest master plans for Syracuse, New York; Largo, Florida; Tallahassee, Florida; Elgin, Illinois; Columbia, Missouri; Kansas City, Missouri; and



## Lee S. Mueller, M.S., C.F.

### *Market Manager*

**Lee S. Mueller, M.S., C.F.**, is a market manager with DRG. Mr. Mueller is responsible for coordinating DRG's Michigan-based team and provides forestry support to DRG teams across the Eastern United States. In this role, Mr. Mueller supports communities, governments, nonprofits, institutions,

businesses, utilities, and landowners of all types with project development in ecosystem and natural resource management—from project visioning and budgeting to implementation strategies and long-term maintenance.

In his career, Mr. Mueller has served as a staff or board member on a variety of professional and nonprofit organizations dedicated to forestry, arboriculture, and parks and recreation. Mr. Mueller provides a holistic approach to urban forestry, forest management, ecosystem restoration, parks and recreation planning, staff and volunteer training, nonprofit programs, and community outreach and engagement. Additionally, he excels in creating strategic partnerships, building and evaluating processes and systems, engaging diverse communities, and seeking, writing, and managing private or government grants.

Prior to joining DRG, he was instrumental in establishing an urban forestry outreach and volunteer program that garnered state and national recognition in Grand Rapids, Michigan as well as managing large-scale, volunteer-led tree planting and phytoremediation projects in Detroit. His experience includes volunteer management, the development and implementation of natural resource and forest management plans, community outreach, urban tree inventories, and strategic planning in non-profit and municipal environments.

### **Location during project:**

Grand Rapids, MI

### **Recent Inventory Experience:**

- Rochester Hills, MI
- Park Ridge, IL
- Bay City, MI
- Des Moines, IA
- Fitchburg, WI
- Riverside, IL
- University of Michigan Nichols Arboretum

### **Education:**

- M.S., Forestry, 2011, Michigan State University
- B.S., Forestry, 2009, Michigan State University

### **Certifications:**

- Certified Arborist (#MI-4148A), ISA, 2012
- Tree Risk Assessment Qualification (TRAQ), ISA, 2014
- Certified Forester, Society of American Foresters, 2018
- Michigan Qualified Forester (#116), Michigan Department of Agriculture and Rural Development, 2013
- Michigan Registered Forester (#46043), State of Michigan, 2010
- American Tree Farm System Inspector (#98212), American Tree Farm System, 2009
- Certified Plan Writer, Michigan Forest Stewardship Program, 2009
- Adult First Aid/CPR/AED, American Red Cross, 2017

### **Special Training**

- National Urban Forest Strike Team
- Wildland Fire S-130, S-190, and ICS-100

### **Professional Affiliations**

- Forestry Alumni Association, Michigan State University (President)
- Friends of Grand Rapids Parks (Board Secretary)
- International Society of Arboriculture
- Parks and Recreation Advisory Board, City of Grand Rapids
- Society of American Foresters – Michigan Chapter (Treasurer)
- Urban and Community Forestry Advisory Council, Michigan Department of Natural Resources (Vice-Chair)
- Urban Forestry Committee, City of Grand Rapids (Vice-Chair)
- Citizen Labs Board



## Jim Jenkins

### *Project Manager*

Jim Jenkins is a project manager for Davey Resource Group. Jim manages the Eastern Urban Forestry Services field team and oversees computerized tree inventory projects for municipalities, parks, and future building sites. Additionally, he performs quality control and quality assurance of in-field work, provides training and orientation for new staff, and ensures safe and efficient production.

With the urban forestry team, he provides oversight on core services, including tree inventories, management plans, and related deliverables. Jim is experienced with GPS and GIS systems, handheld and pen-based data collection units, various inventory data collection software programs, and the i-Tree suite of software.

Jim has provided oversight for numerous urban forestry projects, specifically i-Tree Eco projects including; Adrian, MI, Pittsburgh, PA, Ann Arbor, MI, Oklahoma City, OK, Fairfax County, VA and Grand Rapids, MI.

He also has experience in urban tree risk assessment, landscape tree appraisals, and tree preservation. Jim has coordinated data collection for reference cities in strategic geographic regions throughout the U.S., and has performed tree preservation work for a national construction and engineering firm on U.S. Naval Air Stations in Pensacola, Milton, and Jacksonville, Florida.

From 2006 to 2011, Mr. Jenkins worked on the Asian Longhorned Beetle Cooperative Eradication Program in New York City and Boston, where he served as the field project manager and oversaw production, quality control, data management, and communication with the USDA. After working with Youngstown State University to further develop its urban forestry program and achieve Tree Campus USA designation, Mr. Jenkins was asked to sit on the university's Campus Beautification Initiative Working Group, where he currently serves as an advisor for arboricultural issues.

#### Education:

- B.S., Conservation, Kent State University

#### Certifications:

- Board Certified Master Arborist (OH-1425B), ISA, 2019
- Adult First Aid/CPR/AED, American Red Cross, 2017
- Tree Risk Assessment Qualification (TRAQ), ISA
- Certified Commercial Pesticide Applicator (No. 10549), State of Ohio

#### Special Training:

- 10-Hour Construction Safety and Health Training Course (#001901457), Occupational Safety and Health Administration (OSHA)
- Davey Institute of Tree Sciences, The Davey Tree Expert Company, 2005

#### Professional Affiliations:

- International Society of Arboriculture

#### Location during project:

Kent, OH

#### Experience relevant to this project:

- Tree inventory for Kent, OH
- Tree inventory for Gastonia, NC
- Street Tree Improvement Plan for Fairlawn, OH
- Tree Management Plan for Green-Wood Cemetery, Brooklyn, NY
- Arborist Report and Tree Appraisal for Three Creeks Metro Park, Groveport, OH
- Hyperspectral Imagery for Urban Forestry Applications and Emerald Ash Borer (EAB) Preparedness and Response Planning Scenarios in Community Forests



## Kerry Gray

### *Senior Urban Forestry Consultant*

Ms. Gray is a senior urban forestry consultant and project manager with DRG. She oversees and provides technical input into DRG's planning projects including urban forest master plans, tree management plans, municipal forestry operational assess-

ments, and urban forestry and natural resource management ordinance and policy reviews.

