



**TOWN OF CICERO, ILLINOIS**

**REQUEST FOR PROPOSALS**

**TREE INVENTORY AND URBAN FORESTRY MANAGEMENT  
PLAN  
(RFP No. DOH-012024)**

**ISSUE DATE: JUNE 27, 2024**

**FINAL SUBMISSION DATE: JULY 11, 2024**

# REQUEST FOR PROPOSALS

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## I. INTRODUCTION

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This Request For Proposals (“**RFP**”) is made by the Town of Cicero, Illinois (the “**Town**”) to qualified interested parties for sealed bid written proposals for a Tree Inventory and Urban Forestry Management Plan (the “**Project**”). The selected firm will conduct a comprehensive inventory of the trees located within the Town on parkways, Town managed property, and property owned by other units of local government within the corporate limits of the Town. The selected firm will also create an Urban Forestry Management Plan for the Town.

A tree inventory will help the Town catalogue and document the public tree population within the Town, provide a better understanding of the Town’s trees, and improve long-term management and growth of the local tree population. The tree inventory will include information such as GPS coordinates, street address, land use, growing space, species, DBH measurements, single or multi-stem designation, condition rating and risk assessment, and general comments or notes about each Village tree. The inventory is intended to also identify trees which should be removed and smaller-scale health problems in order to take more proactive measures to improve the overall health of the Town’s urban forest in the most cost effective way possible.

The Urban Forestry Management Plan (“**UFMP**”) is intended to provide staff with guidance on how to proceed with the information presented in the inventory, including but not limited to a prioritized list of planting locations (both new plantings and removals) and a cyclical pruning schedule and map. The management plan will also allow for a more coordinated attempt at improving tree diversity within the Town, as the plan will outline a list of preferred species and species that should be prohibited. The selected applicant shall also assist the Town in hosting three (3) public events to inform the residents of the Town about the nature of this Project and how to care for trees located on private property. The selected applicant shall further provide ten (10) hours of training to Town employees in forestry. The scope of work is attached hereto as Exhibit A. The Tree Inventory and UFMP is being conducted in part with the support of The Morton Arboretum and the USDA Forestry Service.

This RFP shall not create any legal obligations on the Town to evaluate any Proposals that are submitted or to enter into any contract or other agreement with any party who submits a Proposal except on terms and conditions it deems in its sole and absolute discretion to be satisfactory and desirable. The right is reserved by the Town to reject any and all Proposals.

The above described Bid Package will be received up to the hour of **9:00 a.m. on July 11, 2024**, at the Town Clerk’s Office, Cicero Town Hall, 4949 W. Cermak Road, Cicero, Illinois 60804, and will be publicly opened and read beginning at **10:15 a.m., on July 11, 2024** in the Town’s Court Room or other such room as may be available at that time.

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## II. THE TOWN OF CICERO

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The Town is located approximately seven (7) miles west of Chicago's loop, and is bordered by Interstate 290 on its northern edge and Interstate 55 on its southern edge. Interstate 290 intersects with Interstate 294 approximately five (5) miles west of the Town, giving the Town easy access both from Indiana and Chicago's southern suburbs as well as Wisconsin and Chicago's northern suburbs. The Town is also easily accessible from Chicago's western suburbs via Interstate 88 which meets Interstate 290 less than one (1) mile north of the Town with two (2) separate exits.

The Town is a home rule municipality, governed by a full-time Town President, a Town Clerk and a seven-member Board of Trustees. The Town President is Larry Dominick, who was elected in 2005. Director Tomschin will be the primary contact for purposes of this RFP.

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## III. OBTAINING RFP MATERIALS

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Interested parties may obtain all necessary RFP materials on the Town's website <https://thetownofcicero.com/category/notices/>. Please direct inquiries to [tomschin@thetownofcicero.com](mailto:tomschin@thetownofcicero.com). Notice of this RFP has been posted online at <http://www.thetownofcicero.com>. Notice of this RFP shall also be published in a local newspaper. Parties who submit a "Notice of Interest" form (attached hereto as Exhibit B) will be informed of any additional information such as changes to this RFP, deadline changes, question and answer documents, and other relevant information with respect to this RFP. The final date to submit questions or request documents for this RFP shall be July 5, 2024 at 5:00 p.m.

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## IV. SUBMISSION REQUIREMENTS

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All Proposals must contain the following:

1. Non-Collusion Affidavit (See form attached as Exhibit C.)
2. Non-Discrimination Questionnaire (See form attached as Exhibit D.)
3. Statement for Public Disclosure (See form attached as Exhibit E.)
4. Statement of Proposals and Financial Responsibility (See form attached as Exhibit E.)
5. Certification (See form attached as Exhibit G.)
6. Project Timeline
7. References
8. Checklist (See form attached as Exhibit H.)

