

**PUBLIC NOTICE  
EGG HARBOR CITY**

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law) Egg Harbor City, County of Atlantic and State of New Jersey is seeking proposals for the following Professional Services for the period of March 1, 2024 through December 31, 2024.

Consulting Certified Arborist

A detailed “Request for Proposals” (RFP) is on file and available in the Office of the City Clerk, Municipal Building, 500 London Avenue, Egg Harbor City, New Jersey 08215.

Proposals must contain the following minimum information and same must be included at the time of submission (3 Copies needed for Professional Service applying for)

1. List of names and roles of individuals proposed to perform the task along with a description of experiences with projects similar in nature.
2. List of references and record of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Cost details including hourly rates of each individual proposed to perform the service (s) or a total cost (“not to exceed”), plus any other charges. Please note that amounts awarded may be different from what is requested.

All proposals must be received by the City Clerk no later than 3:00 PM on February 29, 2024. All questions concerning this notice must be addressed to the City Clerk’s Office.

Meg Steeb, RMC  
City Clerk  
Egg Harbor City

## **REQUESTS FOR PROPOSALS PROFESSIONAL SERVICES**

### **ALL PROPOSALS FOR PROFESSIONAL SERVICE CONTRACTS SHALL INCLUDE AT A MINIMUM, THE FOLLOWING INFORMATION/DOCUMENTATION:**

1. Names and roles of individuals who will perform the task along with a description of experiences with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers and verifiable records of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Fee schedule for the year 2024; detailing hourly rates for all staff that will be or potentially will be assigned, plus any other charges not reflected on the hourly fee schedule. (i.e. mileage, postage, photocopying).
5. Contracts will be awarded on the basis of qualifications and the cost of services. The cost of services will be a consideration, however, the qualifications to perform the required services will carry substantial weight in the decision-making process.
6. Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
  - A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period. (see attached for minimum limits of liability)
  - Proof of appropriate licensing.
  - Completion of statutory Affirmative Action information/documentation.
  - A copy of your New Jersey Business Registration Certification.

**All proposals are to be submitted to the City Clerk no later than 3:00 PM on February 29, 2024. Proposals received after the deadline will not be considered.**

## **BASIC CRITERIA FOR PROFESSIONAL SERVICES**

### **Certified Arborist Qualifications:**

- ASCA Registered Consulting Arborist
- Minimum 5 years experience in arboriculture
- 4-year degree in arboriculture or related field
- Experience in providing services for assistance with tree care & plantings for municipal/governmental entities.
- Specific knowledge of the applicable federal and state statutes, as well as the regulations promulgated by the New Jersey Department of Environmental Services.

### Position Description

#### Purpose:

Advise Tree Board, LUB, City Council on best practices for preserving urban tree canopy and all arboriculture matters. Assist in planning, developing, implementing and managing the city's Urban Forestry program.

#### Services Required:

Advise Tree Board, Mayor, Council, LUB on tree management solutions

Attend quarterly or special Tree Board meetings

Establish approved street tree species list for trees planted on public, private property

Establish banned species list for trees and vegetation planted on public, private property

Assess trees for health, safety, beauty on as-needed basis

Assist in developing bid specifications for tree maintenance contracts

Assist in developing tree permitting policies and procedures

Review, and approve or deny applications for street tree removals

Be available to defend denials if contested

Conduct fee-based tree appraisals for residents, upon request

Provide technical training, support for Tree Board, community, as needed

Provide expertise in aesthetics for tree planting projects

Champion preservation and planting for new development projects

Work with engineer to protect mature trees during road reconstruction projects

Assist in designing tree planting projects

Authorize the removal of dead or diseased street trees

Assist in maintaining tree inventory database and mapping tools

Provide periodic tree inspections and risk assessments

Assist in developing Urban & Community Forestry Plan

Provide detailed descriptions of tasks performed on monthly, quarterly invoices

Hourly billing based on 15-minute increments

Additional tasks related to tree management, as needed