

## Southeast Neighborhood Development

### Request for Qualifications Arborist



#### INTRODUCTION

Southeast Neighborhood Development (SEND) is seeking qualifications from Arborists to perform services on properties on the near southeast side of Indianapolis. This program is part of the Housing and Economic Recovery Act of 2008 (HERA), Neighborhood Stabilization Program (NSP).

#### SUMMARY AND BACKGROUND

SEND is a non-profit community development corporation, which has served the southeast side of Indianapolis for the past twenty-five years. Created by residents, SEND's mission is to revitalize the neighborhood and enhance the quality-of-life for its diverse population by creating and maintaining quality affordable housing. For more information on SEND, please visit our website: [www.sendcdc.org](http://www.sendcdc.org).

#### REQUEST FOR QUALIFICATIONS

SEND is seeking qualifications from Arborists to perform work on residential properties on the southeast side of Indianapolis. Arborists will work closely with SEND staff on all projects. Chosen Arborists will be placed on a list and provided an opportunity to bid on specific projects as they become available.

#### QUESTIONS & ANSWERS

**SEND will not respond to individual inquiries. Do not contact SEND staff with questions regarding this RFQ or related projects.** All questions / inquiries regarding and related to this RFQ and SEND projects will be answered during a one hour **questions and answers session on Monday, January 25 at 2:00 PM in the SEND Office** (1030 Orange St. Indianapolis, IN 46203). The session will end promptly at 2:55 PM. All questions and answers discussed during the session will be posted on SEND's website [www.sendcdc.org](http://www.sendcdc.org) and made available for pickup at the front desk on January 28.

#### QUALIFICATIONS DUE DATE

**Qualifications are due Monday, February 1, 2010 at 5:00 PM. Please address all qualifications to:**

**Bryan Conn, Housing Programs Manager  
SEND  
1030 Orange St.  
Indianapolis, IN 46203**

**E-mail submittals are acceptable: [bryan@sendcdc.org](mailto:bryan@sendcdc.org) (questions directed to this email address will NOT be answered).**

**SELECTION CRITERIA, FORMAT AND SCORING**

Each submittal will be considered and scored based on the information provided for each section as outlined below. All qualifications must be organized in the following format and contain all of the following information (**incomplete and / or unorganized submittals will not be considered**):

**I. Required Documents**

- a. Indiana Arborist certification
- b. Proof of insurance
  - i. Contractor’s liability
  - ii. Automobile
  - iii. Worker’s compensation
- c. Bonding capacity

**II. Qualifications & Experience ----- 40 points**

- a. Resumes of personnel
- b. Demonstrate experience maintaining and removing trees
- c. 3 references

**III. Project Approach ----- 30 points**

- a. Description of your approach to properly maintaining and removing trees
- b. Quality control measures
- c. Dispute resolution process
- d. How will you maintain the schedule and meet production?

**IV. Capacity ----- 10 points**

- a. How many projects can you assume at one time?
- b. Average time for tree care / removal
- c. Provide current financial statements, letters of credit, or other proof of financial capacity

**V. Cost ----- 20 points**

- a. Cost for removing a typical tree from a single-family residential property
- b. Cost for other tree care services provided by your firm