Proposal packages must be sealed and clearly marked on the exterior showing the Proposal name and **RFP No. DOH-012024** shown on the first page of this RFP. One (1) original and ten (10) color copies of the entire Proposal package are required. A digital copy of the Proposal must be included in the package on a CD or flash drive.

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## **V. EVALUATION OF PROPOSALS**

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Town staff will review all Proposals to determine compliance with the Submission Requirements listed in Section IV of this RFP on or after July 11, 2024 (the “**Final Submission Date**”). Only Proposals that comply with these requirements will be considered for further evaluation. The Town reserves the right to request additional information from any Respondent.

Town staff may contact any party submitting a Proposal after bid opening and arrange an interview with the appropriate representatives of such party. As part of any interview, the applicant will be expected to make a 10 minute presentation on the applicant’s credentials and planned approach to the Project. The Applicant should be prepared to answer questions at any such interview. No one factor, but rather a combination of factors that Town staff determine, in their sole and absolute discretion, best satisfies the Town’s objectives, will determine the applicant chosen.

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## **VI. EVENTS OF DEFAULT AND DISQUALIFICATION**

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Each of the following events shall be considered an Event of Default or Disqualification:

1. Unilateral withdrawal by the selected Applicant.
2. Failure to proceed substantially in accordance with the Proposal as submitted.
3. Failure by the Applicant for any reason whatsoever to negotiate in good faith or to timely execute necessary agreements with the Town.
4. Any material misrepresentation, omission, or inaccuracy contained in any document submitted as part of the applicant’s submission pursuant to this RFP or subsequent thereto.
5. Failure to provide in a timely manner any additional material required by the Town or the Director after selection of the applicant(s).

Upon the occurrence of an Event of Default or Disqualification by a selected Applicant, the Town shall have the right, at its election, to (i) rescind its selection of the Applicant, and/or (ii) declare null and void any agreement which may have already been executed.

## **EXHIBIT A**

### **SCOPE OF WORK**

The purpose of this RFP is to solicit the information needed for the Town to select a firm to provide a tree inventory and the UFMP. These services include the following:

#### **I. Tree Inventory**

The selected applicant shall conduct a comprehensive inventory of all street trees on parkways, Town managed properties, and other public property owned and managed by other units of local government which exist within the corporate limits of the Town. The following data shall be collected for each tree:

- GPS location
- Street address and relative location
- Land Use (i.e residential, business zone, natural area, etc.)
- Growing Space (i.e parkway, park, etc.)
- Species (common and Latin)
- Diameter at breast (standard) height (DBH)
- Single or multi-stem designation
- Condition rating including defects (roots, wounds, rot, deadwood, etc.)
- Risk assessment
- Arborist maintenance recommendations
- Comments and notes

The GPS tree data is required to be in ESRI's GIS data format, ie.: Shapefile or Geodatabase (.gdb) format and must be able to be downloaded in an Excel file. The data will conform to the Town's GIS schema. The Town will allow additional attributes to be collected beyond what is required within the schema. No proprietary software or tree inventory specific software will be accepted. The data will be collected and housed within the Town's GIS environment. All data collectors must be ISA Certified Arborists. No interns, volunteers, or apprentices may be involved with the data collection on this project.

#### **II. UFMP**

The selected applicant shall provide the UFMP and shall include the following components based on the inventory set forth above.

- Recommended and prioritized urban forest management action items, based on the inventory, including:
  - A description of the organizations canopy cover and composition.
  - Prioritized planting locations, including replacements and new plantings.
  - A cyclical pruning schedule and map.

- A list of preferred species, prohibited species, and species to be planted in limited quantities.
- Short- and long-term urban forest goals for a ten year period
  - Urban forest management goals and risk mitigation.
  - Canopy cover goals.
  - Climate response change.
  - Tree pruning schedules.
  - A plan for replacement and removals.
  - Mitigation of pests and diseases.
  - Benchmarks to ensure progress towards long-term goals.
- Specifications for planting, pruning, removals, and protection
  - Specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.).
  - Establishing a pruning and maintenance cycle so that care is regularly scheduled.
  - Protection and standards for trees in construction zones.
- Required and recommended certifications, qualifications, and training for staff, contracted labor, and consultants
  - Formulating these requirements to mitigate risk, including climate impacts.
- Material and budget projections and considerations
  - Short- and long-term budget projections and needs.
  - A plan for replacement of equipment and resources.
- A program for three (3) public events to educate Town residents on this project and the care of trees, for a total of six (6) hours. The selected Applicant will be required to provide presentations in both English and Spanish at each event, and shall bear the cost of any translators.
- Ten (10) hours of training to be supplied to Public Works employees on forestry
- Up to three (3) hours of technical assistance to Town staff to assist staff in understanding how to use the inventory and the UFMP
- The UFMP shall be submitted in a Word document format so that it can be readily updated in future years.