Kerry believes that engagement is one of the keys to building community trust and support, which is critical to developing and implementing a community-focused urban forest master plan.

Prior to joining DRG, Ms. Gray was the Urban Forestry and Natural Resources Planning Coordinator for the City of Ann Arbor, Michigan. (Don't worry—she's not a University of Michigan fan!) In her role with the City of Ann Arbor, Ms. Gray led the successful development management plan. The plan's public engagement strategy resulted in a community-driven plan that was responsive to the issues, needs, and desires of the community, and helped to build key support for its adoption and implementation.

Kerry is currently managing the urban forestry master plan project for Miami Beach, FL, and a tree preservation manual for the Forest Preserve District of Cook County, IL. Other select experience includes: assisting in the development of Charlotte, NC's urban forest management plan, project-managing an urban tree canopy assessment for Michigan's Lower Grand River Watershed, and reviewing Shorewood, WI's Emerald Ash Borer Preparedness Plan.

#### Education:

- M.S., Forestry-Urban Studies, Michigan State University
- B.S., Forestry, Michigan State University

#### Certifications:

- ISA Certified Arborist & Municipal Specialist (MI-3868AM)
- International Society of Arboriculture (ISA) Member
- ISA Michigan Member
- Society of Municipal Arborists (SMA) Member

#### Civic Engagement:

- Michigan Department of Natural Resources Urban and Community Forestry Council (former chair/current council member)

#### Location during project:

Plymouth, MI

#### Experience relevant to this project:

Ms. Gray, while employed by the City Ann Arbor, was responsible for managing the 2009 tree inventory project and used the resultant tree inventory data on a daily basis.





## Holly Knox

### *Senior Spatial Analyst*

Ms. Knox applies GIS technology to environmental analysis. She currently plays a key role in coordinating municipal inventory projects. She is responsible for coordinating the setup, testing, and programming custom input forms for our field inventory projects utilizing our mobile mapping software solutions, included Davey Resource Group's Rover, Esri ArcPad, and ArcGIS for Collector

software. Her routine work involves managing and building relationships with our internal urban forestry project managers and our clients, in addition to coordinating the acquisition, manipulation, interpretation, and conversion of geospatial data for all three of our market segments. Ms. Knox is also the lead for the creation of field maps and final cartographic products for our Environmental Consulting services.

#### Education:

- M.A., Geographic Information Systems, American Sentinel University;
- B.A., Geography (major) and Anthropology (minor), Kent State University

#### Certifications:

- Geographic Information Systems Professional (71770)

#### Location during project:

Kent, OH

#### Recent Inventory Experience:

- Hamilton, NJ
- Los Angeles, CA
- St Ann, MO
- Rhinebeck, NY
- Brownsburg, IN
- St. Mary's, ON
- Columbus, IN
- Maynard, MA
- Woodridge, IL
- Renton, WA
- Warrenville, IL
- Grandville, MI



## Tyler VanVlerah

### *Site Manager*

Tyler VanVlerah serves as a consulting arborist within the DRG Urban Forestry Services group. Tyler joined Davey in February 2019 tasked with helping site management of a tree inventory in Bloomington, Indiana. Additionally, Tyler manages the planning and coordination of the public tree programs for the cities of

Columbia City and Plainfield, Indiana. This role involves attending tree board meetings to give quarterly updates on the state of the urban forest, scheduling yearly maintenance such as pruning and removals, choosing locations and species for new planting locations with funds awarded by grants pursued by DRG, and inspecting all work done by contractors to make sure it is within the contracted work spec among other duties.

Though a more recent addition to the DRG team, Tyler holds more than three years of diverse experience within the arboriculture industry. Previous work areas include tree care operations, risk assessment, tree and landscape appraisals, tree preservation planning, tree planting, and plant health care.

Most recently prior to joining the DRG team, Tyler worked for a tree care company based out of Indianapolis where he played a supporting role in developing commercial client relationships and helped lay the groundwork for the company's urban forestry consulting department. As an ISA Certified Arborist (IN-3515A) with an ISA Tree Risk Assessment Qualification (TRAQ) and a member of the United States Forest Service Strike Team, Tyler specializes in assisting communities in devising, developing, and implementing urban forest management plans. Tyler holds a B.S. degree in environmental management from the School of Public and Environmental Affairs at Indiana University.

