

**City of Manhattan Beach
Request for Proposal #_ -15
Assess Current Tree Program and Develop A Street Tree Master Plan**

Incorporated in 1912, the beautiful City of Manhattan Beach is often referred to as the “The Pearl of the South Bay”. The City encompasses 3.88 square miles of parks, beachfront, business and residential properties. As part of the City’s ongoing commitment to environmental and quality of life issues, the City wishes to explore a comprehensive tree management program through adoption of a Street Tree Master Plan.

A citywide tree inventory was completed in 2013, in which 11,543 trees were identified, geo-tagged and assessed for overall condition. Of the 11,543 public property trees inventoried, over 7,000 are maintained by adjacent property owners as mandated by the Manhattan Beach Municipal Code. Due to inconsistencies in current tree care and management, the City wishes to develop comprehensive policies and procedures to maintain and improve the City’s current urban forest.

The City Of Manhattan Beach is currently soliciting proposals from firms experienced in street tree master plan development and/or urban tree care and management to holistically review current practices and tree inventory, develop a recommended program, and present their findings and recommendations to the City in an all-encompassing draft Street Tree Master Plan.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate firms, conduct a fair and extensive evaluation based on criteria listed herein, and select the firm that will best coordinate with staff and an engaged and educated constituency. Preference will be given to firms who have successfully created and subsequently implemented comprehensive Street Tree Master Plans.

Due to the enduring significance of this project in shaping the City’s future and the iterative nature of many of the development goals, the proposer shall submit in their proposal packet an outline of their preferred methodologies, engagement philosophy, and project timelines they will employ to meet these proposals criteria.

Specific tasks that will be required for this project include, but are not necessarily limited to, the following:

1. Thorough review of the current tree inventory.
2. Review of current Municipal Code requirements, suggest modifications
3. Meet with and discuss current practices with City employees engaged in tree maintenance issues. Catalog and identify recurrent issues, specifically those considered points of contention between staff and the public. Specifically address vegetation conflicts relating to traffic views, blockage

- of regulatory signage, sign placement and general encroachment of vegetation onto right of way. Suggest recommended practices.
4. Conduct a sufficient number of public meetings and outreach to engage, educate, receive input and integrate public comment as appropriate. Projects of similar nature require a minimum of three public meetings per project. Additionally, the proposer shall plan to present the draft plan and report at three City Council meetings.
 5. Development of a recommended tree palette and planting plan.
 6. Developing a recommended pruning interval matrix by species and associated annualized costs.
 7. Create a recommended tree preservation standard for trees that may have a high valuation but are problematic due to disease or structural defect
 8. Explore current view conflict and City policy thereof, recommend modification if warranted.
 9. Develop standardized removal criteria which include investigating hardscape, utility and view considerations.
 10. Review current appeal processes, recommend modification if warranted
 11. Develop and/or recommend a tree valuation standard
 12. Develop a proposed budget to fund recommended street tree master plan
 13. Gather data and generate a report on current practice of 10 California agencies and funding mechanisms employed to maintain their urban forests. The report shall contain a matrix of practices and funding mechanisms. The agencies polled shall include the City of Santa Monica the City of Palo Alto, and the City of Beverly Hills in addition to 7 other cities of similar size and demographic.
 14. Identify cross over issues, policies and regulations of public right of way trees versus private property trees
 15. Identify and recommend coordination techniques for line clearing and other overhead utility conflicts with outside utility companies
 16. Analyze and estimate current and future carbon sequestering potential of the urban canopy.
 17. Coordinate Master Tree Plan with Veteran's Parkway Master Plan
 18. Identify need for an Urban Forester.

Deliverable

The final deliverable from the successful bidder will consist of a general report, executive summary, a Powerpoint presentation, and a draft comprehensive and state of the art Street Tree Master Plan. The draft plan shall include 18 bound and printed color copies and press ready .pdf files. Recommended standard drawings, plans, etc. that are part of the draft master plan shall be made available as individual .dwg format CAD files. The general report shall include consultant recommendations, potential funding strategies and revenue streams, estimated costs to fund the proposed plan, staffing recommendations, a planting plan, a tree palette, recommended Municipal Code additions and/or modifications. Additional inclusions shall address standardized guidelines for planting, pruning, removing,

addressing hardscape and utility conflicts, amelioration techniques, appeal processes, etc.

Proposal Requirements:

Proposals shall specify each item as set forth in this Request for Proposal (RFP). Failure to comply with all requirements and conditions set forth by these specifications and RFP instructions will be the cause for the rejection of the proposal(s). No exceptions or deviations from these specifications will be considered unless each exception or deviation is specifically identified with a detailed statement fully defining the exception(s). All exception(s) must be fully supported by detailed specification regarding the deviated item and shall accompany the proposal for evaluation by the City. If no exceptions are identified, the Proposer shall be required to furnish the service exactly as specified herein. The burden of proof of compliance with these specifications is the responsibility of the Proposer. Acceptance or rejection of the changes is the sole prerogative of the City. The City reserves the right to reject any and all proposals or to make no award.