



DRYDEN

THE CORPORATION OF THE CITY OF DRYDEN

REQUEST FOR PROPOSALS

R-2026-07

Urban Forest Inventory, Canopy Analysis and Implementation Framework

Issue Date	August 21, 2026
Closing Date	September 23, 2026 at 3:00 p.m. CST
Delivery Method	Electronically: https://forms.dryden.ca/Bids-and-Tenders/Bids-and-Tenders-Submissions
Deadline for Questions	September 7, 2026 at 3:00 p.m. CST
Final Addendum Posting Deadline	September 15, 2026
Contact	Madhav Raithatha, Project and Asset Manager Phone: 807-223-1416 Email: mraithatha@dryden.ca

1. INVITATION

The Corporation of the City of Dryden (the “City”) invites proposals from qualified consulting firms or multidisciplinary consultant teams to complete an Urban Forest Inventory, Canopy Analysis and Implementation Framework.

The assignment will establish baseline information regarding Dryden’s municipally managed urban forest, assess existing canopy and environmental conditions, identify priorities for future tree planting, and develop practical technical guidelines and operational standards for long-term urban forest management.

The project is being undertaken in support of the City’s application to the Federation of Canadian Municipalities’ Growing Canada’s Community Canopies (GCCC) – Urban Forestry Plans and Studies program.

2. COMMUNITY AND PROJECT BACKGROUND

Dryden is a Northwestern Ontario municipality of approximately 7,500 residents located along the Trans-Canada Highway between Winnipeg and Thunder Bay. Although the community is surrounded by boreal forest, lakes and natural green spaces, the City currently lacks a comprehensive inventory of municipally managed trees and a formal framework to guide planting, maintenance, monitoring and long-term canopy management within developed municipal areas.

Municipally managed trees are located throughout parks, boulevards, road rights-of-way, municipal facilities and other public spaces. The City intends to establish reliable baseline information and practical management tools that can be incorporated into Parks Operations, OpenGov Enterprise Asset Management (EAM), GIS, capital planning and future tree planting initiatives.

3. PROJECT OBJECTIVES

1. Establish a baseline inventory of municipally managed trees.
2. Quantify existing urban canopy cover and identify priority areas for canopy expansion.
3. Incorporate urban heat and relevant spatial information into future planting prioritization.
4. Improve future planting success through soil and site assessments and species suitability guidance.
5. Develop practical technical guidelines, standards and specifications for municipal urban forestry.
6. Establish operational best practices for planting, protection, establishment and maintenance.
7. Integrate urban forestry information into the City’s OpenGov EAM and GIS environment.
8. Establish a practical monitoring framework for long-term urban forest management.
9. Develop an implementation framework to guide future tree planting initiatives.

4. SCOPE OF SERVICES

The following represents the City’s minimum scope. Proponents may recommend refinements where they clearly demonstrate additional value or improved methodology. Any proposed deviation from a mandatory requirement shall be clearly identified in the proposal.

4.1 Project Initiation and Management

The Consultant shall lead the technical delivery, project coordination and project-related meetings for the assignment. Responsibilities shall include:

- Lead the project kickoff meeting and confirm scope, methodology, schedule and deliverables;
- Review available municipal plans, policies, GIS information, asset information, aerial imagery and other relevant background material;
- Prepare and maintain a detailed project workplan and schedule;
- Identify information gaps, data requirements and project dependencies;
- Establish data collection, documentation and quality assurance/quality control procedures;
- Lead regular progress and technical meetings, prepare agendas, and document decisions and action items;
- Coordinate all subconsultants and technical disciplines;
- Maintain regular communication with the City’s Project Manager; and
- Promptly identify issues that may affect scope, schedule, budget or deliverables.

The Consultant shall propose an appropriate meeting schedule in its proposal. Virtual meetings should be used where practical, with in-person meetings undertaken where they provide value to the assignment.

4.2 Municipal Tree Inventory and On-Site Identification

The Consultant shall complete a field-based inventory of municipally managed trees within the agreed study area. The inventory is intended to establish a reliable operational baseline for Parks Operations, risk assessment, maintenance scheduling, work history, canopy analysis and municipal reporting.

