

## REQUEST FOR PROPOSALS



### MUNICIPALITY OF MT. LEBANON FORESTRY MANAGEMENT AND INVASIVE SPECIES CONTROL PLAN

The Municipality of Mt. Lebanon, Allegheny County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the Municipality involving the preparation of a forestry management and invasive species control plan for wooded areas in public park properties. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, and proposal evaluation criteria.

The 2022 Mt. Lebanon Parks Master Plan recommended the Municipality engage a consultant to create a forestry management plan. The Parks Master Plan noted: *Due to the significant scale of park forests and the threat of invasive species, establishing woodland parks and invasive species management plans is imperative for the preservation of the parks' natural resources and for visitors' continued safety and enjoyment.*

All responses to this RFP must be received in a sealed envelope and clearly marked "Mt. Lebanon Forestry Management and Invasive Species Control Plan" by 11:00 AM on August 24, 2022, to be eligible for consideration. Proposals shall be submitted to:

Mt. Lebanon Municipality  
ATTN: Rudy Sukal, Public Works Director  
710 Washington Road  
Pittsburgh, PA 15228

**The proposal and bid price should be submitted in sealed envelopes.** Please submit ten (10) copies of the RFP response. An additional copy of all application materials submitted as PDFs on a flash drive should also be provided. E-mail submissions will not be accepted.

Additional information on the recommendation from the Parks Master Plan can be found on the municipal website, [www.mtlebanon.org/parksplan](http://www.mtlebanon.org/parksplan). Questions may be e-mailed to: [pavolio@mtlebanon.org](mailto:pavolio@mtlebanon.org).

**REQUEST FOR PROPOSAL**



**PROFESSIONAL SERVICES  
FORESTRY MANAGEMENT AND INVASIVE SPECIES CONTROL  
PLAN**

**Issued: July 26, 2022**

TABLE OF CONTENTS

General Description .....1

Background Materials .....2

Scope of Service .....2

Proposal Submission .....4

Materials .....4

Proposal Preparation .....4

Format for Proposals .....5

Proposal Evaluation and Selection .....7

Appendix A – Nondiscrimination Agreement

Agreement for Professional Services

## **I. General Description**

The Municipality of Mt. Lebanon requests the submission of proposals for a one-time contract for professional services relating to a forestry management and invasive species control plan (hereafter referred to as “The Plan”).

Mt. Lebanon is located in Allegheny County, Pennsylvania about six miles south of the City of Pittsburgh and is a suburban community of 34,075 residents according to the 2020 census data. Housing units consist of approximately 70% single-family residences and 30% multi-family residences. As a largely built-out community, Mt. Lebanon must consider the benefits, impacts and opportunities presented by redevelopment and infill development.

Mt. Lebanon, Pennsylvania, offers an attractive mix of the best things about city and suburban living:

- Distinctive and historic neighborhoods
- National Blue Ribbon schools
- Vibrant business districts
- Outstanding municipal services
- State-of-the-art Police and Fire services
- Parks, playgrounds, and trails
- High-quality recreation facilities and programs
- Highly valued tree canopy with designations as a Tree City USA and Level 1 Arboretum
- An outstanding public library
- Variety of cultural opportunities

The municipality is seeking a consultant who will have experience in operations and maintenance of wooded areas on public properties. The municipality is seeking a plan that will enable us to be proactive in our approach to management of these areas in order to preserve them for use for future generations.

The adopted Plan will be consistent with the goals and objectives of Allegheny Places — the Allegheny County Comprehensive Plan, as well as other policies regarding land use initiated by the Commonwealth including the MPC. It should include specific recommendations in line with the goals and strategies of the Mt. Lebanon Comprehensive Plan and Mt. Lebanon Parks Master.

The final plan should have a well-designed format that utilizes an appropriate mix of text, graphics, photographs, charts and maps to convey its findings and recommendations concisely and effectively. The format and content should be designed to be straightforward so that it is easily

understandable to the average resident and reader. The format should also enable integration with the municipal website in order to easily display the goals, objectives, and recommendations of the plan to the general public, as well as tracking the municipality's progress in implementing the plan.

