

Millcreek

1330 E Chambers Avenue
Millcreek, UT 84106

Request for Proposals

Urban Forestry Inventory, Assessment, and Management Plan

Due

Proposal Deadline: **Tuesday, November 10, 2026 at 4:30 PM** Mountain Time or
Mountain Daylight Time

Question Deadline: **Wednesday, November 4, 2026 at 4:30 PM** Mountain Time
or Mountain Daylight Time

1. **Introduction.** Millcreek, a Utah municipality (the “City”), requests proposals from qualified firms or individuals (“Proposers”) to develop an urban forestry inventory, assessment, and management plan. This Request for Proposals (“RFP”) establishes the scope, submission requirements, evaluation process, and conditions for selection. The City anticipates awarding one contract through this solicitation.

1.1 **Procurement requirements.** This procurement is governed by Millcreek Municipal Code Chapter 2.22 and other applicable procurement requirements. If this RFP conflicts with a controlling legal requirement, that requirement governs.

1.1. **Intent.** This RFP establishes the minimum requirements for Responses submitted a response.

2. **Background of the Project.** The City is seeking proposals from qualified consultants with specific experience in urban forestry to develop the first Urban Forestry Inventory, Assessment, and Management Plan (“Plan”) for Millcreek.

Since its incorporation as a city in 2016, Millcreek has been committed to providing essential municipal services, including public safety, road maintenance, zoning regulations, and more, to enhance residents' quality of life. Tree preservation is an important part of Millcreek’s General Plan. , which for Millcreek to “[p]romote a healthy and diverse tree canopy to enhance neighborhood livability, provide habitat, and improve air quality.” In addition, the General Plan recommends the following strategies:

Strategy 2.1: Develop a Street Tree Master Plan to guide overall management and preservation of the tree canopy throughout the City. The Street Tree Master Plan should guide planting trees

along streets during development and redevelopment and should designate appropriate tree species for plantings.

Strategy 2.2: Encourage the planting of new trees and protect Millcreek’s urban tree canopy by:

Requiring a no net loss policy for the City’s urban tree canopy by maintaining and preserving existing trees, replacing trees that need to be removed, and planting new trees on public and private property.

Maintaining Tree City U.S.A. standards.

Update the landscape ordinance in a manner to maximize the number of trees required for projects.

In 2019, the City adopted an urban forestry standard for the Millcreek City Center. Millcreek currently is looking to develop an urban forestry management plan for the entire city.

The City’s existing inventory of trees includes all those on city-owned properties and within public rights-of-way. These include trees at parks, on Millcreek Common, and in the City’s right-of-way. Notably, there is a heritage of neighborhood street trees, which are particularly evident in the Mountair and Veteran Heights neighborhoods.

Millcreek anticipates being awarded a Community Forestry Partnership Grant (CFP) by the Utah Division of Forestry, Fire & State Lands, in partnership with the US Forest Service. The grant will support efforts to establish Millcreek’s Urban Forestry program, starting with assessing and understanding the current condition of the City’s trees and the overall tree canopy. The Urban Forestry Inventory, Assessment, and Management Plan will provide valuable insight to inform the development of a full Urban Forestry Plan at a later date.

3. **Detailed Description of Services/Scope of Work.** The required services (“Services”) are described in Exhibit “A” Scope of Work. Exhibit A identifies the required tasks, deliverables, schedule, meetings, City-provided information and assistance, required file formats, and acceptance requirements. Proposers shall base their technical and fee proposals on the full scope in Exhibit A, as modified by any written addenda. Proposers shall clearly identify assumptions, exclusions, proposed deviations, and separately proposed optional services. An assumption, exclusion, or deviation does not amend the scope unless expressly accepted by the City in the executed agreement. The City may reject material deviations from the required scope.

4. **Proposal Requirements.** Submit the technical proposal as a PDF by email to **Sean Murray, AICP, Long Range Planner at smurray@millcreekut.gov**. Submit the fee proposal as a separate PDF by email to **purchasing@millcreekut.gov**. Both documents must be received by the applicable City email system no later than the Proposal Deadline stated above. Use the subject line “Urban Forestry Inventory, Assessment, and Master Plan”—[Proposer Name]—“Technical Proposal” or “Fee Proposal,” as applicable. Name each attachment to identify the Proposer, project, and document type. Do not include pricing information in the technical proposal. The Proposer is responsible for timely delivery, readable attachments, and compliance with all

submission requirements. Sending an email before the deadline does not establish timely receipt. The City may acknowledge receipt, but an acknowledgment does not establish responsiveness. Late proposals will be rejected. Proposal modifications or withdrawals must be submitted in writing to the applicable submission address and received before the Proposal Deadline. The technical proposal may not exceed ten pages, excluding the cover page, introductory letter, and resumes. Tables of contents, organizational charts, exhibits, and appendices count toward the limit. One of the ten pages may be an 11-by-17-inch sheet; all other pages shall be 8.5 by 11 inches. Each printed side counts as one page. Use readable text and clearly identify the required sections. The City will not evaluate technical-proposal content that exceeds the page limit. The Proposal must include the following:

4.1. Introductory Letter. Include an introductory letter expressing an interest in providing these Services. The introductory letter should be addressed to:

Sean Murray, AICP, Long Range Planner
Millcreek City Hall
1330 East Chambers Avenue, Millcreek, UT 84106.