4.2.1 OpenGov EAM Field Data Collection

All individual tree inventory information shall be collected directly into the City's OpenGov Enterprise Asset Management (EAM) mobile application using a compatible smartphone or tablet.

The Consultant shall provide personnel who are comfortable and experienced with mobile field data collection and shall provide the field devices, external GPS/GNSS equipment, vendor applications, cellular connectivity and correction services required to complete the work, unless otherwise agreed with the City.

4.2.2 Required GPS/GNSS Equipment and Positional Accuracy

The smartphone or tablet used for field inventory collection shall be paired by Bluetooth with an external GPS/GNSS receiver capable of replacing the device's internal GPS coordinates so that the high-accuracy location is received directly by OpenGov EAM.

Acceptable external GPS/GNSS equipment includes:

- Leica Zeno Series;
- Trimble DA2;
- Eos Arrow Series; or
- An approved equivalent demonstrated by the Proponent to be fully compatible with OpenGov EAM and capable of meeting the City's positional accuracy requirement.

The applicable manufacturer/vendor mobile application shall be installed and configured on the same field device and paired with the external receiver. The Consultant shall target horizontal positional accuracy of approximately 1.5–3 feet (0.5–1.0 m) or better under suitable field conditions.

RTK or another real-time correction service may be proposed where the Proponent considers higher positional accuracy beneficial. Any equipment rental, subscription, correction-service, data or associated technology costs shall be included in the Financial Proposal.

The proposal shall identify the proposed mobile device, external GPS/GNSS receiver, correction service (if applicable), expected horizontal accuracy and field QA/QC methodology.

4.2.3 Physical Tree Tagging

Each inventoried municipal tree shall be assigned a unique identification number in OpenGov EAM and physically tagged onsite with the corresponding identification number.

The Consultant shall propose the tag material, dimensions, numbering format, fastening method and installation approach for City approval before full-scale field inventory work begins. Tags and installation shall:

- Be durable, weather-resistant and suitable for long-term outdoor municipal use;
- Display a unique legible identifier that corresponds exactly with the applicable OpenGov EAM tree record;
- Use arboriculturally appropriate, non-corrosive fastening methods;
- Be installed consistently at a practical height and orientation for future identification by City staff;
- Allow for future tree growth and avoid girdling or otherwise damaging the tree; and
- Follow accepted arboricultural practices.

Where physical attachment is inappropriate because of tree size, condition or another site-specific limitation, the Consultant shall document the exception in OpenGov EAM and recommend an alternate identification method. All tag supply, numbering, installation and related materials shall be included in the base fee.

4.2.4 Minimum Tree Inventory Attributes

The final OpenGov EAM inventory configuration, field definitions and coded values will be confirmed with City GIS staff before full-scale data collection. At minimum, the Consultant shall be capable of collecting the following attributes, where applicable:

- Unique tree identification number and physical tag number;
- Species – common name and scientific name, including cultivar where known;
- High-accuracy geographic coordinates;

- Site type (e.g., street, park, natural area, municipal facility or other);
- Land ownership (public/private);
- Number of stems;
- Diameter at breast height (DBH);
- Stump diameter, where applicable;
- Trunk height;
- Crown diameter;
- Crown class (e.g., dominant, co-dominant or suppressed);
- Crown shape;
- Condition/health rating;
- Biotic disorder or disease identification;
- Abiotic disorder identification, including environmental or mechanical damage;
- Pest identification;
- Risk/hazard or structural concern rating;
- Memorial plaque identification, where present;
- Estimated age class or planting date, where available;
- Maintenance/work history notes, including pruning and pest/disease treatment where known;
- Relevant site characteristics; and
- Photographic documentation where appropriate.

The Consultant may recommend additional attributes based on recognized urban forestry and arboricultural practices where they provide operational value to the City.

