



REQUEST FOR QUOTATION

For the Provision of

Popkum Street Tree Pruning

RFQ Title	Popkum Street Tree Pruning
RFQ Number	RFQ-25001
Date Issued	Wednesday January 8, 2025
Closing Date	Wednesday January 29, 2025 1 pm (PST)

REQUEST FOR QUOTATION

1. INTRODUCTION

The Fraser Valley Regional District ("FVRD") is requesting contractors with proven capacity, capabilities and experience to provide quotes for street tree pruning in Popkum, British Columbia. Popkum is located in FVRD Electoral Area D, just outside the City of Chilliwack. Proponents should have experience, be ISA (International Society of Arboriculture) certified, have performed similar work for a similar organization, and must have trained experienced staff to undertake this work.

2. SCOPE OF WORK

FVRD has 476 street trees in the Popkum area (see **Schedule C – Maps of Tree Locations**). These trees range from young to mature, and the FVRD requires a certified arborist's services to prune the trees, remove the branches, and provide excellent customer service to the area's residents.

Work must be completed no later than March 01, 2025. Work can be completed Monday to Friday between 7 am – 8 pm, and must be in accordance with the [FVRD's Good Neighbour Practices](#).

The services required include the following:

- » Pruning trees to a 6-8 foot clearance over sidewalks and 10-15 foot clearance over driveways.
- » Thinning trees 10-15% (thinning amount will be decided on a tree-to-tree basis).
- » Restructuring trees to encourage natural growth that have been pollarded
- » Thinning mature trees and establishing new leaders (where needed) to raise canopies.
- » Removing limbs that are a safety hazard to the public or the tree's health
- » Removing dead/dying trees and creating a replanting plan with the FVRD
- » Updating the online inventory details on ArcGIS for the following:
 - > tree health
 - > tree height
 - > date of pruning or survey
 - > photos of tree
 - > additional notes

For a link to an online map which includes more information on the trees, please visit:

<https://arcg.is/feyW9>

3. Certifications and Experience

The successful proponent will:

- » have thorough knowledge and ability to apply applicable and current American National Standard Institute standards such as ANSI A300 tree, Shrub and other Woody Plant Maintenance –Standard Practices, Pruning; ANSI A133 Safety Requirements for Arboriculture Operations; International Society of Arboriculture Tree Pruning Guidelines; International Society of Arboriculture, Best Management Practices, and Tree Pruning.
- » have International Society of Arboriculture (ISA) Certified Arborists and Tree Climbers on staff and be competent and capable of pruning.
- » have two or more years of experience in pruning trees of all types and varieties.
- » take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the [Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways](#) and any applicable WorkSafeBC regulations and obtain proper permits for working on public roadways.
- » ensure the safety of the public, vehicular and pedestrian traffic, and employees using proper high-vis safety gear, signage, and traffic cones.

4. ONSITE MEETING

A **mandatory onsite meeting** will be held at Shannon Community Park (10214 Parkwood Drive) in Popkum, BC on Friday **January 24, 2025 10:30 am**. Pre-registration for the onsite meeting is required by **Thursday January 23, 2025** at noon via email to parks@fvrd.ca

5. SUBMISSION

One (1) completed copy of the Quotation marked with the RFQ Title and Number must be delivered by email, hand, regular mail or courier before **Wednesday January 29, 2025 – 1 PM (PST)** to:

Fraser Valley Regional District
Attn: **Charlotte Whaley**
1 - 45950 Cheam Avenue
Chilliwack, British Columbia V2P 1N6
Email: cwhaley@fvrd.ca

An electronic file version is preferred (such as PDF or Word document) either by email or delivered on USB flash drive. Hard copies will also be accepted in person, regular mail, or courier.

Quotations received after the time specified above will not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the *Freedom of Information and Protection of Privacy Act*.

6. INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Christina Vugteveen

Manager of Parks

Telephone: 604-702-5077

Email: cvugteveen@fvrd.ca

Any enquiries that are received by the FVRD and that affect this RFQ will be issued as an addendum to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ including any addenda. The **final addenda will be issued Monday January 27, 2025.**

Any information regarding this RFQ obtained by a party from any source other than the FVRD by way of addenda is not authorized and should not be relied upon.

7. NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a Quotation. The FVRD will provide written notice of acceptance of a Quotation in the event that the FVRD seeks to acquire the Services and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a Quotation for the purposes of finalizing a contract.

Should a contract be finalized:

- » This RFQ quote may be used to form a contract.
- » The Contractor is responsible for a minimum of **\$5,000,000** commercial liability insurance naming the Fraser Valley Regional District as additional insured.

If the Contractor or any sub-contractors are required by law to be registered with the Worker's Compensation Board (WCB), then the Contractor will submit either a WCB clearance letter indicating that the Contractor's WCB account is in good standing or a WCB registration number prior to commencement of the Services or at such other times as the Regional District may request.

8. LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs, and expenses associated with the Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

9. CONFLICT OF INTEREST

Contractors shall disclose any potential conflict of interest and the existing business relationship they may have with the FVRD, its elected or appointed officials, or employees.

10. NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any contractor from participation in this RFQ that acts in contravention of this requirement.

11. EVALUATION

The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Quotations will be evaluated based on the overall best value to the FVRD using the following criteria:

Criteria	Decision Factors	
Mandatory Evaluation Criteria	Received by Closing Date and Time	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule A - Quotation	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule B- References and Work Experience	Pass/Fail
Mandatory Evaluation Criteria	Copy of Valid ISA Certification	Pass/Fail
Mandatory Evaluation Criteria	Attend Mandatory Onsite Meeting	Pass/Fail
Evaluation Selection Criteria	Price (Schedule A)	/60
Evaluation Selection Criteria	References and Work Experience (Schedule B)	/40

SCHEDULE A
Quotation RFQ #25001

Business Name _____
Name and Title of Proponent _____
Address _____
Telephone _____
Email _____

Form of Business Organization

- Sole Proprietorship
 Partnership Date of Establishment _____
 Corporation Date of Incorporation _____ Business No. _____

I/We hereby offer to provide to the Fraser Valley Regional District the required services for the prices plus applicable taxes:

Rate (CAD) for Popkum Linear Tree Pruning (not including GST)	\$
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If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the scope of work and general terms and conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ____ day of _____, 2025

I/We have authority to bind the Contractor

Legal Name of Contractor/Business

Signature of Authorized Signatory

Legal Name and Title

SCHEDULE B

References RFQ #25001

Proponent Name _____

Proponents must provide three references relevant to the scope of work outlined in this RFQ