### **III. Special Conditions**

- The selected applicant shall have prior municipal experience in tree inventory data collection and analysis, and shall provide a minimum of three (3) municipalities as references.
- All data collection must be accomplished by Illinois ISA Certified Arborists (IL Certification Number) with local knowledge of Illinois tree species and five years of experience. The successful Applicant shall have at least one Tree Risk Assessment Qualified, Certified Arborist as designated by the International Society of Arboriculture on the team. The Contractor shall submit proof of certifications with their proposal.

- No subcontractors will be allowed to work on this project. A list of degrees, Certifications or other documentation must be submitted by the Applicant as competent data collection experts.
- The Applicant must be licensed and bonded in the Town of Cicero, Illinois prior to starting the Project.
- The Tree Inventory shall be delivered no later than March 31, 2025 and the UFMP shall be completed not later than June 30, 2025. Expedited timelines for completion will be preferred when considering responses from Applicants.

**Applicants must submit proposals for both the tree inventory and the UFMP. Failure to do so shall disqualify an Applicant.**

## **EXHIBIT B**

### **(Notice of Interest Form)**

This Notice of Interest is made as of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (the “**Applicant**”), in connection with its potential submission of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 RFP (the “**RFP**”) for professional services required for the tree inventory and Urban Forest Management Plan in Cicero, Illinois (the “**Project**”).

The Undersigned hereby notifies the Town that it is interested in submitting a Proposal pursuant to the RFP, and requests that the Town include the Applicant on its list for parties to receive information regarding the RFP or the Project.

All such information should be submitted to the Applicant by the Town at the following address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Delivery of this Notice of Interest does not in any way obligate the Applicant to submit a Proposal.

Sincerely,

\_\_\_\_\_  
Name of Applicant

By: \_\_\_\_\_



**EXHIBIT C**  
**(Non-Collusion Affidavit Form)**

**NON-COLLUSION AFFIDAVIT**

STATE OF ILLINOIS        )  
  ) ss  
COUNTY OF COOK        )

This Non-Collusion Affidavit is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (the “**Undersigned**”), being the \_\_\_\_\_ of \_\_\_\_\_ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 (the “**RFP**”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to make the statements contained herein.

The Undersigned, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_ (sole owner, partner, president, secretary, etc.) of the Applicant; that the Proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such Proposal is genuine and not collusive or a sham; that said Applicant has not directly or indirectly induced or solicited any other party to submit a false or sham proposal or bid in Proposal to the RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any party to put in a sham bid pursuant to the RFP, or that anyone should refrain from bidding pursuant to the RFP; that said Applicant has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the purchase price as stated in the Proposal or of any other bidder, or to fix any overhead, profit or cost element of such Proposal, or of that of any other bidder, or to secure any advantage against the Town or anyone interested in the RFP; that all statements contained in such Proposal are true and not misleading; and, further, that said Applicant has not, directly or indirectly, submitted its purchase price or any breakdown thereof, or the contents thereof or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with Applicant in its general business.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

## EXHIBIT D

### (Non-Discrimination Questionnaire Form)

This Non-Discrimination Questionnaire is submitted as of the \_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (the “**Undersigned**”), being the \_\_\_\_\_ (sole owner, partner, president, secretary, etc.) of \_\_\_\_\_ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 (the “**RFP**”) for professional services required for the tree inventory and Urban Forestry Management Plan as more particularly described therein (the “**Project**”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

Complete All Items:

Does the Applicant:	Yes	No
A) Currently employ less than 25 persons, exclusive of the parents, spouse or children of the Applicant?	_____	_____
B) Agree that, if awarded the contract for the Project, it will not during the performance of the contract discriminate against any employee or applicant for employment because of race, religion, age, orientation, sex or national origin?	_____	_____
C) Agree that it will cooperate with the Town in adhering to all employment and labor laws, rules and regulations adopted by the Town?	_____	_____
D) Agree that it will provide the Town with all relevant information or reports required by the Town?	_____	_____