4.2.5 Pilot Inventory and QA/QC

Prior to full-scale field collection, the Consultant shall complete a pilot inventory of a representative sample of trees in coordination with City GIS and Parks staff. The pilot shall confirm:

- OpenGov EAM configuration and field workflow;
- Mobile device and GPS/GNSS connectivity;
- Positional accuracy;
- Attribute fields, coded values and naming conventions;
- Tree identification and tag numbering/installation;
- Condition and risk-rating methodology;
- Photograph attachment and data synchronization; and
- Overall suitability of the field collection process.

Full-scale field collection shall not proceed until the City has reviewed and accepted the pilot workflow. The Consultant shall maintain QA/QC procedures throughout the assignment to identify incomplete, duplicate, inaccurate or inconsistent records.

4.3 Canopy Cover and Spatial Analysis

The Consultant shall complete a city-wide assessment of existing tree canopy using appropriate GIS, aerial imagery, remote sensing, LiDAR or other suitable methodologies. The analysis shall:

- Quantify existing canopy cover and establish a reproducible baseline;
- Identify areas of relatively high and low canopy;
- Assess canopy distribution across relevant municipal areas;
- Identify potential areas for canopy expansion; and
- Produce mapping suitable for planning and future monitoring.

The Consultant shall assess the suitability of available LiDAR, orthophotography, aerial imagery, remote sensing or automated/semi-automated feature extraction to support initial identification of canopy or potential tree locations and to improve fieldwork efficiency. Where such methods are proposed, the Proponent shall describe the source data, processing approach, expected accuracy, limitations, required field verification, software/licensing requirements and resulting spatial deliverables.

Automated or remotely sensed tree identification shall not replace field verification required for individual municipal tree records under Section 4.2. The methodology and data sources shall be documented so the canopy analysis can be replicated during future monitoring cycles.

4.4 Urban Heat and Planting Priority Analysis

The Consultant shall undertake urban heat mapping and related spatial analysis to identify areas with elevated heat exposure and limited canopy. The Consultant shall integrate canopy information with appropriate environmental, land-use and spatial data and develop a practical methodology for prioritizing future tree planting locations.

Priority analysis should consider, where appropriate:

- Existing canopy deficiency;
- Heat exposure;
- Municipal ownership and public use;
- Site suitability and available planting space;
- Infrastructure and utility constraints; and
- Other relevant environmental or operational considerations.

4.5 Soil and Site Assessments

The Consultant shall undertake targeted soil and site assessments at representative or priority future planting locations. Assessments should consider, where applicable:

- Soil type and structure;
- Compaction;
- Drainage;
- Available rooting volume;
- Moisture conditions;
- Soil chemistry or nutrient conditions where warranted;
- Physical site constraints;
- Adjacent infrastructure and utilities; and
- Suitability for tree establishment.

The Consultant shall provide recommendations regarding site preparation, soil improvement and species/site compatibility to support long-term planting success.

4.6 Indigenous, Stakeholder and Public Engagement

The Consultant shall lead and facilitate project-related engagement in coordination with the City. Engagement is anticipated to include Indigenous communities and Rightsholders, municipal staff, community organizations and stakeholders, and the general public where appropriate.

The Consultant shall:

- Develop an engagement approach and schedule;
- Prepare meeting materials, presentations and other engagement materials;
- Lead consultation meetings and engagement sessions;
- Lead project-related consultation with Indigenous partners and Rightsholders, with the City supporting introductions and coordination as appropriate;
- Document comments, concerns and recommendations received;
- Describe how relevant feedback was considered in the project; and
- Prepare an engagement summary suitable for inclusion in the final reporting.

Engagement with Indigenous communities shall be undertaken respectfully and in a manner appropriate to the project scope and participating communities.

4.7 Urban Forestry Technical Guidelines and Operational Standards

Using project findings, engagement results and recognized best practices, the Consultant shall develop practical urban forestry guidance suitable for use by Parks Operations, Public Works, Planning, consultants and contractors. Guidance should address, where appropriate:

- Species selection and diversity;
- Site suitability and planting location/spacing;
- Soil and rooting requirements;
- Tree planting details and specifications;

- Establishment and watering requirements;
- Inspection, condition assessment, pruning and maintenance;
- Tree risk management, removal and replacement;
- Tree protection during construction;
- Boulevard and streetscape planting;
- Utility and infrastructure conflicts;
- Pest and disease considerations; and
- Inventory maintenance and updating.

