

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
Department of Public Works

June 12, 2026

NOTICE TO BIDDERS

REQUEST FOR PROPOSALS

It is the intent of the City of Grand Haven to receive bids for an Urban Tree Census for the City of Grand Haven.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, ATTN: Ms. Maria Boersma, City Clerk, before 10:00 a.m. local time, Wednesday, July 1, 2026, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside "Tree Census"

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417; at the Department of Public Works, 1120 Jackson St. Grand Haven Mi. 49417; or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to Derek Lemke, Facilities and Grounds Manager, at 616-847-3493.

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Derek Lemke
Facilities and Grounds Manager
Department of Public Works
City of Grand Haven,

The City of Grand Haven is seeking proposals from qualified urban forestry consultants to conduct a comprehensive Urban Tree Canopy Assessment and Smart Tree Inventory of publicly managed trees throughout the City. The project will provide the City with accurate, current data regarding tree canopy coverage, tree species composition, condition, ecosystem benefits, maintenance needs, and opportunities for future canopy expansion.

The City intends to use this information to guide long-term urban forest management, support grant applications, prioritize maintenance activities, improve resilience to pests and climate impacts, and enhance the environmental benefits provided by the community forest.

1.PROJECT OBJECTIVES

The successful consultant shall:

- Assess existing urban tree canopy coverage citywide.
- Inventory publicly managed trees within designated rights-of-way, parks, cemeteries, and municipal properties.
- Provide highly accurate GIS-based tree location data.
- Evaluate species diversity and age distribution.
- Identify maintenance priorities and potential risk concerns.
- Quantify ecosystem services and environmental benefits.
- Deliver a comprehensive database and management platform for ongoing use by City staff.
- Develop recommendations for future tree planting and canopy expansion.

2.SCOPE OF SERVICES

A. Urban Tree Canopy Assessment

The consultant shall perform a citywide Urban Tree Canopy (UTC) Assessment utilizing current aerial imagery, LiDAR, satellite imagery, or equivalent technology.

Deliverables shall include:

- Existing canopy coverage percentage.
- Land cover classification.
- Potential planting opportunity analysis.
- Priority planting maps.
- Canopy distribution by neighborhood, park, and land use type.
- Equity-based canopy analysis.
- Urban heat island and impervious surface analysis where applicable.
- GIS layers and associated metadata.

B. Smart Tree Inventory

The consultant shall inventory public trees within areas designated by the City, including:

- Street rights-of-way.
- Other City-owned parcels identified by staff.

The City estimates approximately 5,500 public trees.

Inventory methods may include mobile LiDAR, AI-assisted inventory systems, GIS-based field collection, or other advanced technologies capable of providing accurate tree measurements and imagery.

Minimum tree attributes shall include:

- Unique Tree ID
- GPS Coordinates
- Species
- Common Name
- Diameter at Breast Height (DBH)
- Tree Height
- Crown Width
- Crown Condition
- Tree Condition
- Maintenance Need
- Priority Rating
- Planting Space Type
- Date Inventoried
- Digital Photo

The City encourages additional attributes such as:

- Leaf Area Index
- Canopy Volume
- Carbon Storage
- Stormwater Benefits
- Replacement Value
- Digital Twin Modeling
- Risk Indicators
- Clearance Measurements

C. Quality Assurance

The consultant shall describe quality assurance procedures including:

- Data verification methods.
- Accuracy standards.
- Field auditing procedures.
- Quality control review processes.

D. Inventory Management Software

The consultant shall provide a cloud-based tree inventory management platform capable of:

- GIS mapping.
- Mobile access.
- Work order management.
- Reporting.
- Photo storage.
- Data export.
- Public-facing tree viewer (preferred).

The City shall retain ownership of all inventory data.

E. Urban Forest Management Plan

The consultant shall prepare a management plan including:

- Executive Summary.
- Species Diversity Analysis.
- Age Distribution Analysis.
- Condition Assessment.
- Pest Vulnerability Analysis.
- Canopy Findings.
- Ecosystem Services Summary.
- Recommended Maintenance Priorities.
- Five-Year Maintenance Strategy.
- Five-Year Budget Projection.
- Tree Planting Strategy.
- Long-Term Urban Forest Recommendations.

3. DELIVERABLES

At project completion, the consultant shall provide:

- Complete GIS database.
- Shapefiles and geodatabases.
- Urban Tree Canopy Assessment Report.
- Final Tree Inventory Database.
- Urban Forest Management Plan.
- Five-Year Budget Forecast.
- Digital imagery associated with inventoried trees.
- Training for City staff.
- Final presentation to City Council and/or Parks and Recreation Board if requested.

4.PROJECT SCHEDULE

The City anticipates the following schedule:

RFP Issued: 6/12/2026

Questions Due: 6/29/2026

Proposals Due: 7/1/2026

5.CONULTANT QUALIFICATIONS

Proposers shall demonstrate:

- Experience completing municipal tree inventories.
- Experience with urban tree canopy assessments.
- Certified Arborists on staff.
- GIS and remote sensing expertise.
- Experience developing urban forest management plans.
- Experience providing municipal tree inventory software.

6. PROPOSAL REQUIREMENTS

Submissions shall include:

- Cover Letter.
- Firm Qualifications.
- Project Team.
- Relevant Municipal References.
- Proposed Methodology.
- Sample Deliverables.
- Project Schedule.
- Cost Proposal.
- Software Description.

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INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. He/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth in the Instructions to Bidders (See Item 21).

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to

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increase or decrease the quantity as best fits its needs.

8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
9. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal and approved by the City.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be, and was deemed to have been, included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.
12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder, and to award the bid in its determination of its best interest.
13. **AWARD:** Unless otherwise specified in the Bid Document, the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the award is made, an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the City of Grand Haven within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages.

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14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. Increases in contract costs shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.
15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquiries involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least five (5) days prior to the scheduled bid opening. Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

Proposals to receive consideration must be received prior to the specified time of opening and reading as designated in the Notice to Bidders.

Bidder must use the Proposal Form furnished by the City as none other may be accepted.

The Proposal Form must be returned intact.

Removal of any Proposal Form thereof may invalidate the bid.

Specifications and plans referred to in this bid document by reference only, need not be returned with the Proposal Form, however, no excision of material physically incorporated in the bid document will be permitted.

Bids are to be submitted in sealed envelopes and identified as requested in the Notice to Bidders.

Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

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17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerks office of the City of Grand Haven. In addition, copies will be kept on file at the City Clerk's office and posted on the City website. All bidders shall be bound by such interpretations whether or not received by the bidders.
18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerks Office of the City of Grand Haven and posted on the City website. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the City Clerk's office and the City website.
19. **Permitting:** The contractor will be responsible for all permitting necessary, and calling for Miss Dig at all locations.
20. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:
- A. Workers Compensation Insurance in the amount required by Michigan Law.
 - B. General Liability:
 - Bodily Injury and Property Damage combined:

Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
 - C. Automobile Insurance for Vehicles:

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00

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Property Damage Each Accident \$1,000,000.00

End of Instructions to Bidders Section

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Ms. Maria Boersma, City Clerk
Grand Haven City Hall
519 Washington Ave.
Grand Haven, Michigan 49417

Dear Ms. Maria Boersma

Completely in accordance with your notice, instructions and specifications dated July 1 2026, for Tree Census 2026, we propose to provide tree canopy census removal service at the net price quoted below:

Company Name

Street/ mailing address

Signature

Printed Name