Include an e-mail address for the consultant's primary contact. The letter must confirm that the proposal remains valid for at least 90 calendar days after the Proposal Deadline.

4.2. Relevant Experience: Provide an organizational chart showing the individual team members expected to be assigned to the City's project: show each team member's qualifications, provide a breakdown of responsibilities by team member, and estimate the percentage of work expected to be performed by each team member. Indicate other offices/locations/subconsultants that might provide services on the City's project and a percentage of work to be performed at those locations. Please describe the proposer's relevant experience on similar projects. Provide information for at least three such projects. Proposer shall demonstrate the following qualifications:

1. Proven experience in performing tree inventories, assessments, and management plans lead by certified arborists
2. Strong understanding of urban forest ecology and management practices
3. Understanding of social science and best practices in urban forestry
4. Excellent communication and writing skills
5. Ability to work collaboratively with City staff and community members

4.3. Work Approach: Describe the methodology and process to complete the scope of work attached at the end of this RFP, including any potential innovative or creative solutions for the project. This approach should also identify any of the proposed strategies to control costs, ensure operational effectiveness, describe outputs to be delivered, and identify the advantages of the proposal to Millcreek. This section should include a summary of the time expected to complete each primary task in the scope of work and the classification of personnel to be used. Identify any additional services to be provided by subconsultants or resources outside the firm.

4.4. **Fee Proposal:** The proposed project fee to complete the project with subtotals by task as identified in the scope of work. This fee proposal should include work hours to be completed by each key team member and other support staff classifications, as well as proposed billing rates. List optional services separately, with their prices, and do not include them in the required-scope lump sum. For evaluation, the “evaluated fee” is the all-inclusive lump sum for the required scope; optional services will not be included in fee scoring. Identify rates proposed for additional services, which may be performed only if authorized in accordance with the executed agreement. Proposed rates do not authorize additional work or payment. The proposed fee should be broken down as follows:

1. **Inventory:** Provide a unit cost fee per tree for data collection and recording. The City estimates that approximately 45,000 trees could be inventoried. The final fee for this section will be determined by the number of individual trees inventoried.
2. **Assessment and Management Plan:** Provide a lump sum fee.

4.5. **References.** Provide the name, address, and contact person for government or private entities for which the Proposer has performed similar services and that can attest to its performance on relevant projects. The City may contact the references and conduct its own investigation. The results may be grounds for disqualification in the City’s sole and absolute discretion.

5. **Identification of Anticipated Potential Problems/ Conflicts.** Identify foreseeable problems, constraints, schedule risks, and dependencies associated with the Services, together with proposed solutions. Disclose actual or potential conflicts of interest involving the Proposer, proposed team, or subconsultants and the City or its officials or employees, together with proposed mitigation measures. Disclose any suspension or debarment affecting eligibility to perform the Services. Information materially affecting the Proposer’s eligibility or ability to perform must be accurate and updated promptly during the solicitation process.

6. **Evaluation Criteria and Scoring Process.** The Evaluation Committee will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The requirements and each associated percentage are as follows:

- Relevant Experience (40%)
- Work Approach (40%)
- Fee (20%) The points assigned to each fee proposal will be based on the lowest proposal fee. The Proposer with the lowest proposed fee will receive 100% of the fee points. All other Proposers will receive a portion of the total fee points based on the percentage of their proposed fee that exceeds the lowest proposed fee. The formula to compute the points is: $\text{Fee Points} \times (\text{lowest proposed fee} / \text{proposed fee})$.
- References (references are a mandatory minimum requirement, and the City

may conduct its own investigation. The results of the investigation, at any time during the solicitation process, may result in a disqualification based on the City's sole and absolute discretion)

7. **Selection.** The City will appoint an Evaluation Committee. A designated City representative who is not a committee member will receive and review fee proposals and calculate fee scores. Fee information will not be provided to the committee until its technical scoring is finalized.

The above criteria will be used to evaluate the Proposals. If such a modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours before the revised criteria interview. In addition, the City may conduct discussions with the Proposers who are being considered for selection for the award. In addition, one or more Proposers may be invited to participate in an interview; however, the Evaluation Committee reserves the right to modify the interview criteria. Proposals may be accepted without discussion or interview. The Mayor or his designee will make the award.

8. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement outlined in this RFP. Response to this RFP is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this RFP. All requests for clarification or additional information regarding this RFP must be submitted in writing to the contact person described below, no later than **Wednesday, November 4, 2026 at 4:30 PM Mountain Time**. The contact person will endeavor to respond to such requests for clarification or additional information. If the contact person deems, in his or her sole and absolute discretion, that such a response is of general applicability, his response, if any, will be posted on the City's website at Millcreekut.gov (which constitutes a written response). Entities responding to this RFP are encouraged to review such websites frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. Public records and confidentiality. Materials submitted in response to this RFP become City records and will be retained, classified, and disclosed in accordance with the Government Records Access and Management Act ("GRAMA"), Utah Code Title 63G, Chapter 2, and other applicable law.

A Proposer claiming business confidentiality should identify the specific information claimed to be protected and submit a written claim with a concise statement of supporting reasons in accordance with Utah Code Section 63G-2-309. A blanket confidentiality designation does not establish that an entire proposal is protected. The City will determine classification and disclosure under applicable law and will observe applicable notice and appeal requirements. The City does not guarantee confidentiality or agree to confidentiality restrictions imposed unilaterally by a Proposer.

9. **Terms of Contract.** The successful Proposer will be required to contract with the City to provide the Services described herein. If the selected Proposer and the City Attorney cannot

negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor, or his designee, and negotiations will continue with such other Proposer(s) until an acceptable agreement is completed.

10. **Contact Person.** For more information on the Proposal, contact Sean Murray, AICP, Long Range Planner, at smurray@millcreekut.gov, 1330 East Chambers Avenue, Millcreek, UT 84106. For American with Disabilities Act (ADA) accommodation, contact our ADA Coordinator at 801-214-2751 or adainfo@millcreekut.gov.

Exhibit A

Detailed Description of Services/Scope of Work

A. Public Tree Inventory:

A comprehensive inventory of the City's existing public trees. Public trees include those found on public rights-of-way, parks, City-owned facilities, and any other public lands. Data shall be deliverable in geodatabase format compatible for use in ArcGIS.

The inventory should document and record, at a minimum, the following information for the City's public trees:

- Location (GPS coordinates and approximate street address)
- Species (Common and Latin names)
- Tree size including:
 - Trunk diameter at breast height (DBH)
 - Height (5' increments)
 - Spread (5' increments)
- Overall tree condition (International Society of Arboriculture rating system)
- Maintenance needs:
 - Immediate removal
 - Immediate priority pruning
 - High priority pruning
 - Routine pruning
 - Stump removal
- Risk rating
- Any damage caused by trees (Sidewalk uplift/cracking, fence damage, roadway damage, etc.)
- Overhead and underground utility conflicts – The City will provide available GIS utility information that it is authorized to share
- Valuation (approximate monetary value of each tree)
- Identification of planting opportunity locations
- Identification of park strip widths and ability to support tree planting
- Identification of any and all significant heritage and specimen trees.
- Photographs of iconic specimen trees and streetscapes.

B. Tree Assessment:

Consultant shall summarize findings Citywide and by City-approved geographic area and site category. Each finding shall identify its data source, methodology, assumptions, limitations, and including the following findings:

- Species compositions and diversity

- Age distribution
- Overall condition and health
- Canopy coverage
- Utility conflicts
- Replacement value (Combined monetary value of trees)

C. Tree Canopy Assessment:

Provide a canopy coverage assessment of all public and private trees in Millcreek. The assessment should address the spatial distribution of canopy coverage around Millcreek with special attention to areas with diminishing and low coverage. The assessment should include the impact of the tree canopy on:

- Shade equity and urban heat
- Environmental benefit (air quality, hydrology, carbon sequestration, etc.)
- Social factors (physical & mental health, safety, etc.)
- Economic indicators

D. Management Plan:

Consultant shall prepare a five-year management plan identifying annual actions, priorities, estimated quantities, unit costs, annual budgets, responsible departments or partners, dependencies, and measurable performance targets. The management plan should include the following information:

- Assessment summary and recommendations for improvement.
- Pest and disease management, including but not limited to a recommendation and best practices, regarding anthracnose treatment for sycamore trees.
- Planting recommendations to ensure species diversity and urban forest resiliency
- Assessment of opportunities to increase tree canopy in areas with low canopy coverage.
- A prioritized list of recommendations and improvements to help bolster the overall health and resiliency of Millcreek's urban forest.
- Recommendations on funding and governance for a tree management plan for Millcreek, including but not limited to cost sharing programs with Millcreek residents for tree planting, fertilization, and pest and disease management.