



CITY OF LAKE FOREST PARK
REQUEST FOR QUALIFICATIONS (DRAFT)

2022 Tree Inventory

The City of Lake Forest Park is seeking a statement of qualifications from consultants with the experience and expertise necessary to conduct a follow-up iTree inventory of fixed-radius sample plots around the City, repeating iTree survey conducted in 2010.

GENERAL INFORMATION

Lake Forest Park is a largely built-out residential community of approximately 13,200 residents north of Seattle on Lake Washington. The City encompasses 3.4 square miles of heavily wooded ravines and rolling hills trisected by Lyon and McAleer Creeks, creating unique topographical and environmental diversity. The City incorporated in 1961, when residents united in civic opposition to the construction of a shopping center in Lake Forest Park. The shopping center, now known as the Town Center at Lake Forest Park, encompasses approximately 16 acres and serves as the primary commercial and cultural center in the community.

The City is concerned about the viability of large trees in Lake Forest Park. This follow-up inventory should place an emphasis on providing data on whether the number of large trees is increasing or decreasing.

PROJECT DESCRIPTION

This Request for Qualifications (RFQ) has been issued because the City seeks consultant services to conduct a tree inventory in fixed-radius sample plots around the City, repeating measurements made in 2010. The existing inventory consists of 120 randomized plots. The new data will be compared with the record tree removals to provide an estimate of change in the population of large trees in Lake Forest Park.

Specific measurements to be collected include tree species, diameter, height, crown dimension, crown condition, distance to buildings. Data will be recorded and tabulated in a manner consistent with the 2010 inventory.

STATEMENT SUBMITTAL REQUIREMENTS

The responses to this RFQ should include:

- A description of similar projects the consultant has done for other local governments
- At least three references

- Information on the firm’s or team’s qualifications and experience in tree or forest inventory and analysis as well as experience utilizing iTree Ecosystem Analysis to produce reports.
- The information should include the following:
 - Identification, qualifications, and experience of all persons could potentially be assigned to the project
 - Identification and qualifications of any potential subcontract consultants, including resumes or qualifications of individuals or the firm as applicable; and

POTENTIAL SCOPE OF WORK:

The items below summarize the scope of work for the 2010 inventory:

- Design, develop and configure follow-up i-Tree Eco inventory
- Enlist, train, and prepare volunteer data collectors
- Contact parcel owners for plot access permission
- Coordinate field work of volunteer data collectors and conduct quality control assurance checks on plots and data
- Data edit, and entry and upload to USDA Forest Service for processing
- Retrieve data output results from Forest Service; review and prepare assessment report

The City is planning to hire an intern to assist with contacting property owners and other aspects of the inventory.

TIMELINE:

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| • RFQ released: | January XX, 2022 |
| • Statements of Qualification due to City Hall: | 3 weeks later, by 3:00 p.m. |
| • Complete Work | December 2022 |

All proposers shall submit one original unbound copy and 3 bound copies of the proposal by 3:00 p.m. on XXX, 2022 to City of Lake Forest Park City Hall, 17425 Ballinger Way NE, Lake Forest Park, WA 98155. The City is not responsible for lost or misdirected submittals, or those delivered after the deadline.

- All statements must be in a sealed envelope and clearly marked “2022 iTree Inventory Statement of Qualifications”
- No faxed, e-mailed, or telephone submittals will be accepted.
- Statements shall be limited to twenty (20) pages. Resumes and first/last pages will not count toward the twenty (20) pages.

Questions may be referred to Steve Bennett, Planning & Building Director and Ashley Adams, City

Arborist. Steve's phone number is (206) 957-2812 (steve@cityofflp.com) and Ashley's phone number is (206) 957-2804 (aadams@cityofflp.com).

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