4.8 Implementation and Monitoring Framework

The Consultant shall prepare a practical framework for implementing and monitoring the recommendations of the study. The framework shall:

- Establish priority areas for future planting;
- Identify short-, medium- and long-term actions;
- Recommend measurable performance indicators;
- Recommend inventory update and monitoring frequencies;
- Establish methods for tracking planting and survival;
- Support annual Parks Operations planning;
- Identify opportunities for integration into municipal capital projects and development processes; and
- Identify potential future studies, programs or funding opportunities.

Recommendations shall be scalable and appropriate to the staffing, financial and operational capacity of a small northern municipality.

5. FINAL PROJECT DELIVERABLES

At completion of the assignment, the Consultant shall provide the following final deliverables. The City may refine file structures and naming conventions with the successful Consultant during project initiation provided the substantive requirements remain unchanged.

1. Verified municipal tree inventory collected directly in OpenGov EAM, including unique digital identifiers and corresponding physical tree tags;
2. Tree tag register corresponding to OpenGov EAM records;
3. Final tree inventory export in an agreed non-proprietary GIS format;
4. Tree inventory data dictionary, attribute definitions and coded-value documentation;
5. GPS/GNSS methodology, equipment, correction-service and positional accuracy documentation;
6. Inventory QA/QC summary;
7. City-wide canopy baseline assessment and mapping;
8. Urban heat mapping and priority planting analysis/mapping;
9. Soil and site assessment findings and recommendations;
10. Engagement summary;
11. Urban forestry technical guidelines, operational standards, specifications and standard details where appropriate;
12. Implementation and monitoring framework;
13. Final consolidated technical report;
14. Final GIS/spatial datasets, applicable source and derived spatial layers, and metadata documenting data source, collection date, methodology, accuracy and coordinate/reference system;
15. Editable native files and PDF versions of final reports and technical documents; and
16. Final presentation and knowledge-transfer session with City GIS, Parks and other relevant staff.

Project data shall not be delivered solely in a proprietary format that prevents the City from independently accessing, maintaining or exporting its information. Any third-party data or licensing restrictions shall be clearly disclosed.

6. PROJECT SCHEDULE

The City anticipates the following procurement and project schedule. Proponents shall provide a detailed project schedule and identify any recommended adjustments based on seasonal limitations, data availability or technical methodology.

Activity	Anticipated Date
RFP Posting	August 21, 2026
Deadline for Questions	September 7, 2026 at 3:00 p.m. CST
Final Addendum Posting	September 15, 2026
Proposal Closing	September 23, 2026 at 3:00 p.m. CST
Proposal Evaluation / Selection	Late September – October 2026
Consultant Appointment / Project Initiation	October 2026
Field Data Collection and Inventory	Fall 2026 / as recommended by Consultant
Indigenous, Stakeholder and Public Engagement	2026–2027
Canopy, Heat and Soil Analysis	2027
Draft Guidelines and Standards	2027
Final Reporting and Staff Handover	January 2028
Project Completion	January 31, 2028

Proponents shall provide a detailed project schedule and identify any recommended adjustments based on seasonal limitations, data availability or technical methodology. The Consultant shall promptly advise the City of any circumstance that could materially affect completion of the assignment.

7. PROJECT RESPONSIBILITIES

7.1 Consultant Responsibilities

- Overall technical delivery and coordination of the assignment;
- Project kickoff, progress, technical and consultation meetings;
- Consultant team and subconsultant coordination;
- Field investigations, OpenGov EAM data collection, tree tagging and QA/QC;
- Technical analysis and preparation of all project deliverables;
- Indigenous, stakeholder and public engagement activities;
- Schedule management and reporting of issues;
- Supply and operation of required field devices, GPS/GNSS equipment, tags and associated services; and
- Knowledge transfer to City staff.