### Education:

- B.S., Environmental Management, School of Public & Environmental Affairs, Indiana University

### Certifications:

- ISA Certified Arborist (#IN3515A)
- ISA Tree Risk Assessment Qualification (TRAQ)

### Location during project:

Ann Arbor, MI

### Experience relevant to this project:

- Inventory for Valencia Lakes HOA, Florida
- Inventory for the City of Columbus, Indiana
- Consulting Arborist Services for Columbia City, IN
- Urban Forest Assessment for Bloomington, IN



## Amanda Wood

### *Inventory Arborist*

Amanda Wood is an urban forestry specialist with DRG. Ms. Wood performs field inventory data collection, risk assessments, tree appraisals, and other community forestry consulting. In addition to graduating from the University of Pennsylvania with a master's degree in environmental studies, Ms. Wood

worked for Starhill Forest Arboretum in Petersburg, Illinois and Morris Arboretum in Philadelphia, Pennsylvania before joining the Davey team. Currently, Ms. Wood is currently working with consulting clients in the greater St. Louis metro area after assisting on a GIS-based inventory in Sioux Falls, South Dakota where she further honed her skills in data collection and GPS technology, pen-tablet computer use, and tree identification and assessment. Ms. Wood is proficient in Davey's TreeKeeper® suite of software for inventory management and is an ISA certified arborist.

#### Education:

- Masters of Environmental Studies, Concentration Resource Management from the University of Pennsylvania
- BA of Biology and French from Illinois College

#### Certifications:

- ISA Certified Arborist IL-9744A

#### Special Skills:

- Experience working with GIS and AutoCAD

#### Professional Affiliations:

- Member of Illinois ISA Chapter

#### Location during project:

Ann Arbor, MI

#### Recent Inventory Experience:

- Sioux Falls, SD
- Shoreview, MN
- Edwardsville, IL
- Godfrey, IL
- Collinsville, IL
- O'Fallon, IL
- St. Ann, MO
- St. James, MO
- Springfield-Greene County Parks



## James Rocke

### *Senior Inventory Arborist*

**James Rocke** specializes in urban forestry projects for federal and state agencies, municipalities, arboretums, universities, and cemeteries. James has managed street tree inventories across the Midwest, encompassing a wide range of species and ecological regions. Over his six of experience with DRG, he has acquired a vast knowledge of GIS-based data collection and GPS

technology, pen-tablet computer use for data collection, tree identification, and tree risk assessment. James has an educational background in traditional forestry practices such as stand assessment, timber grading, understory regrowth potential, and site evaluation.

Most recently, James conducted fieldwork and data collection for the City of Indianapolis, Indiana. He is currently managing data quality assurance/control and conducting fieldwork and data collection for Crawfordsville, Indiana.

#### Education:

- B.S., Forestry, University of Kentucky

#### Certifications:

- ISA Certified Arborist (KY-9842A)
- ISA Tree Risk Assessment Qualified

#### Location during project:

Ann Arbor, MI

#### Experience relevant to this project:

- Inventory for Indianapolis, IN
- Inventory for Crawfordsville, IN
- Inventory for Columbus, IN
- Inventory for Los Angeles Parks, CA
- Inventory for Rochester Hills, MI
- Inventory for Nashville, TN
- Inventory for Hermosa Beach, CA
- Tree Protection Survey for Indianapolis, IN
- Tree Protection Survey for San Diego, CA
- Fire Damage Assessment for Sevier County, TN



## Gerritt Moeke, CCF

### *Environmental Specialist*

Gerritt Moeke, CCF, is an environmental specialist with DRG. Mr. Moeke assists site managers and project managers in the implementation of urban forestry and ecological restoration projects. In this capacity, he has supported a Michigan Department of Transportation

project covering the maintenance of newly planted trees along I-75 and the mitigation of invasives and other undesirable species that threaten the health of the planted trees and shrubs. He has also been involved in projects ranging from tree inventories to invasive plant management.

Before joining Davey, Mr. Moeke worked in traditional forestry assessing and managing private tracts of forest land in Northern Michigan for a small forest products company. His experience includes the inventories to assess both the value and health of forests, planning and implementation of long-term forest management objectives, developing multi-objective forest management plans, oversight of forestry field operations (e.g. thinning, stand improvement, logging), and the grading and sale of timber.

Mr. Moeke earned his bachelor of science degree in forestry from Michigan State University with a minor in economics and is currently a Candidate Certified Forester for the Society of American Foresters, Qualified Forester for the state of Michigan, and an American Tree Farm certified inspector.

#### Education:

- B.S., Urban Forestry, minor in Economics, Michigan State University

#### Certifications:

- Michigan Pesticide Applicator (C003191174)
- Candidate; Certified Forester for the Society of American Foresters
- Qualified Forester, Michigan

#### Location during project:

Ann Arbor, MI

#### Recent Inventory Experience:

- Crawfordsville, IN



## Sean Wylie

### *Urban Forestry Planner*

**Sean Wylie** is an urban forestry planner for DRG, primarily assisting the Urban Forestry Planning Team with writing and coordinating urban forest master plans. He also assists with DRG's ecological restoration projects and creates GIS data products as needed.

Some of Mr. Wylie's previous experience includes using GIS analysis to remotely delineate wetlands in Minnesota for a National Wetlands Inventory update, and an ecological study of various experimental treatments for removing invasive plant species at a prairie restoration site in the Manistee National Forest. He has also helped maintain Ann Arbor's urban forest inventory by updating GIS records on trees owned by both the city and on trees owned by the University of Michigan, along with working privately as a tree and shrub health care technician.

Mr. Wylie received his bachelor of science degree in natural resources management with a GIS Technology Certificate from Grand Valley State University. He is also a certified Michigan Pesticide Applicator (C003180368), and has the L-180, S-130, and S-190 from the National Wildfire Certification Group.