Reference One

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

Reference Two

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

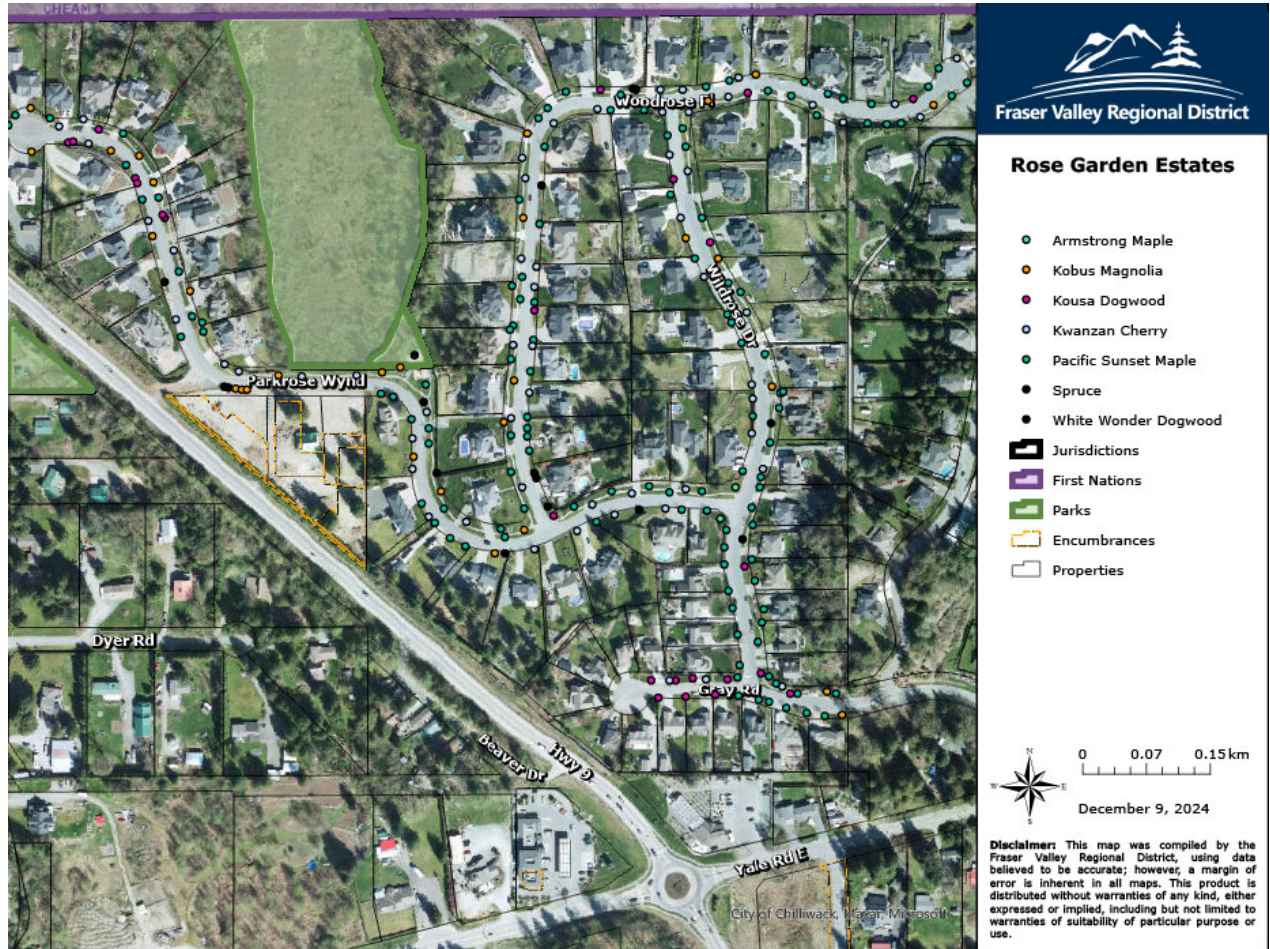
Reference Three

Name	
Title	
Company Name	
Description of Work Experience	
Dates of Work	
Telephone	
Email	