## **II. Background Materials**

The following documents are available on the municipal website, [www.mtlebanon.org/parksplan](http://www.mtlebanon.org/parksplan) and should be reviewed by the respondent to provide additional background information on the municipality and previous planning efforts:

- ***Mt. Lebanon Parks Master Plan and Recreation Center Feasibility Study (March 2022)***

## **III. Scope of Service**

The following outline is designed to describe key components of the update in addition to the general services to be provided by the consultant. The outline is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to complete the project.

- **Executive Summary**

Provide an executive summary of the Plan. The proposal for an invasive species management plan should include coordination and communication strategies throughout the creation and implementation of the plan.

- **Comprehensive Inventory**

A Comprehensive Inventory should be conducted to develop an understanding of the current conditions in the parks. The Invasive Species Inventory and Assessment will help determine the existing conditions and any areas of concern. Using GIS technology, it should include:

- A list of features such as species, size, canopy coverage, and tree health
- An inventory of natural land cover types, such as tree canopy, forest, lawn, water body, or meadow
- An inventory of significant natural resources, such as streams, riparian corridors, and areas of high biodiversity
- Documentation of any passive recreational uses in the area, including an inventory and assessment of existing trail conditions
- A list of invasive species present, particularly those that harbor ticks or are poisonous to humans or pets
  - Consider including pests in the scope, such as hemlock woolly adelgid or spotted lanternfly
- An assessment of the degree of infestation
  - Consider using this number to determine a goal for percentage of treatment for target species (such as treating 80% of a problem species in a designated area)

- An assessment of where invasive species threaten biodiversity, visitor experience, stream buffers, or other identified areas of significance
- Documentation of any current management practices

- **Assessments and Recommendations**

The Assessments and Recommendations should be informed by the Comprehensive Inventory. This section will provide guidelines for how to manage the parks in the short term and in the long term. It should include:

- A risk assessment of existing trees
- Notes of any disease or insect problems and treatment recommendations
- Conflicts between vegetation and infrastructure, such as sidewalks, utilities, streets, and signage
- Recommendations for species selections to adapt to climate change
- Considerations for the acquisition of additional woodland areas, if they can be integrated into the management strategies
- A maintenance plan with short- and long-term actions, including
  - Recommendations for tasks to maintain and improve vegetation health, including removal as needed
  - A classification of parks based on required maintenance level in conjunction with the invasive species plan, if not already completed

- **Management Plan**

Using the Inventory and Assessment, the Management Plan should provide recommendations for how to address the identified concerns. It should include:

- Guidelines for infestation prevention
- Routine monitoring practices, used to prioritize infestations
- Best management practices, including the creation of management units or park classification structures to standardize maintenance, in coordination with the woodland park management plan
- Education of municipal staff and the public
- Consider implementing an invasive species ordinance to reduce the introduction or spread of invasive species at the community level
- Evaluation and monitoring of before/after conditions to discover any new or worsening conditions which may guide plan adaptation over time

- **Implementation Plan**

The Implementation Plan will provide guidance for enacting the provided recommendations. It should include:

- A list of potential funding sources for consideration
- Implementation strategies
- A monitoring plan, with the ability to revise the plan over time to adapt to changing conditions
- A list of professionals to consider for contracting invasive species management work
- Cost estimate(s) for project phases

- **Meetings and Public Hearings**

Attendance and presentations at public meetings of the Parks Advisory Board and Mt. Lebanon Commission meetings is required throughout the process. There should be a concerted effort to stimulate and obtain input from municipal staff during the preparation of the Plan. The consultant is encouraged to suggest additional methods of public participation or an alternative method based on their experience and clearly identify time and number of meetings to accomplish this task.

- **Project Scope**

The successful person/firm shall be responsible for completion of the project up to and including adoption of the Plan.

#### **IV. Proposal Submission**

All responses to this RFP must be received in a sealed envelope and clearly marked “Mt. Lebanon Forestry Management and Invasive Species Control Plan” by 11:00 AM on August 24, 2022, to be eligible for consideration. Proposals shall be submitted to:

Mt. Lebanon Municipality  
Attn: Rudy Sukal, Public Works Director  
710 Washington Road  
Pittsburgh, PA 15228

**The proposal and bid price should be submitted in sealed envelopes.** Please submit ten (10) copies of the RFP response. An additional copy of all application materials submitted as PDFs on a flash drive should also be provided. E-mail submissions will not be accepted.

#### **V. Limitations of Liability**

The Municipality of Mt. Lebanon assumes no liability or responsibility for costs incurred by proposers in responding to this RFP or in responding to any future requests for interviews, additional data, etc.