#### Education:

- B.S., Natural Resource Management, Grand Valley State University
- GIS Technology Certificate

#### Certifications:

- Michigan Pesticide Applicator (C003180368)
- National Wildfire Concentration Group L-180, S-130, S-190

#### Location during project:

Ann Arbor, MI

#### Recent Inventory Experience:

- Crawfordsville, IN



## PAST INVOLVEMENT WITH SIMILAR PROJECTS

With nearly 30 years of experience, Davey Resource Group, Inc. has extensive experience in the creation and management of tree inventories from initiating large municipal inventories (e.g. Detroit, Toronto, Baltimore) to updating existing ones (e.g. Indianapolis, St Louis, Buffalo). Our national team of urban foresters and inventory arborists regularly assess tens of thousands of trees each year.

Through our years of experience, DRG has developed a proven, efficient, and accurate approach to inventorying community trees. Our approach starts with effective communication and leadership. Our project managers and site managers maintain clear channels of communication with our clients; and their substantial experience performing tree inventories provides leadership, support and guidance to our urban foresters and inventory arborists.

As technology has improved, so has our process. In the 1990s, DRG developed TreeKeeper to help our partners better access and manage their tree inventory data. Leading the industry for over 20 years, TreeKeeper is a versatile cloud-based software service designed to manage, update, and share tree inventory data. TreeKeeper also integrates iTree models to help estimate ecosystem benefits provided by community trees.

More recently, our team has developed a proprietary data collection tool called Rover. Rover integrates seamlessly with geographic databases to provide an efficient tool for data collectors in the field. This software includes an intuitive mapping platform that shows a community's geographic data, streamlines data input, and performs immediate quality-control checks to catch standard data entry errors. This approach has boosted our team's productivity while ensuring we provide our partners with accurate data.

While DRG has completed hundreds of tree inventory projects in the last several years, the following project profiles provide a good overview of similar services to those proposed for this project and demonstrate our familiarity with both Ann Arbor and similar cities across the nation. If you would like additional references or project profiles, they can easily be provided.

## City of Buffalo, NY

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65 Niagara Square, Room 505 City Hall, Buffalo NY 14202-3373  
 Ross Hassinger, City Forester  
 716.851.4170 or rhassinger@city-buffalo.com

Buffalo had completed a tree inventory over 10 years ago. After trying to continually update data over time, they decided to conduct a complete tree inventory update. Buffalo selected DRG to verify, update, and add new records for approximately 110,000 trees, stumps, and planting sites. DRG staff visited each site and made edits to Buffalo's existing tree data including location, species, size, condition, maintenance, etc. Upon completion of the inventory, the data were delivered to the City and uploaded into the existing tree inventory database to maintain history of individual trees and sites. Ultimately, it became apparent the City's existing database was insufficient to handle the volume of data and the City switched over to TreeKeeper to improve management of inventory data. Subsequently, Buffalo hired DRG to provide on-call consulting for the City. In this arrangement, DRG operates as an extension of Buffalo's City Forester helping with 311 tree inspections, management of pruning/maintenance operations, contract oversight, and maintaining inventory data. The City continues to use TreeKeeper for all record keeping, work order management, and tree inventory data.

## City of Rochester Hills, MI

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1000 Rochester Hills Drive, Rochester Hills, MI 48309  
 Matt Einheuser, Natural Resources Manager  
 248.841.2551 or einheuserm@rochesterhills.org

Rochester Hills aging tree inventory had not been fully updated since originally collected over 10 years ago. In the intervening years, trees had been removed, planted, and the community has grown. The City hired DRG to perform a full update of the City's tree inventory. The effort was completed in summer of 2019, resulting in the review and assessment of 21,079 trees across the City. When complete, DRG produced a Tree Management Plan and provided training on the use of TreeKeeper software for long-term maintenance of tree inventory data.

## City of Kansas City, MO

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Parks and Recreation, Forestry, 1520 West 9th Street, Kansas City, Missouri 64101  
 Kevin Lapointe, City Forester  
 816.513.9599 or kevin.lapointe@kcmo.org

DRG has had the privilege of working with the City of Kansas City, MO consistently since 2016 with a variety of innovative projects. Kansas City is very committed to maintaining and improving their public urban forest. KC has been battling emerald ash borer (EAB) since 2014. In 2015, KC committed to treating all of their high priority ash trees to prevent mortality from EAB. DRG was hired to update their existing 2001 tree inventory data along with adding newly planted trees in new subdivisions. Upon completion of the tree inventory the City was better able to contract out ash tree injections based on the updated size and condition of the public ash trees.

Since this initial ash tree re-inventory, DRG has also written an Urban Wood Utilization Plan, developed an Urban Forest Master Plan, and created a Priority Planting Plan.



### City of Park Ridge, Illinois

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Park Ridge City Hall, 505 Butler Place, Park Ridge, IL 60068  
Brandon Nasser, City Forester  
847.318.5236

As part of an ongoing multi phase project the City of Park Ridge has regular updates done annually on maintenance zones that were created during the initial inventory. In 2019, DRG conducted an inventory update on one of the maintenance zones. Approximately, 3,900 sites were reviewed and updated and 250 sites were added. The City of Park Ridge actively uses TreeKeeper® 8 so DRG uploads all updated data directly to the program. The city uses the inventory data to address priorities within the community forest and to support tree maintenance efforts.