Schedule C – Maps of Tree Locations

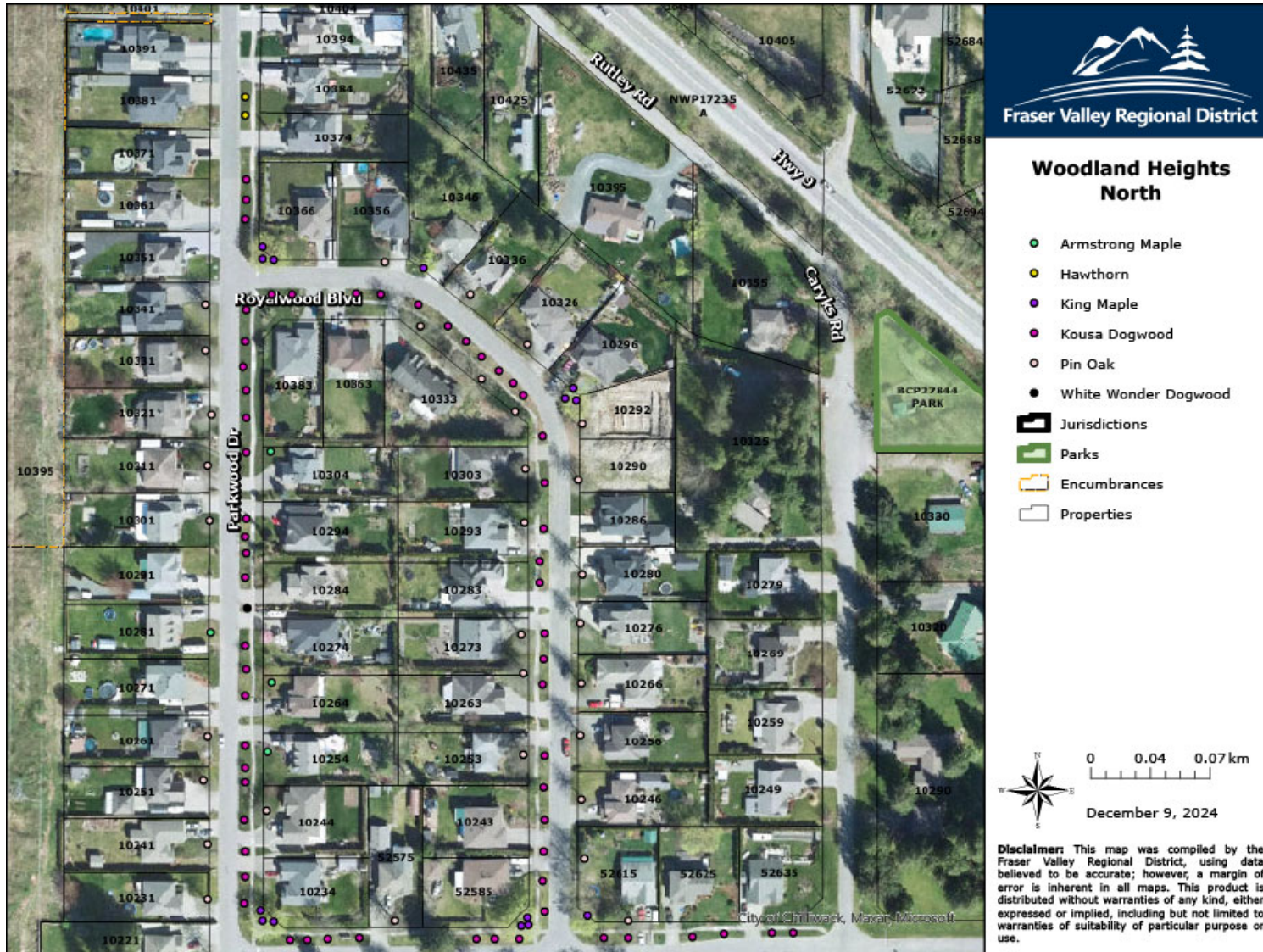
Rose Garden Estates – 248 trees

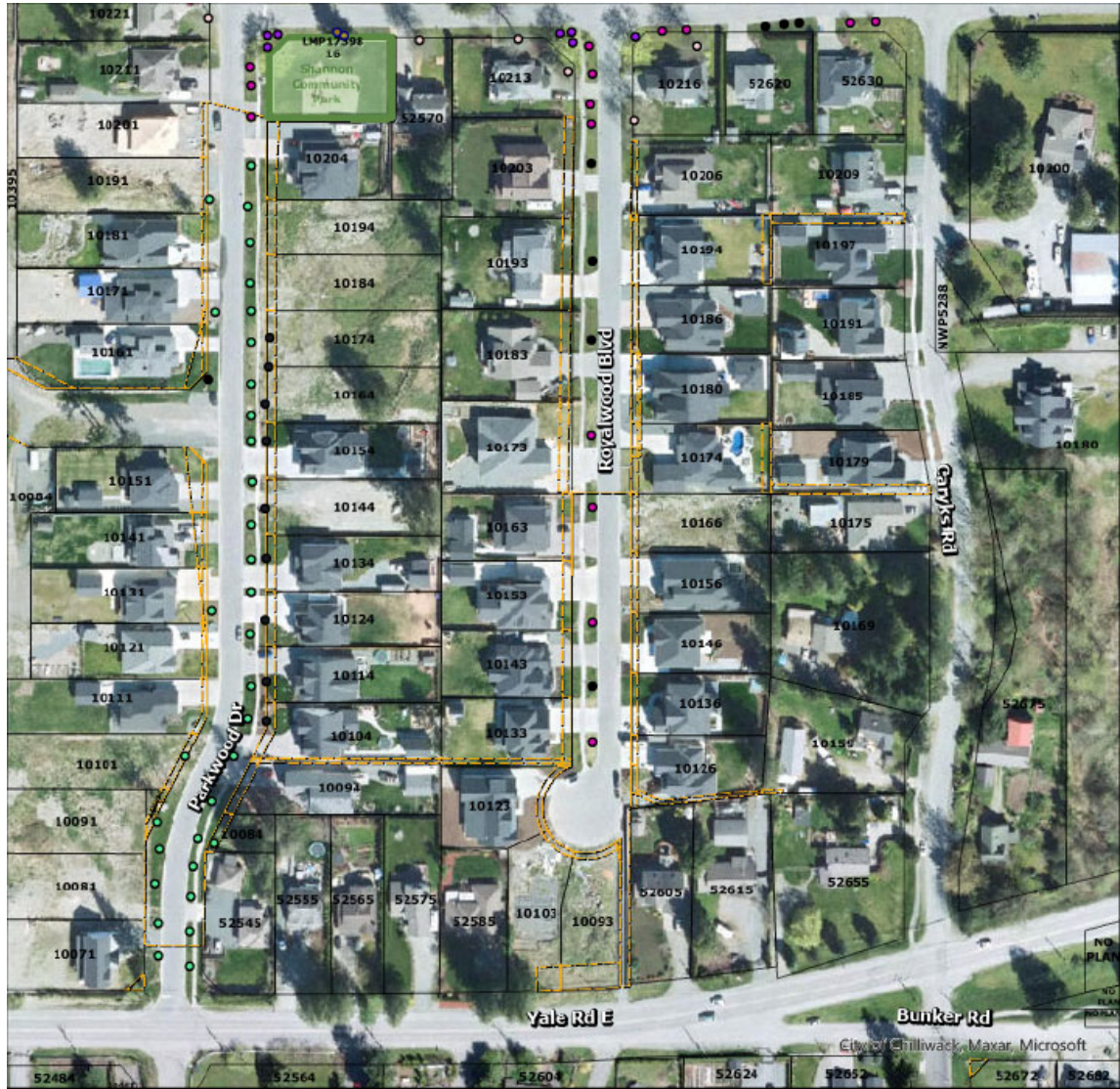
Gray Road, Wildrose Drive, Woodrose Place, Parkrose Wynd




Woodland Heights – 199 trees

Royalwood Boulevard, Parkwood Drive, and Dyer Road







Fraser Valley Regional District

Woodland Heights South

- Armstrong Maple
- King Maple
- Kousa Dogwood
- Pin Oak
- White Wonder Dogwood
- Western Red Cedar