#### **VI. Materials**

The Consultant will be responsible for providing all necessary materials including drafts of the Plan at all meetings workshops and charrettes. The consultant shall provide the municipality with a PDF version and editable version of all documents and maps. The software packages used will be agreed to prior to any work being produced. Maps should be developed for easy integration into the municipality’s ArcGIS Online system. The municipality employs a full time GIS Coordinator who can create or assist in the creation of any GIS mapping associated with the plan.

#### **VII. Proposal Preparation**

In order to facilitate a consistent evaluation of the proposals, the respondent is advised to be concise and follow the outline identified in Section VIII in responding. Proposals that do not follow the outline, or contain the required information may be considered to be incomplete or unresponsive proposals.

### **VIII. Format for Proposals**

Proposals are requested to be concise and should include, in order, the following:

A. Letter of Transmittal;

B. Executive Summary;

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, and any other information called for by this scope of services which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

C. Brief organizational profile, including background and experience of the firm.

D. Previous project summaries, including reference contact information, for a minimum of three (3) projects that are similar in scope to the project described herein which demonstrate pertinent firm and key personnel experience. Examples may be submitted as supporting documentation.

E. Proposed project approach and potential project schedule including an explanation/discussion of the project approach and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services. Work schedule shall include an estimated time frame to complete the project, detailed by milestone or activity. The project approach should detail the respondents' preferred methods and approach as well as alternative methods if those are not available. (For example, if the preferred method of advisory group meetings is in-person but an alternative method of virtual meetings may be necessary based on pandemic-related restrictions.) Target dates for public meetings and completion of draft and final documents should be included.

F. Project management including:

- i. Project organizational chart including key staff to be assigned from both the respondent and any subcontractors;
- ii. Location of office from which the project management will be performed;
- iii. Summary/matrix of key personnel's project experience;

G. Appendices: Résumés of person(s) who will be performing the work from both the respondent and any subcontractors;

H. Cost estimates and billing rates

Full cost information should be provided that shows the maximum number of hours to be provided by each person assigned to the proposed work by the consultant's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated;

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed, without specific reason, and unless an amendment to the contract is negotiated and approved by the proper authority of the municipality;

Billing on the project should occur monthly based on the hours spent on the project up to 90% of the contract value. The final hourly rate invoice shall be paid upon receipt of the final product and determination by Mt. Lebanon that all requirements of the contract have been met. The remainder of contract value will be paid upon receipt and acceptance of final product;

All proposals should include a detailed breakdown of all costs.

I. Other submittals:

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination certification (for proposing consultant/firm);
- Agreement for Professional Services\*

*\*A proposed agreement is included for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as part of your proposal. However the municipality reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.*

### **IX. Signature/Certification**

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal will remain effective for review and approval for ninety (90) days from the deadline for submitting proposals.

### **X. Right to Reject Proposals and Waive Informalities**

The municipality reserves the right to reject any and all proposals, to waive any irregularities or information in any RFP response, and to accept/reject any item or combination of items. The contract is subject to approval by the Mt. Lebanon Commission and is effective only upon its approval.

## **XI. Proposal Evaluation and Selection**

### **Review Process**

Upon receipt of the proposals the selection committee will review all submissions and make recommendations to the Mt. Lebanon Commission, the governing body of the municipality.

It is anticipated that the selection committee may recommend a “short list” of persons/firms to be interviewed.

The municipality reserves the right to reject any and all proposals and the right at its discretion to accept the proposal most favorable to its interests.

The municipality reserves the right to request additional information about any respondent as it may require.

Proposals must remain open as an irrevocable offer to provide service as described in the RFP for a period of 90 days after August 24, 2022.

The final decision regarding this proposal rests with the Mt. Lebanon Commission.

The award decision is expected to be made on or before September 13, 2022.

The Municipality may add to, modify or change the process at any time in its discretion.

Nothing contained in this RFP will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for award other than what the Municipality deems to be in its best interest. The award of a contract will be made in the discretion of the Municipality, and may be made on factors other than cost.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Municipality unless and until the bidder and the Municipality formally execute an agreement that is satisfactory to the Municipality, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Municipality will not request modifications or deletion of terms before entering into the contract.