### University of Michigan

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500 S. State St, Ann Arbor, MI 48109  
David Michener, Associate Curator  
734.647.8711 or michener@umich.edu

Davey Resource Group was hired by the University of Michigan to re-establish inventory control of the campus' flagship Nichols Arboretum in 2018. After many decades of limited applications of technology and changing curator roles, the location and type of many of the Arboretum's collection was not fully known. The goal of the project was to gain a full understanding of the location, condition, and species of the varied woody plant collection as well as understand the condition of several wooded areas. Davey Resource Group performed an inventory of maintained, mowed, and manicured areas as well as trees greater than four inches within wooded portions of the Arboretum. High-risk trees within striking distance of trails were also identified and Davey Resource Group's expert foresters performed a meandering survey of all natural areas to characterize ecosystem type and health. Ultimately, nearly 5,000 individual tree data points were collected. The Arboretum is using these data as a foundation for further planning and collection control.

### City of Ann Arbor, MI - Ann Arbor Tree Inventory

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301 East Huron Street  
Ann Arbor, MI 48104  
Molly Maciejewski, MMaciejewski@a2gov.org, 734.794.6350 ext. 43328

In 2009, Davey Resource Group conducted a street and park tree inventory in the City of Ann Arbor, Michigan. Approximately 57,000 trees, stumps, and planting sites were located on all public streets and parks and evaluated on several attribute categories, including condition and maintenance. The collected data were processed, analyzed, and incorporated into a tree inventory management plan. The management plan provides important guidelines that will enable Ann Arbor to manage their urban forestry resources more efficiently. The management plan presents a comprehensive five-year plan of maintenance activities designed to reduce potential hazards, create a cyclical pruning program, and establish an annual tree planting program. Upon completion of the inventory, the city commissioned Davey Resource Group to complete an i-Tree Streets analysis of the newly created street tree inventory database. Davey Resource Group converted the new inventory data into i-Tree Streets format and was able to determine the overall benefits of Ann Arbor's street trees. The city received a summary report of calculated public tree values and benefits.



# PROPOSED WORK PLAN

## TASK 1. TREE INVENTORY UPDATE

DRG has crafted the following work plan based on our familiarity with Ann Arbor and our experience with similar tree inventory update projects. In our experience, this process helps to build a foundation of strong communication between us and our partners, while following a logical series of steps to setup and complete a project.

### STEP 1. COMMUNICATION

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DRG prides itself on providing clear, consistent communication throughout a project. From project beginning to end, DRG staff will maintain open lines of communication with Ann Arbor staff via telephone, e-mail, and, as needed, in-person meetings. DRG will answer all project related questions posed by the City in a timely manner and will keep the City updated on the project's progress.

### STEP 2. CONTRACT/INSURANCE

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Once awarded the project, DRG executes a contract and supplies insurance per project specifications.

DRG has fully reviewed the Sample Professional Services Agreement provided by the City of Ann Arbor. In the event it is the successful bidder, DRG wishes to discuss revisions to the indemnification provision contained in Section VI.C of the sample agreement.

### STEP 3. DATA MINING AND EQUIPMENT SET-UP

The next step in the inventory process is to obtain the GIS data and imagery needed to set up the field computers used for data collection. DRG's project team typically works with the city's GIS or planning department to complete this step. Our field computers can readily accept most common GIS data formats (e.g. ESRI Shapefile, ESRI geodatabase).

Key in this step will be integrating the City's existing tree inventory data into our field computers. DRG will work with the City to fully understand the City's existing geodatabase architecture and ensure attribute identification numbers are preserved so that tree data inventory can be easily re-incorporated into the City's existing database when the project is finished.

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## STEP 4. KICK-OFF MEETING

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DRG staff will contact the City after contract execution to schedule a kick-off meeting. During the kick-off meeting, Ann Arbor's staff and the DRG project team will discuss inventory safety and communication procedures and confirm project expectations and milestones. At this meeting, each data attribute and variable is discussed to develop a common understanding of how trees should be assessed to best reflect Ann Arbor's tree maintenance processes and operational goals. This meeting is also an opportunity to discuss collection priorities and direct DRG's team to start its inventory in particular sections of the City. If possible, DRG's project team will assess a few trees with city staff to ensure consistent assessment results.

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## STEP 5. DATA COLLECTION

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Data collection typically begins after the kick-off meeting. DRG's experienced, qualified urban foresters and inventory arborists will locate trees along maintained street ROWs, evaluate those trees, and record the data specified by the City. For each tree, data fields outlined in the RFP will be confirmed and updated. Any new trees will be assessed and entered into the City's system. Data are collected in a format that accounts for reintegration of data into the city's existing systems.

DRG formally routes the collection of inventory data to ensure that staff collect all the sites in the project area in a systematic manner. Throughout the inventory process, DRG completes streets one section at a time. Each day, inventory staff are assigned a particular City section or streets to complete before tacking on additional areas. DRG's team consistently maps the streets inventoried and shares with the City the areas completed and where the inventory arborists intend to collect data next. DRG's team collects data Monday through Friday and often on weekends with our clients' permission.

### LOCATION ACCURACY

Having worked on thousands of tree inventory projects, DRG has found that using a combination of GIS and a customized data collection program provides the most exact data and the most efficient means for inventorying trees. DRG uses our in-house designed GIS software tool in conjunction with ruggedized computers with a GPS receiver to collect and confirm inventory data. Under favorable conditions, the equipment allows for 1 meter location accuracy of point data.

### INDIVIDUAL TREE INSPECTION PROCESS

During data collection, DRG's urban foresters and inventory arborists walk by each tree and inspect the tree from the ground. Based on the tree's status at the time of the inspection, DRG's staff confirm or identify the tree's species and its location, update tree size, rate its health, and determine key maintenance needs. When data collection for an individual tree is complete, DRG's urban foresters walk to the next tree and follow the same steps, in the same order, to ensure consistent data collection.

