



TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
(408) 354-6872 FAX (408) 354-7593

CIVIC CENTER
110 E. MAIN STREET
~~P.O. Box 949~~
~~Los Gatos, CA 95031~~
LOS GATOS, CA 95030

August 17, 2015

Re: REQUEST FOR QUALIFICATIONS TO SERVE AS A CONSULTING ARBORIST FOR THE TOWN OF LOS GATOS

The Town of Los Gatos is seeking a certified arborist to review tree impacts relative to development proposals, prepare arborist reports, provide peer review of arborist reports submitted by applicants, and make recommendations to the Town staff for the preservation and maintenance of trees. This work will be performed on an as-needed basis, including, but not limited to:

- Conducting site visits and inspections as needed
- Evaluating proposed tree removals and impacts associated with development proposals
- Reviewing proposed tree removals for compliance with the Town's Tree Preservation Ordinance
- Preparing arborist reports for development proposals
- Conducting peer review of arborist reports submitted by applicants
- Meeting with Town staff and/or applicants as needed
- Attending public hearings as needed

Optional work may include the following:

- Review of landscape plans for commercial and Planned Development projects
- Review of landscape plans for compliance with Wildland Urban Interface (Very High Fire Hazard Areas) standards

Qualifications. The selected consultant shall have the following knowledge and experience:

- Reviewing development proposals
- Preparing arborist reports, including discussion of tree impacts and recommendations for preservation and protection of trees
- Conducting peer review of arborist reports prepared by other consultants for a public agency
- Providing timely responses to the Town
- Controlling costs to stay within agreed upon budgets



The selected individual or firm must:

- Be or have a certified arborist on staff
- Provide insurance and indemnities to the Town, including the required professional liability insurance

Experience and familiarity with hillside development is desirable.

The terms and conditions of the agreement will be negotiated at the appropriate time.

Conflict of Interest. Respondents to this request for qualifications do so with the understanding that consultants to the Town owe their professional responsibility solely to the Town. Consultants shall not have or obtain any holding or interest within the Town of Los Gatos. Consultants shall have no business holdings or agreements with any individual member of the staff or management of the Town or its representatives nor shall they enter into any such holdings or agreements. In addition, consultants must warrant that as of the time of entering a contract they do not have and shall not acquire any direct or indirect interest adverse to those of the Town with regard to the services that are the subject of this request for qualifications. Consultants shall immediately disassociate themselves from such an interest should they discover they exist and shall, at the Town's sole discretion, divest itself of such interest. Consultants shall not knowingly and shall take reasonable steps to ensure that they do not employ a person having such an interest in the performance of an agreement contemplated by this request for qualifications. If after employment of a person, consultants discover they have employed a person with a direct or indirect interest that would conflict with its performance of such agreement, consultants must promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

Submittal Requirements. Three copies of your qualifications should be submitted to the Community Development Department, and must be received by *Friday, September 11, 2015 by 5:00 p.m.* The following should be included in the qualifications:

1. *Introduction:* Include a statement of interest, introductory information, and an executive summary.
2. *Experience:* Include a list of pertinent past, recently completed, and/or on-going projects that would substantiate the experience of individuals that would provide service to the Town.
3. *Qualifications:* Name and phone number of contact person and/or project manager; qualifications that demonstrate their capability to successfully provide the services described in this RFQ; a reference list with names, addresses, phone numbers, business relationship and a brief description of the project; any current litigation you are involved with regarding your professional service and/or any litigation within the past 10 years. Include a short resume for any individuals who will be providing service to the Town.
4. *Organization:* The total number of staff who will provide the required services and their role(s), and information on your availability to perform on short notice and under time

- constraints.
5. *Project Approach:* A statement of understanding of the nature and extent of the services required and an outline of how services will be performed; a statement of any anticipated constraints, problems and issues that might occur during execution of the services and suggested approaches to resolving them.
 6. *Public meetings:* Estimated hours and fee estimates for conducting peer reviews, site investigation for development proposals and preparation of arborist reports, and special studies.
 7. *Examples of work:* Submit three copies each of two arborist reports prepared by your firm.

If you have any questions concerning this matter, please contact me at (408) 354-6879 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Joel Paulson
Planning Manager