Sincerely,

\_\_\_\_\_  
Name of Applicant

By: \_\_\_\_\_

**EXHIBIT E**  
**(Statement for Public Disclosure Form)**

This Statement For Public Disclosure is submitted as of the \_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (the “Undersigned”), being the \_\_\_\_\_ (sole owner, partner, president, secretary, etc.) of \_\_\_\_\_ (the “Applicant”), in connection with the submission by Applicant of a Proposal (the “Proposal”) to the Town of Cicero (the “Town”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 (the “RFP”) for professional services required for the tree inventory and Urban Forestry Management Plan as more particularly described therein (the “Project”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

**A. APPLICANT INFORMATION:**

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_
3. If the Applicant is not an individual doing business under his own name, or if the Applicant is a legal entity or is an entity doing business under an assumed or fictitious name, the Applicant has the status indicated below and is organized or operating under the laws of the state of \_\_\_\_\_:

\_\_\_\_\_ a corporation with legal name of \_\_\_\_\_ and, if applicable, assumed name of \_\_\_\_\_.

\_\_\_\_\_ a limited liability company with legal name \_\_\_\_\_ and, if applicable, assumed name of \_\_\_\_\_.

\_\_\_\_\_ a partnership or joint venture with legal name of \_\_\_\_\_ and, if applicable, assumed name of \_\_\_\_\_.

\_\_\_\_\_ Other (explain) \_\_\_\_\_.

4. Names, addresses, title of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, and investors of any member of the Applicant as follows:
  - a. If the Applicant is a corporation, the officers, directors or trustees, and each stockholder owning more than five percent (5%) of any class of stock.

- b. If the Applicant is a limited liability company, each member owning a five percent (5%) (or greater) interest and each manager if not managed by the members.
- c. If the Applicant is a partnership or joint venture, each partner or participant and either the percentage interest owned by each such party or a description of the character and extent of interest.

**Name**

**Address**

**Percent Owned/Extent  
of Interest**

Sincerely,

\_\_\_\_\_  
Name of Applicant

By:\_\_\_\_\_

## EXHIBIT F

### (Statement of Proposals and Financial Responsibility Form)

This Statement of Proposals and Financial Responsibility is submitted as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by \_\_\_\_\_ (the “**Undersigned**”), being the \_\_\_\_\_ (sole owner, partner, president, secretary, etc.) of \_\_\_\_\_ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 (the “**RFP**”) for professional services required for the tree inventory and Urban Forestry Management Plan as more particularly described therein (the “**Project**”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

1. Name of Applicant:

Address of Applicant:

2. Undertakings, comparable to the Project, which have been completed by the Applicant or any of the principals of Applicant, including identification and brief description of each such project and date of completion.
3. Brief statement regarding experience, financial capacity, and other resources available to the Applicant for the performance of the professional services and work involved in the Project, specifying particularly the Proposals of the personnel and the general experience of the individual who will be the main point of contact for the Project.
4. Provide copies of resumes or CV's of any and all team members who will work with the Town on the Project, if awarded to the Applicant.

**EXHIBIT G**  
**(Certification Form)**

This Certification is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (the “**Undersigned**”), being the \_\_\_\_\_ (sole owner, partner, president, secretary, etc.) of \_\_\_\_\_ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-012024 (the “**RFP**”) for professional services required for the tree inventory and Urban Forestry Management Plan as more particularly described therein (the “**Project**”). The Undersigned states that he/she has been authorized by the Applicant to make this Certification, and that the Applicant acknowledges that the Town will be relying on this Certification.

**The undersigned hereby certifies and declares that he/she has carefully read and acknowledges each and every part of the Proposal, including each of the completed forms submitted as part of the Proposal, including the Non-Collusion Affidavit, the Non-Discrimination Questionnaire, the Statement for Public Disclosure, the Statement of Proposals and Financial Responsibility; that to the best of my knowledge and belief all statements contained in the Proposal and any attachments to the Proposal or any accompanying forms are true and accurate and not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Town of the Applicant’s ability to undertake the Project; and that all of said forms and the Proposal itself have been duly signed by authorized representatives of the Applicant.**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**EXHIBIT H**  
**(Applicant's Checklist)**

- Have you provided an original, ten color (10) copies, and a digital copy on CD or flash-drive of your Proposal as required?**
  
- Have you signed and dated your Proposal on the Certification form?**
  
- Have you signed and included the Non-Collusion Affidavit?**
  
- Have you completed and signed the Non-Discrimination Questionnaire?**
  
- Have you completed and signed the Statement for Public Disclosure?**
  
- Have you completed and signed the Statement of Proposals and Financial Responsibility?**
  
- Have you prepared and included a proposed Project timeline?**
  
- Have you included a list of similar projects, including required municipal references?**
  
- Have you included the resumes of any and all team members who will assist with the Project?**