## DATA FIELDS

For Ann Arbor’s inventory, DRG will update or confirm the following data fields for city-owned trees, stumps and vacant planting sites within the City right-of-way and trees and stumps within City parks (excluding natural areas). specified in the city’s Request for Proposal (RFP):

1. **Address/Location**—Verify the location of each site by the following attributes.
  - a. *Address.* Verify house address.
  - b. *On Street.* Verify the street the tree is physically found.
  - c. *Side.* Verify the side of the parcel on which the tree is growing.
  - d. X and Y coordinates will be verified for the desired format.
2. **Species**— Confirm tree by genus and species using both botanical and common names, and by cultivars where appropriate.
3. **Tree Size**— Update diameter at breast height (DBH) in the City’s prescribed size classes:

0 to 5 inches	21 to 25 inches
6 to 10 inches	26 to 30 inches
11 to 15 inches	31 to 35 inches
16 to 20 inches	Greater than 35 inches

Update tree height in the City’s prescribed size classes:

0 to 10 feet	30 to 50 feet
10 to 20 feet	50 to 70 feet
20 to 30 feet	Greater than 70 feet

4. **Condition**—Consider signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests in the assessment of tree condition.
  - a. *Excellent.* A specimen tree. Rarely used.
  - b. *Very Good.* A very good tree shows no significant problems.
  - c. *Good.* A good tree shows no major problems (often interchangeable with ‘very good’).
  - d. *Fair.* A fair tree has minor problems that may be corrected with time or corrective action.
  - e. *Poor.* A poor tree has significant problems that are irrecoverable.
  - f. *Critical.* A critical tree may not be completely dead, but has no viability as a street tree.
  - g. *Dead.* A dead tree shows no sign of life.
5. **Maintenance Needs**— Verify or update the maintenance needs by selecting one of the following (note these can be revised to best suit Ann Arbor’s preferences):
  - a. *Priority One Tree Removal.* Defective, dead, significantly decayed, or damaged trees that should be promptly removed.
  - b. *Priority Two Tree Removal.* Trees recommended for removal have defects that cannot be practically or cost-effectively treated, but do not meet the requirements for Priority One Tree Removal.
  - c. *Priority Three Tree Removal.* Trees that due to their condition, health, or location should be removed but do not pose an elevated risk concern at the time inspected. This category includes small dead trees, poorly sited trees, or trees of inferior quality
  - d. *Priority One Prune-* Trees that require the removal of dead, diseased, dying, decayed, damaged, or broken limbs greater than 4 inches in diameter.

- e. *Priority Two Prune* - Trees that require the removal of dead, diseased, dying, decayed, damaged, or broken limbs between 2 and 4 inches in diameter.
- f. *Large Tree Routine Pruning*- Trees that require routine horticultural pruning to correct structural problems or growth pattern obstructing traffic or interfering with utility wires or buildings. Trees in this category have characteristics that could become elevated risk concerns if not corrected.
- g. *Small Tree Routine Pruning*- Trees that are small growing (20 feet or less in height), mature and can be evaluated and pruned from the ground.
- h. *Training Pruning*- Young trees that are under 20 feet in height that must be pruned to correct or eliminate weak, interfering or objectionable branches in order to minimize future maintenance requirements.
- i. *Plant*- Location of vacant planting sites will be confirmed. Planting site locations will include the approximate size of right-of-way (categories of 4-6 feet, 6-8 feet, or greater than 8 feet), and presence of overhead utilities.
- j. *Remove Stump* - Indicates the presence of a stump that should be removed. Data will include stump size in categories of 0 to 6 inches or greater than 6 inches.

For sites not currently in the city’s existing database, the following attributes will be collected:

- 1. Address/Location**— Collect the location of each site by the following attributes.
  - a. *Address*. Verify house address.
  - b. *On Street*. Verify the street the tree is physically found.
  - c. *Side*. Verify the side of the parcel on which the tree is growing.
  - d. X and Y coordinates will be verified for the desired format.
- 2. Species**— Identify tree by genus and species using both botanical and common names, and by cultivars where appropriate.
- 3. Tree Size**— Record diameter at breast height (DBH) in the City’s prescribed size classes:

0 to 5 inches	21 to 25 inches
6 to 10 inches	26 to 30 inches
11 to 15 inches	31 to 35 inches
16 to 20 inches	Greater than 35 inches

Record tree height in the City’s prescribed size classes:

0 to 10 feet	30 to 50 feet
10 to 20 feet	50 to 70 feet
20 to 30 feet	Greater than 70 feet