### **Criteria for Evaluation**

While the successful firm must submit a competitive fee, price alone will not be the sole criteria in selection. The Project Consultant will be selected based on the following criteria:

- Qualifications of the firm based on previous relevant experience;
  - Demonstrated understanding of the project;
  - Approach to the project;
  - Quality of work determined from both samples of work submitted for similar projects and from the proposal itself;
  - A demonstrated ability to write clearly and concisely;
  - Qualifications of the person(s) to be involved;
  - Project cost;
  - Items identified in Section VIII Format for Proposals.
- 
- No questions related to the request for proposal will be responded to orally. All questions or requests shall be e-mailed to:

Phil Avolio  
 Parks and Facilities Coordinator  
 Municipality of Mt. Lebanon  
[pavolio@mtlebanon.org](mailto:pavolio@mtlebanon.org)

Deadline for e-mailed questions: 4:00pm August 17, 2022.

Questions received will be compiled and a response will be issued in the form of an addendum that will be posted on the municipal website, no later than 5:00 pm on August 19, 2022. The addendum will also be e-mailed upon request any time after the date that it is posted on the website.

### Tentative Schedule

| Item                        | Date   |
|-----------------------------|--|
| Post/mail RFP               | July 26, 2022  |
| Questions due               | August 17, 2022 (4:00 P.M.)  |
| Deadline for RFP submittals | August 24, 2022 (11:00 A.M.)   |
| Contract award anticipated  | September 13, 2022 Commission Meeting (8:00 P.M.)  |
|                             | Note: The Commission meets the 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month |

**APPENDIX A**  
Request for Proposals  
Municipality of Mt. Lebanon Comprehensive Plan Update

**NONDISCRIMINATION**

**Nondiscrimination and equal opportunity are the policy of the Commonwealth and Municipality of Mt. Lebanon in all its decisions, programs, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended (43 P.S. 951, et. seq.) and (43 P.S. & 153), assure that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.**

During the term of this contract, the contractor agrees as follows:

- (a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
- (c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

- (e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligation under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- (f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further Municipality of Mt. Lebanon contracts, and other sanctions may be imposed and remedies invoked.
- (g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the Municipality of Mt. Lebanon Manager for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information forms supplied by the Municipality of Mt. Lebanon Manager.
- (h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.
- (i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Municipality of Mt. Lebanon, Allegheny County, Pennsylvania, a municipal corporation, hereinafter referred to as “Municipality of Mt. Lebanon” or “the Municipality,” and \_\_\_\_\_, hereinafter referred to as the “Consulting Firm” or “Consultant.”

WHEREAS, the Municipality desires to have certain one-time professional consulting work done involving the update of the Mt. Lebanon Comprehensive Plan; and

WHEREAS, the Municipality desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as “RFP,” and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the Municipality of Mt. Lebanon based on the formal proposal submitted in response to the Municipality’s RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Appendix C to this agreement, said Appendix C made a part of this agreement and included herein by specific reference

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm’s proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do the Municipality’s required work at the minimum number of hours as indicated:

|             |                 |                      |
|-------------|-----------------|----------------------|
| <u>NAME</u> | <u>POSITION</u> | <u>MINIMUM HOURS</u> |
|-------------|-----------------|----------------------|

[Insert information as a separate sheet]

Any changes to the staffing proposed above shall be subject to the approval of the Municipality, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

**THE MUNICIPALITY WILL:**

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$ \_\_\_\_\_.

Provide reasonable access to all Municipality personnel, facilities and information necessary to properly conduct and complete the work required under this Agreement.

Make payments to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactorily completed.

Make final payment to the Consulting Firm within thirty (30) days after final product approval and adoption by the Municipality.

**FURTHER, IT IS AGREED BY BOTH PARTIES THAT:**

The final product produced by the work of the Consulting Firm pursuant to this agreement, including any report, maps, drawings and other documents prepared by the Consulting Firm and intended to be appended to the final product or to be included by reference, shall be owned by the Municipality.

In witness thereof, the parties hereto have executed this Agreement on the day and date set forth above.

WITNESS:

\_\_\_\_\_

WITNESS:

\_\_\_\_\_

THE MUNICIPALITY OF  
MT.LEBANON

\_\_\_\_\_

TITLE: \_\_\_\_\_

[THE CONSULTING FIRM]

\_\_\_\_\_

TITLE: \_\_\_\_\_