

## **SCOPE OF SERVICES**

### **1. Background**

In June of 2020, Ann Arbor adopted one of the nation's most aggressive climate plans – A<sup>2</sup>ZERO. One of the core strategies in A<sup>2</sup>ZERO is enhancing the resilience of our people and our place, including through growth and maintenance of our urban tree canopy.

On August 19, 2024, the Ann Arbor City Council voted to accept grant funds from the United States Department of Agriculture's Forest Service ("USFS") Inflation Reduction Act Urban & Community Forestry Grant, with American Forests ("AF") acting as a pass-through partner. This grant is in part funding a private property tree maintenance program through which private property owners can request an assessment of the maintenance needs of trees on their property and then receive that maintenance work at no cost to them. \$300,000 is available for the maintenance work through this grant.

To support this work, the City's Office of Sustainability and Innovations (OSI) is requesting bids from qualified and responsive tree maintenance professionals to provide technical expertise, conduct site visits, prioritize maintenance needs, and perform necessary tree maintenance work.

### **2. Objective**

The City is seeking proposals from qualified and responsive vendors to provide technical expertise in scheduling and conducting site visits to assess maintenance (pruning and/or removal) needs of trees on privately owned property within the City of Ann Arbor. Vendors will then inform the City of assessed needs and assist in prioritization and selection of participants in the program based on those needs. Vendors will then be responsible for following up with each selected property owner to schedule and conduct tree maintenance work. This work will be conducted over the course of three cohorts, with maintenance work being done for each cohort in the months of January – March of 2026, 2027, and 2028, respectively. Emergency, on-demand work may be required outside of these months as requested by OSI staff.

All work awarded under this RFP must be completed by the end of the grant period in April 2028.

### **3. Work Flow**

The winning bidder will provide the following services:

- **Outreach and program engagement:** Work with OSI staff to recruit private property owners as potential participants in the program by assisting with outreach and promotion.

- **Site visits:** Schedule and conduct site visits for each potential program participant. Identify any pruning and/or removal needs based on managing tree health, developing/improving tree structure, mitigating risk, and providing clearance. Prepare a budget for required work at each site.
- **Prioritization of maintenance needs:** Provide a report to OSI staff listing all identified maintenance needs across potential program participants. Identify potential participants for whom tree maintenance work should be prioritized based on managing tree health, developing/improving tree structure, mitigating risk, and providing clearance. Assist OSI staff in selecting program participants based on prioritization.
- **Maintenance work:** Perform the agreed-upon maintenance work for each selected program participant. All maintenance work must be done following acceptable industry practices, including the International Society of Arboriculture's Tree Pruning Best Management Practices and provisions outlined in ANSI A300 and Z133 Standards.
- **Program metrics and data collection:** Identify key metrics and create a spreadsheet to record data during site visits. This spreadsheet should include items such as length of visit, number of trees identified for maintenance work, type of maintenance work required, and reasoning for maintenance work. Meet with OSI staff prior to first site visit to finalize data collection strategy. Collect data using the resulting spreadsheet during site visits.
- **Progress reporting:** Coordinate meetings every other month with OSI, beginning at the start of this contract, to provide updates on progress including milestones, challenges, and outcomes.
- **Program evaluation:** Provide a program evaluation at the end of each contract year, offering feedback to refine and expand the program. At the end of the full contract, support OSI's creation of a replication guide that can be used by other local governments.

#### 4. Project Timeline

The following is the anticipated timeline. Bidders are encouraged to update this timeline to reflect changes that are necessary to realistically complete this work. Note that all work must be completed by March 31, 2028 - with the exception of the replication guide, which is due April 30, 2028.

Start Date	End Date	Task
11/01/25	12/19/25	Recruitment of potential cohort 1 participants
12/29/25	1/25/26	Cohort 1 site visits
1/26/26	1/30/26	Prioritization and selection of cohort 1 participants

1/31/26	3/31/26	Cohort 1 maintenance work
8/1/26	10/16/26	Recruitment of potential cohort 2 participants
10/17/26	12/13/26	Cohort 2 site visits
12/14/26	12/18/26	Prioritization and selection of cohort 2 participants
1/1/27	3/31/27	Cohort 2 maintenance work
8/1/27	10/15/27	Recruitment of potential cohort 3 participants
10/16/27	12/12/27	Cohort 3 site visits
12/13/27	12/17/27	Prioritization and selection of cohort 3 participants
1/1/28	3/31/28	Cohort 3 maintenance work

## 5. Location Requirements

All interested bidders must be able to conduct in-person site visits with private property owners in Ann Arbor. Bidders must have access to their own transportation to complete the proposed scope of work.

## 6. Terms of the Award

The City anticipates making a single award under this RFP, not to exceed \$300,000. All work awarded must be completed by the end of the grant award period in April 2028. Additionally, all insurance requirements outlined in the attached General Services Agreement must be met at time of contract signing.