- 4. Condition**— Consider signs of stress, poor structure, mechanical damage, soil and root problems, disease, and pests in the assessment of tree condition.
- a. *Excellent.* A specimen tree. Rarely used.
  - b. *Very Good.* A very good tree shows no significant problems.
  - c. *Good.* A good tree shows no major problems (often interchangeable with ‘very good’).
  - d. *Fair.* A fair tree has minor problems that may be corrected with time or corrective action.
  - e. *Poor.* A poor tree has significant problems that are irrecoverable.
  - f. *Critical.* A critical tree may not be completely dead, but has no viability as a street tree.
  - g. *Dead.* A dead tree shows no sign of life.
- 5. Maintenance Needs**—Assign one of the following maintenance needs (note these can be revised to best suit Ann Arbor’s preferences):
- i. *Priority One Tree Removal.* Defective, dead, significantly decayed, or damaged trees that should be promptly removed.
  - ii. *Priority Two Tree Removal.* Trees recommended for removal have defects that cannot be practically or cost-effectively treated, but do not meet the requirements for Priority One Tree Removal.
  - iii. *Priority Three Tree Removal.* Trees that due to their condition, health, or location should be removed but do not pose an elevated risk concern at the time inspected. This category includes small dead trees, poorly sited trees, or trees of inferior quality
  - iv. *Priority One Prune-* Trees that require the removal of dead, diseased, dying, decayed, damaged, or broken limbs greater than 4 inches in diameter.
  - v. *Priority Two Prune -* Trees that require the removal of dead, diseased, dying, decayed, damaged, or broken limbs between 2 and 4 inches in diameter.
  - vi. *Large Tree Routine Pruning-* Trees that require routine horticultural pruning to correct structural problems or growth pattern obstructing traffic or interfering with utility wires or buildings. Trees in this category have characteristics that could become elevated risk concerns if not corrected.
  - vii. *Small Tree Routine Pruning-* Trees that are small growing (20 feet or less in height), mature and can be evaluated and pruned from the ground.
  - viii. *Training Pruning-* Young trees that are under 20 feet in height that must be pruned to correct or eliminate weak, interfering or objectionable branches in order to minimize future maintenance requirements.
  - ix. *Plant-* Location of vacant planting sites will be confirmed. Planting site locations will include the approximate size of right-of-way (categories of 4-6 feet, 6-8 feet, or greater than 8 feet), and presence of overhead utilities.
  - x. *Remove Stump -* Indicates the presence of a stump that should be removed. Data will include stump size in categories of 0 to 6 inches or greater than 6 inches.
- 6. Presence of Overhead Utility Lines - Verify presence of overhead utility lines**
- i. Yes - overhead utility lines are present
  - ii. No- overhead utility lines are not present

In addition to providing an excellent client experience and thorough communication, DRG takes measures to ensure delivery of the entire scope of work. DRG's business development staff review the project's scope and provide a data specification, based on the project's contract, to DRG's in-house development team. DRG's development team consists of the inventory's project manager, and GIS and IT specialists. DRG's inventory project manager reviews the scope of work again to ensure that the data fields and input codes match Ann Arbor's specifications. Once the project manager approves the data specification, then DRG's GIS and IT staff program the field computers for data collection. Prior to the kick-off meeting, DRG's project manager checks the field computers to make certain the computers are set up correctly and work properly. At the kick-off meeting, DRG reviews the project's work plan with the city, answers questions, and ensures that Ann Arbor and DRG's urban foresters are on the same page with respect to the project's expectations.

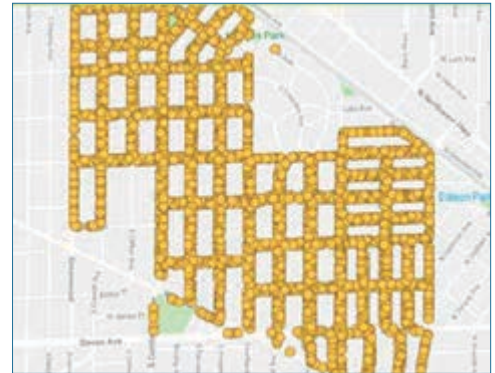
Quality control and assurance continues during data collection. DRG's project manager and urban foresters use hot and cold data checks during fieldwork and encourage Ann Arbor to do so as well. DRG regularly updates Ann Arbor on the project's status and makes the city aware of any situations that may need immediate attention. At the end of the project, DRG's IT specialists run computer diagnostics on the inventory data to make sure the data are clean. Finally, DRG answers any questions the city has about the data and our TreeKeeper® software and verifies Ann Arbor's satisfaction with DRG's work.



# QUALITY CONTROL AND ASSURANCE

## WE TAKE YOUR DATA SERIOUSLY

From the project’s start to its finish, DRG focuses on the experience the college has working with DRG and the quality of the project’s deliverables. To ensure a good working relationship throughout the duration of the project, DRG collaborates with the City of Newman early on to schedule fieldwork and meetings at mutually agreeable times and determine protocols for addressing questions and concerns that arise during data collection. DRG’s staff also stay in contact with the City Project Manager during all phases of the project to keep the City informed of the project’s status. The following is an example of an inventory progress update, e-mailed on a set schedule such as weekly or bi-weekly, from DRG’s urban forester to the client.



### INVENTORY PROGRESS UPDATE E-MAIL

Dear Valued Client:

Below is a recap of last week’s inventory progress. So far, we have inventoried 3,161 sites. The map (right) shows our progress in Zone C. We also had a chance to do some in-the-field quality assurance last week (bottom). We audited 1% of the data collected last week and found no critical errors.

We expect to wrap up data collection later this week. We predict that the remaining streets will have the same tree density, although the road running along the train tracks in the northeast may have slightly more trees. In all, we think that the total site count will be close to the pre-project estimate of 3,800 sites. We will keep everyone apprised if this expectation changes.

Katie will be on the ground this week, and Pete may come out to help with collection. If needed, they can be available for an in-person closing meeting. Otherwise, we can include the final site count and notes in a close-out e-mail.

As far as data delivery, we expect it will take a few days for GIS quality control checks after data collection is complete. We will follow up with an e-mail when your final inventory dataset is available in TreeKeeper®. If you have any questions or concerns, please reach out to me.

Thanks!

- Your DRG Urban Forester

Inventory Statistics				
Site Count to Date		Percent Complete	Estimated Total Site Count	
3,161		83%	3,800	
Quality Assurance				
Overall Critical Error Score	Target Critical Score	Target Non-Critical Error Score	Target Non-Critical Score	Percent Audited
100%	98%	97.87%	95%	1%





## PROJECT SCHEDULE, TASKS, AND DELIVERABLES

The following project schedule lists key tasks along with expected completion dates and deliverables. If the city's project schedule differs from what DRG projected, use the information in the project schedule below for planning purposes.