0 0.04 0.07 km
 December 9, 2024

Disclaimer: This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

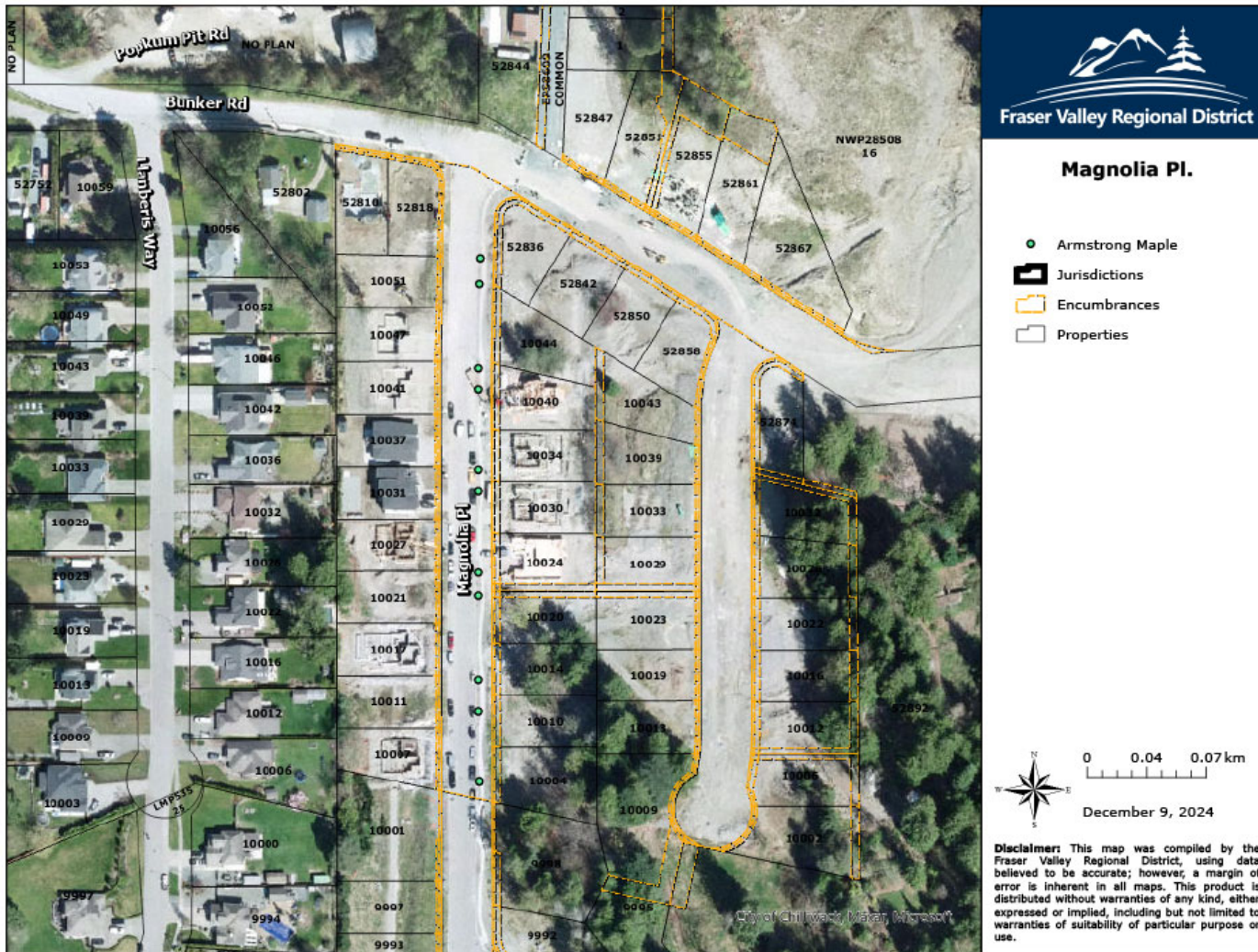
Parkwood – 17 trees

Parkwood Drive (off Thompson Road South of Yale Road)



Magnolia – 11 Trees

Magnolia Place (off of Bunker Road)



Popkum Linear Trees – 476 Total

Woodland Heights, Rose Garden Estates, Parkwood/Jade Place, and Magonlia Place