7.2 City Responsibilities

- Designate a municipal Project Manager;
- Provide available background information, GIS data, mapping, orthophotography and relevant municipal records;
- Provide appropriate access to the City's OpenGov EAM environment for project purposes;
- Work with the Consultant to confirm the final tree inventory schema, coded values and EAM configuration;
- Provide GIS and Parks staff participation for the pilot, technical review and knowledge transfer;
- Facilitate access to municipal property where required;
- Provide municipal contacts and support introductions for engagement where appropriate; and
- Review submissions and provide consolidated City comments.

8. PROPONENT QUALIFICATIONS

The City is seeking a consultant team with demonstrated expertise relevant to the assignment, including:

- Urban forestry and arboriculture;
- Municipal tree inventories and tree condition/risk assessment;
- Mobile asset-management field data collection;
- High-accuracy GPS/GNSS field data collection;
- GIS, spatial analysis, canopy assessment and remote sensing;
- Urban heat analysis;
- Soil and planting-site assessment;
- Municipal tree planting and maintenance standards;
- Climate adaptation;
- Indigenous and public engagement; and
- Municipal implementation planning.

All proposed subconsultants shall be identified and their responsibilities clearly described. The Proponent shall identify the personnel responsible for arboricultural field assessment, OpenGov EAM/GNSS data collection, GIS/spatial analysis and engagement.

9. PROPOSAL REQUIREMENTS

Proposals shall be clear, concise and organized using the following headings.

9.1 Understanding of the Assignment

Describe the Proponent's understanding of the project objectives, Dryden's municipal and northern context, key technical considerations, project risks/opportunities, and the intended operational use of the final project outputs.

9.2 Methodology and Workplan

Describe the proposed approach to completing the Scope of Services. At minimum, the proposal shall address:

- Project management and meeting approach;
- Tree inventory and arboricultural assessment methodology;
- Direct data collection into OpenGov EAM;
- Proposed smartphone/tablet platform and external GPS/GNSS equipment;
- Correction service (if applicable), expected positional accuracy and field QA/QC;
- Physical tree tagging method and proposed tag system;
- Pilot inventory and acceptance approach;
- Canopy and spatial analysis, including use of LiDAR/orthophotography/remote sensing where proposed;
- Urban heat and planting-priority analysis;
- Soil and site assessment;
- Indigenous, stakeholder and public engagement;
- Development of technical guidelines and operational standards;
- Implementation and monitoring planning; and
- Data transfer, documentation and knowledge transfer to City staff.

Any proposed equivalent GPS/GNSS equipment shall be clearly identified and demonstrated to meet the City's OpenGov EAM compatibility and positional accuracy requirements. The Proponent shall also identify any proprietary systems, subscriptions, recurring costs or licensing restrictions associated with its proposed methodology.

9.3 Project Team

Identify the Project Manager, key technical personnel and subconsultants, including roles, responsibilities, relevant qualifications/designations and anticipated level of effort. Résumés shall be provided for key personnel. The City expects personnel identified in the proposal to remain assigned to the project unless otherwise approved in writing.

9.4 Relevant Experience and References

Provide up to five comparable assignments, preferably involving municipalities and similar urban forestry work. For each project provide the client, brief scope, completion date, key personnel involved and reference contact information.

9.5 Project Schedule

Provide a detailed schedule identifying major activities, meetings and engagement, field activities, interim submissions, City review periods and final completion. Identify seasonal constraints or dependencies that could affect the proposed sequence.

9.6 Assumptions, Exclusions and Value-Added Services

Clearly identify assumptions, exclusions, information required from the City, and any optional or value-added services. Optional services resulting in additional fees shall be separately priced and shall not be included in the base upset-limit fee unless clearly identified.

10. FINANCIAL PROPOSAL

The Proponent shall submit an upset-limit fee sufficient to complete the full base scope using the form in Appendix B. HST shall be identified separately.

The base fee shall include all professional services, subconsultants, project management, meetings, engagement, fieldwork, travel, accommodation, field devices, external GPS/GNSS equipment, equipment rental, correction/RTK subscriptions, cellular/data requirements, physical tree tags and installation, specialized imagery/data acquisition, spatial processing, laboratory services, software, vendor applications and other disbursements necessary to complete the assignment.

For transparency, Appendix B requires separate identification of GNSS/field technology and tree-tagging costs. These items remain part of the base scope and are not optional.

Hourly billing rates for key team members and staff classifications shall be provided in Appendix C. No costs beyond the approved upset-limit fee shall be incurred without prior written authorization from the City.

11. PROPOSAL EVALUATION

Proposals will be evaluated based on overall value to the City. The City is not obligated to accept the lowest-priced proposal or any proposal. The City reserves the right, in its sole discretion, to accept the proposal that it determines provides the best overall value and is in the best interests of the City, having regard to price, qualifications, methodology, experience, project approach, schedule, risk, and any other factors considered relevant by the City.

Evaluation Criterion	Weight
Understanding of the Assignment	15%
Methodology and Workplan	25%
Project Team and Qualifications	20%
Relevant Experience and References	10%
Project Schedule	10%
Financial Proposal	20%
Total	100%

The City may request clarification, verify references, interview shortlisted Proponents or negotiate with the preferred Proponent, subject to the City's procurement requirements.

12. QUESTIONS AND ADDENDA

All questions regarding this RFP shall be submitted in writing to:

Madhav Raithatha, P.Eng., PMP

Project & Asset Manager

The Corporation of the City of Dryden

mraithatha@dryden.ca

Questions must be received no later than September 7, 2026 at 3:00 p.m. CST. Responses that materially affect the RFP will be issued by formal addendum. The City intends to issue its final addendum, if required, no later than September 15, 2026.

It is the Proponent's responsibility to obtain and acknowledge all addenda. Verbal information or direction shall not modify the RFP unless confirmed by written addendum.

13. PROPOSAL SUBMISSION

Proposals shall be received no later than September 23, 2026 at 3:00 p.m. CST.

Proposals shall be submitted electronically through City of Dryden Bids and Tenders Portal at:

<https://forms.dryden.ca/Bids-and-Tenders/Bids-and-Tenders-Submissions>.

Late submissions may not be considered. Proposals shall remain valid for a minimum of 90 days following the closing date.

All costs associated with preparation and submission of a proposal, attendance at interviews, clarification meetings or other activities associated with this procurement shall be borne by the Proponent.

14. AWARD AND CONTRACT

Award is subject to City approval, satisfactory negotiation of the final scope and agreement, availability of project funding, and compliance with the City's procurement requirements. The successful Proponent shall enter into an agreement with the City before commencing work. The City may cancel this RFP without award.

15. CHANGES TO SCOPE

No work outside the approved scope or upset-limit fee shall proceed without prior written authorization from the City. Any proposed change shall identify the nature and reason for the change, schedule impact, fee impact and effect on project deliverables.

16. INSURANCE AND WSIB

Prior to commencing work, the successful Proponent shall provide evidence of insurance satisfactory to the City, including, at minimum:

- Commercial General Liability – \$5,000,000 per occurrence;
- Professional Liability / Errors and Omissions – \$2,000,000 per claim;
- Automobile Liability – \$2,000,000, where applicable; and
- Other coverage reasonably required based on the proposed activities.

The Corporation of the City of Dryden shall be named as an additional insured on applicable liability policies, except professional liability insurance. The successful Proponent shall also provide a valid WSIB Clearance Certificate or satisfactory evidence of exemption and shall comply with applicable occupational health and safety legislation and City requirements.

17. ACCESSIBILITY

The successful Consultant shall comply with applicable requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and associated regulations. Public-facing engagement materials shall be provided in accessible formats where required.

18. CONFIDENTIALITY AND MFIPPA

Proposal submissions may be subject to the Municipal Freedom of Information and Protection of Privacy Act. Proponents shall clearly identify information considered confidential or proprietary; however, the City cannot guarantee exemption from disclosure where disclosure is required by law.

19. CONFLICT OF INTEREST

Proponents shall disclose any actual, potential or perceived conflict of interest. The City reserves the right to determine whether a conflict is material and whether appropriate mitigation is possible.

20. SUBCONSULTANTS AND KEY PERSONNEL

All proposed subconsultants shall be identified in the proposal. The successful Consultant shall remain responsible for the performance, quality, coordination and schedule of all subconsultants. Substitution of key personnel or subconsultants following award shall require prior written approval from the City.

21. OWNERSHIP, DATA AND SOFTWARE

Subject to pre-existing intellectual property and third-party licensing restrictions disclosed in the proposal, all project-specific reports, inventories, datasets, maps, analyses, standards and other deliverables prepared under the assignment shall become the property of the City upon payment.

The City shall have the right to use, reproduce, update and adapt the deliverables for municipal purposes. The Proponent shall identify any proprietary software, recurring licensing cost or restriction associated with its proposed approach. The City prefers solutions that can be maintained and updated internally without ongoing dependence on proprietary consultant systems.

22. FUNDING AND REPORTING

The successful Consultant shall provide information reasonably required by the City to satisfy the project administration and reporting requirements, including project progress, milestone completion, consultant expenditures, deliverables and schedule.

23. FINAL ACCEPTANCE

The assignment will be considered complete when the City confirms that required deliverables have been submitted and accepted, OpenGov EAM records and physical tag identifiers correspond, required GIS/spatial data and documentation have been delivered in agreed formats, City review comments have been addressed, and staff knowledge transfer has been completed.

APPENDIX A – PROPONENT SUBMISSION CHECKLIST

Submission Requirement	Included (Y/N)
Understanding of the Assignment	
Methodology and Workplan	
OpenGov EAM / GPS-GNSS Equipment and Compatibility Information	
Physical Tree Tagging Approach	
Project Schedule	
Project Team and Key Personnel Résumés	
Subconsultant Information	
Relevant Experience and References	
Financial Proposal (Appendix B)	
Hourly Rate Schedule (Appendix C)	
Assumptions and Exclusions	
Optional / Value-Added Services, if applicable	
Conflict of Interest Disclosure	
Addenda Acknowledgement	

APPENDIX B – FINANCIAL PROPOSAL FORM

Proponent: _____

The following breakdown is mandatory. All amounts shall be in Canadian dollars. HST shall be shown separately.

Work Package	Professional Fees	Subconsultants	Expenses / Disbursements	Total
Project Initiation and Management	\$	\$	\$	\$
Municipal Tree Inventory – Field Data Collection and Arboricultural Assessment	\$	\$	\$	\$
GNSS / Field Technology and Correction Services	\$	\$	\$	\$
Physical Tree Tags, Materials and Installation	\$	\$	\$	\$
Canopy Cover and Spatial Analysis	\$	\$	\$	\$
Urban Heat and Planting Priority Analysis	\$	\$	\$	\$
Soil and Site Assessments	\$	\$	\$	\$
Indigenous, Stakeholder and Public Engagement	\$	\$	\$	\$

Work Package	Professional Fees	Subconsultants	Expenses / Disbursements	Total
Technical Guidelines and Operational Standards	\$	\$	\$	\$
Implementation and Monitoring Framework	\$	\$	\$	\$
Final Reporting and Knowledge Transfer	\$	\$	\$	\$
Subtotal Before HST				\$
HST				\$
Total Proposal Price				\$

Total Upset Limit excluding HST: \$ _____

The undersigned confirms that the proposed upset-limit fee includes all services, equipment, tagging, subscriptions, travel, disbursements and other costs necessary to complete the base scope except for exclusions specifically identified in the proposal.

Authorized Representative: _____

Phone number: _____

Email: _____

Signature: _____ Date: _____

APPENDIX C – HOURLY RATE AND LEVEL OF EFFORT SCHEDULE

Name / Classification	Role	Firm	Hourly Rate	Estimated Hours

Hourly rates shall include normal overhead and profit unless expressly identified otherwise and shall remain applicable for the duration of the assignment unless otherwise accepted by the City.

APPENDIX D – REFERENCE PROJECTS

Provide the following information for each comparable project (up to five):

Project Name	
Client	
Location	
Completion Date	
Brief Scope and Relevance	

Key Personnel	
Reference Contact	
Telephone / Email	

APPENDIX E – ADDENDA ACKNOWLEDGEMENT

Addendum No.	Date

Proponent: _____

Authorized Representative: _____