

RFP #2025-03: Tree inventory services Evaluation Committee Meeting minutes

1:30 p.m. April 28, 2025

LTC Norman C. Hayes and Marilyn C. Hayes
City Hall Council Chamber

1. Call to order
 - Orrie Covert, Assistant to the City Manager, called the meeting to order at 1:30 p.m.
2. Roll call
 - Present: John W. Coffey, ICMA-CM, City Manager; Orrie Covert, Assistant to the City Manager; and Dominic Hamilton, Chief Information Officer
3. Ranking of proposals
 - Members submitted their rankings, and Chairman Covert announced the aggregate scores:
269 Arbor Pro
232 Bio-Tech Consulting
292 Chen Moore and Associates
163 Haley Ward
(300 points maximum)
 - The Committee discussed the merits of the proposals and agreed that the evaluation criteria did not allow for rankings related to how the proposals would meet the needs of the City. Member Coffey stated that he used an RFP for construction services in a rush to get the RFP out, and should have revised the evaluation criteria to address the merits of the proposals. The committee was unanimous in its belief that ArborPRO's proposal would best meet the needs of the city.
 - Member Hamilton made a motion to recommend the City Council award a contract to ArborPro, seconded by Member Coffey, approved 3-0.
4. Adjourn
 - Chairman Covert adjourned the meeting at 1:50 p.m.