

Attachment A

Description of Services

Plan It Geo (Contractor) will conduct a comprehensive GPS-based tree inventory to assist the City of Longview (City) in proactively managing its urban forest within the park and street scape system.

Contractor will collect and provide the following information on all individual trees:

- Scientific (Genus, Species) and common name
- Type (deciduous, conifer)
- Condition
- DBH (diameter at breast height)
- Height
- Canopy Spread
- cation (latitude/longitude)
- Proximity to Assets/Forecasted Growth Issues
- Documentation of any present tree disease/parasite/threat
- Tree Health Management Recommendation
- Tree Risk Assessment

Tree Rating Criteria

Below is the standard tree condition assessment to be utilized. With regard to hazardous trees, ISA Tree Risk Assessment criteria will be utilized.

Excellent – The tree is near perfect condition, this determination is generally used for trees with no defects and young trees that have been properly maintained.

Very Good – The tree is in very good condition with very minor defects that could be corrected by pruning. These trees generally “stand out” with respect to the aesthetic value they add to the Urban Forest.

Good – The tree has no major structural problems; no significant damage from diseases or pests; no significant mechanical damage; a full, balanced crown, and normal twig condition and vigor for its species.

Fair – The tree may exhibit the following characteristics: minor structural problems and/or mechanical damage; significant damage from non-fatal or disfiguring diseases; minor crown imbalance or thin crown; minor structural imbalance; or stunted growth compared to adjacent trees.

- Poor –** The tree appears healthy, but may have structural defects. This classification also includes healthy trees that have unbalanced structures or have been topped. Trees in this category may also have severe mechanical damage, decay, severe crown dieback or poor vigor/failure to thrive.
- Dead –** Trees in advanced states of decline are not included. This category refers only to dead trees.
- Critical –** The tree is in a physical state that requires immediate attention. Generally these trees are recommended for a Priority One Removal.

Pre-Job meeting

Prior to commencement of the project, Contractor will meet with designated staff from the City to determine and agree upon project standards, review the scope of work and identify the criteria for evaluating and documenting the City's Urban Forest requirements.

Data Collection

Utilizing GIS tablet computers; Contractor will collect data directly into the Tree Plotter Software Suite, a custom-designed GIS software program, and review the data on a daily basis.

Progress Meetings & Reports

A weekly progress report will be prepared for the City the first day of each work week. This report will include detailed maps of the parks that have been completed, metrics, and a complete listing of the trees surveyed the previous week as well as projections for the following week. All action items from previous meetings will be addressed and new action items created if needed.

Deliverables

Contractor will provide the City of Longview with all the data collected in two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images and all maps of tree locations. The project will be summarized into a 10-15 minute visual presentation and presented to the Parks & Recreation Advisory Board during a regularly scheduled meeting and the Longview City Council during a regularly scheduled meeting. Contractor will also provide the City with a 1 year license of Tree Plotter (tree inventory management program) in the first week of the project at no extra cost.

Timeline

All work will be completed and invoiced prior to June 30, 2018