DRG has ample staff availability to accelerate or adjust this project schedule, as necessary, to meet the city's deadlines.

Project Timeline	
Award	April 20, 2020
Data mining and field computer setup	+4 Weeks
Kick-off Meeting	+1 Week
Inventory Data Collection and QA/QC	+6 Weeks
Inventory Data Delivery	+2 Weeks
Inventory Close-out Meeting	Week when Inventory and QA/QC ends

## CLIENT RESPONSIBILITIES

1. Provide DRG with imagery, maps, and data files. Our request may include the following: digital orthophotographs, available GIS data layers, other electronic or paper copies of maps for roads, pavement widths, right-of-way widths, boundaries and utilities, and an electronic file or printed list of street names and end points.
2. Provide a copy of the City's existing tree inventory database(s).
3. Provide daily contact information and directions during the inventory project.
4. Coordinate and host a kick-off meeting before the start of fieldwork.
5. The limitations of the Scope of Work are outlined in our proposal. By accepting this proposal, Ann Arbor accepts DRG's Limited Warranty (included on the following page) and agrees that, upon award, this proposal and its attachments will be made a part of the Agreement.

## LIMITED WARRANTY

The Davey Tree Expert Company, its divisions, agents, representatives, operations, and subsidiaries (collectively “Davey”) provides this Limited Warranty as a condition of providing the services outlined in the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Services”).

Davey provides the Services utilizing applicable standard industry practices and based on the facts and conditions known at the point in time the Services are performed. Facts and conditions related to the subject of the Services may change over time. Davey cannot predict or determine developments concerning the subject of the Services and will not be liable for any developments, changes, or conditions that occur, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, conditions not discoverable using the means and methods used to perform the Services, or acts of God or nature or otherwise. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis. Davey will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that items will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

Davey may have reviewed publicly available or other third-party records or conducted interviews, and has assumed the genuineness of such documents and statements. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any information obtained from any third-party or publicly available source.

To the extent permitted by law, Davey does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness, accuracy, or current nature of the information contained in the Services or the reports or findings resulting therefrom beyond that expressly contracted for by Davey in the agreements between the parties, including but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using applicable standard industry practices. Davey disclaims any warranty of fitness for any particular purpose. Davey’s warranty is limited to one year from the date Services are performed. Davey’s liability for any claim, damage, or loss, whether direct, indirect, special, consequential, or otherwise, caused by or related to the Services shall be limited to the Services expressly contracted to be performed by Davey.

## AUTHORIZED NEGOTIATORS

**Lee Mueller, CF**

Market Manager  
248-221-0439  
Lee.Mueller@davey.com

**Joe Gregory**

Regional Operations Manager  
330.673.5685 ext. 8024  
Joe.Gregory@davey.com



SECTION 2:



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# Attachments



**ATTACHMENT A  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Delaware, for whom John J. McCabe III bearing the office title of VP & General Manager, DRG Utility Vegetation Management whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

 \_\_\_\_\_ Date: 2/7/2020,  
Signature

(Print) Name John J. McCabe III Title VP & General Manager, DRG Utility Vegetation Management

Firm: Davey Resource Group, Inc.

Address: 295 South Water Street, Suite 300, Kent, Ohio 44240

Contact Phone 800-828-8312

Fax 330-673-0860

Email jack.mccabe@davey.com

# Delaware

The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "DAVEY RESOURCE GROUP, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE THIRTY-FIRST DAY OF DECEMBER, A.D. 2019.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "DAVEY RESOURCE GROUP, INC." WAS INCORPORATED ON THE THIRTY-FIRST DAY OF DECEMBER, A.D. 2019.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL FRANCHISE TAXES HAVE BEEN ASSESSED TO DATE.



7777084 8300

SR# 20198934472

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

A handwritten signature in black ink, appearing to read "JBULLOCK", is written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Authentication: 204325662

Date: 12-31-19

**ATTACHMENT B  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Davey Resource Group, Inc.

\_\_\_\_\_  
Company Name

 \_\_\_\_\_  
Signature of Authorized Representative Date

John J. McCabe III, VP & General Manager, DRG Utility Vegetation Management

\_\_\_\_\_  
Print Name and Title

295 S. Water Street, Suite 300, Kent, Ohio 44240  
\_\_\_\_\_  
Address, City, State, Zip

800-828-8312/jack.mccabe@davey.com  
\_\_\_\_\_  
Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor  
(734) 794-6500



**ATTACHMENT C  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.61/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.18/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

<b>Check the applicable box below which applies to your workforce</b>	
<input type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
<input checked="" type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Davey Resource Group, Inc.

295 S. Water Street, Suite 300, Kent, Ohio 44240

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

  
\_\_\_\_\_  
Signature of Authorized Representative

2/7/2020  
Date

Kent, Ohio 44240  
City, State, Zip

John J. McCabe III, VP & General Manager, DRG Utility  
\_\_\_\_\_  
Print Name and Title    Vegetation Management

800-828-8312/jack.mccabe@davey.com  
\_\_\_\_\_  
Phone/Email address

ATTACHMENT D



**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)
NOT APPLICABLE	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Davey Resource Group, Inc.		800-828-8312
Vendor Name		Vendor Phone Number
	2/7/2020	John J. McCabe III, VP & General Manager, DRG Utility Vegetation Management
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative