



Village of Downers Grove

Report for the Village Council Meeting

Table 1 - Council Agenda item.

Subject	Award of Contract: Enhanced Tree Inventory
Submitted By	David Moody, Director of Public Works

Synopsis

A motion is requested to authorize an agreement between the Village and Great Lakes Urban Forestry, of Batavia, IL, in the amount of \$175,739 for an enhanced tree inventory to calculate the ecological benefits of the Village urban forest.

Strategic Plan Alignment

The goals for 2025-2027 include Steward of Financial, Environmental and Neighborhood Sustainability, and Exceptional Municipal Services.

Fiscal Impact

The FY2026 Budget provides \$125,000 in the General Fund for this project. The remaining work in FY2027 will be budgeted accordingly.

Recommendation

Approval on the April 21, 2026 consent agenda

Background

With the adoption of the Village's first Environmental Sustainability Plan (ESP), the Village set a goal to become a more sustainable community. The Environmental

Sustainability Plan includes the Village Action Plan, which outlines specific projects for staff to undertake between 2025 and 2027. One of those projects calls for an enhanced inventory of parkway trees that can be used to calculate carbon sink values.

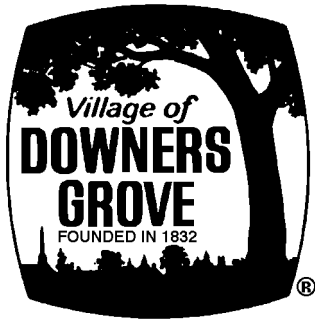
Staff issued a Request for Proposals (RFP), in accordance with the Village's purchasing policy, for an enhanced tree inventory in March 2026. The RFP sought professional services for the following goals.

- An enhanced inventory of parkway trees that can be used to calculate carbon sink values and identify open parkway planting locations
- Assessing tree conditions, species diversity, age distribution, and maintenance needs
- Updating and simplifying the Village's Urban Forest Management Plan with actionable, measurable strategies
- Conducting an ecological benefits and canopy assessment

Four (4) proposals were received. After reviewing proposals, Great Lakes Urban Forestry's proposal was identified as the proposal that best meets the needs of the Village. Staff recommends award of this contract to Great Lakes Urban Forestry based on their understanding of the project, capability to perform the work, their previous work performing tree risk assessments for the Village, and proposed fee.

Attachments

Contract Documents



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Great Lakes Urban Forestry

Project Name: Tree Inventory and Urban Forest Management Plan

Proposal No.: RFP-12-0-2026/GS

Proposal Due: 03.24.2026 @ 10:00AM

Required of Awarded Proposer:

Certificate of Insurance: Yes

Date Issued: 03.10.2026

This document consists of 33 pages.

Submit **electronically** through DemandStar or return **original** (no staples, bindings or spines) and one (1) digital copy (PDF on a flash drive) of proposal submitted in a sealed envelope marked with the Proposal Name/Number as noted above to:

GREG SOLTWISCH
VILLAGE FORESTER
VILLAGE OF DOWNERS GROVE
5101 Walnut Ave
DOWNERS GROVE, IL 60515
PHONE: 630/434-5475
FAX: 630/434-5495
www.downers.us

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 7:30 A.M. to 4:30 P.M. at the Downers Grove Public Works, 5101 Walnut Ave, Downers Grove, IL 60515.

ELECTRONIC BIDDING

The Village of Downers Grove accepts proposals submitted electronically. All proposers must be registered with DemandStar in order to access bid documents and submit an electronic proposal. If you are not registered, a free agency subscription to the Village of Downers Grove account is available by going to www.demandstar.com/register.rsp. If you are registered with DemandStar, but subscribed to another agency, you do not need to modify your subscription. The Village maintains an Open Access account whereby all bidding information and e-bidding capabilities are accessible under any subscription plan. Incomplete submittals may be rejected as non-responsive. Infrequent or first-time users of electronic bidding are encouraged to upload their proposals at least 24 hours prior to bid opening. The Village is not responsible for submittal errors or incomplete proposal submissions. For technical issues or concerns, proposers may contact DemandStar Supplier support directly at hello@demandstar.com or at 866-273-1863. All proposals must be received prior to the Due Date and Time set forth above and on the cover page of this document. Bid Opening will be conducted in person at where all proposals received will be publicly opened and read aloud immediately following the Due Date and Time. Proposers, their authorized agents, and interested parties are invited to join

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original copy of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

PLEASE DO NOT BIND ANY PORTION OF THE BID WITH STAPLES, BINDINGS OR SPINES.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the time and date set forth on the cover page of this RFP.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, **ATTN: GREG SOLTWISCH**, in a sealed envelope marked "**SEALED PROPOSAL**". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals. Alternatively, Proposals may be submitted through demandstar.com.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and

conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

- 5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

- 6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 *et seq.*, The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 *et seq.*, and The Americans with Disabilities Act, 42 U.S.C. Sec. 12101 *et seq.*

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age,

physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the

State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to

defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;

13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;

13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;

13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.

13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

14. CAMPAIGN DISCLOSURE

14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.

- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 *et seq.* The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Greg Soltwisch, Village Forester, Public Works, 5101 Walnut Ave., Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a “not-to-exceed” cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
850 Curtiss St.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Proposer acknowledges that the Freedom of Information Act does apply to public records in possession of the Proposer or a subcontractor. Proposer and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 *et seq.*)

29. COPYRIGHT or PATENT INFRINGEMENT

29.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

30. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

30.1 Pursuant to 35 ILCS 200/18-50.2, Contractor and all subcontractors are required to complete and submit a Vendor DBE certification, regardless of DBE status. Contractor shall complete and require all its subcontractors to complete the DBE certification for this project at www.downers.us/vss. The information necessary for the Contractor and all subcontractors to complete the certification includes the following: DBE Classification (minority-owned, women-owned, persons with disabilities-owned, veteran-owned, or none); if DBE, whether the company holds a certificate or self-certifies; if self-certifying, whether the company qualifies as a small business under the U.S. Small Business Administration standards; the company's name, address, city, state and zip code; company's contact person's name, title, telephone number and email address. NO PAYMENTS WILL BE MADE TO THE CONTRACTOR BY THE VILLAGE UNLESS AND UNTIL ALL OF THE CERTIFICATIONS FOR THE CONTRACTOR AND SUBCONTRACTORS HAVE BEEN COMPLETED.

31. ACCESSIBLE WEB CONTENT

31.1 Any web content published by Proposer shall be readily accessible to and usable by individuals with disabilities when required by 28 CFR 35.200, et seq.

III. DETAIL SPECIFICATIONS

A. INTENT

The Village of Downers Grove is requesting proposals from qualified consultants, firms, or contractors with experience in urban forestry, GIS analysis, and ecological modeling to provide professional services for:

- An enhanced inventory of parkway trees that can be used to calculate carbon sink values and identify open parkway planting locations
- Assessing tree conditions, species diversity, age distribution, and maintenance needs
- Updating and simplifying the Village’s Urban Forest Management Plan with actionable, measurable strategies
- Conducting an ecological benefits and canopy assessment

The resulting work will enable the Village to better manage its urban forest, quantify environmental benefits, and support long-term planning, equity goals, sustainability metrics, and climate resilience initiatives.

- **Main Proposal:** Enhance the Village’s current Tree Inventory with additional information for ecological impacts and open parkway planting spaces. Update the current Urban Forest Management Plan, including actionable measurable strategies for the next 5-10 years.
- **Alternate Proposal:** Annual inventory updates following the Village’s cycle prune program.

B. SCOPE OF WORK

- **Tree Inventory Update:** The Village of Downers Grove owns approximately 23,300 trees in mowed and maintained property areas of the Village as shown on the site map. The selected proposer (“Contractor”) shall enhance and update the current GIS-based inventory of all Village managed trees and open planting spaces. The following items are deliverables for this project:
 - a. Update and map open planting spaces
 - b. Support data-driven decision-making, budget forecasting, and public engagement
 - c. Identify current canopy cover and ecological benefits (e.g. carbon sequestration, stormwater runoff reduced, air pollution reduced, etc.) using industry-standard modeling tools and software that can be entered into the Village’s existing tree inventory database. The Village’s preference is for this work to be completed by Dec. 31, 2026. However, the Village also recognizes the scale of the project is significant. Proposers are encouraged

to provide a schedule that is most cost effective and efficient for the Village. Proposers are also encouraged to provide multiple cost proposals/schedule combinations.

The Village maintains its asset data in LUCITY, an asset management platform. All data and deliverables must be compatible with and importable into Village software, or the Proposer must provide required software to meet project needs.

- a. Inventory Data requested: Updated diameter (DBH), canopy height & width, species confirmation, condition, open planting spaces, relevant and canopy data of the Village of Downers Grove. In addition, the capability of inputting the data into a suite such as I-TREE, or similar software, to display the monetary value of the village's urban forest and ecosystem services provided by the Village-managed trees is required.

Following completion of the inventory, or when the Contractor and Village of Downers Grove agree, a management plan will be completed to replace the Village's Urban Forestry Landscape Manual (UFLM) (last updated in 2024). The current Urban Forestry Manual can be accessed here: <https://www.downers.us/urban-forestry-manual>. All items prepared by the Contractor to be included in the UFLM, or otherwise published on the Village's website, shall be compliant with the WCAG 2.1 Level AA standards.

- **Urban Forest Management Plan:** The Urban Forest Management Plan will be based on the Village's updated tree inventory. The current Urban Forest Landscape Manual is comprehensive and shall be updated, simplified, and streamlined to current standards and best management practices in accordance with ANSI Z133 & the ISA BMPs. The plan should include specific short-term (1-5 years) and long-term (5+ years) Standards, specifications, goals, and actions for management of the Village's trees and open planting spaces. The plan should be created in Microsoft Word, or other similar word processing program that is easy for the Village to update and revise.

The plan will analyze the inventoried data to evaluate species composition and diversity, age class distribution, canopy coverage distribution and gaps, priority maintenance needs, neighborhood-level inequities in canopy, and vulnerability to climate change, storms, and pests/diseases.

- **Alternate proposal:** Include prices for additional services, once the main services are completed.
 - **Five Year Cycle Prune Inventory:** An annual inventory update that corresponds with the Village's five-year cycle prune maintenance program. The Village currently operates on a five-year pruning cycle, which inventories an estimated 4,660 trees a year.

A. Applicable Standards

Following is a list of key standards and practices that must be referenced, utilized, and

complied with for this Work. In all instances, the most recent applicable standard is to be utilized.

- a. Local, county, state, and federal regulations
- b. American National Standards Institute (ANSI A300), Tree Care Standards and associated standards referenced
- c. International Society of Arboriculture (ISA) Best Management Practices and associated standards reference
- d. American National Standards Institute (ANSI Z133) Arboriculture Safety Standards and associated standards referenced
- e. Federal Occupational Safety and Health Administration Standards (OSHA)
- f. Illinois Manual of Uniform Traffic Control Devices Standards (MUTCD)
- g. IDOT Standard Specifications for Road and Bridge Construction

B. Qualifications:

- a. The Contractor shall have the necessary experience and qualified staff to effectively complete the Work as specified, within the time period specified, and shall list the accuracy rate for species identification, size, and GPS location, by percentage, on the Proposal Form, i.e., 90% accuracy for species identification, size, and GPS location. The Contractor shall explain their process and qualifications for quality control on the Proposal Form.
- b. The Contractor will ensure that all staff participating in the Work have the necessary professional certifications, skills, training, and experience to properly and accurately complete the Work. In addition, contractors will be knowledgeable of plants in the Midwest region.
- c. Subcontractors are only allowed at the discretion of the Village of Downers Grove. All subcontractors shall meet all of the same requirements and standards of the contractor as identified in the RFP documents. The Contractor is fully responsible for all actions or inactions of the subcontractor.
- d. The Contractor shall have a Work Coordinator/ crew leader with experience managing and completing an accurate tree inventory of this scope and scale, and within this growing zone.
- e. The Work Coordinator will coordinate the work of each Crew. This individual shall be an ISA Certified Arborist in good standing with ISA Tree Risk Assessment Qualification (TRAQ).
- f. Each Inventory Crew shall consist of at least one Crew Supervisor and, if needed, an additional support staff. Support staff shall record data collected by the Crew Supervisor. The Crew Supervisor is responsible for data accuracy and shall, at a minimum, be an ISA Arborist in good standing with experience, skills, and training to complete professionally inventories in this growing zone.
- g. Support staff can be entry level forestry professionals or other individuals trained to assist with tree inventories. This could include individuals involved in job training, e.g., Student Conservation Association, Conservation Crewmembers, and/or may include trained volunteers. All support staff shall be reliable and must be capable of correctly and accurately recording the data collected by the Crew Supervisor.
- h. The Contractor shall have experience completing a tree inventory, of this scope and scale, within this growing zone, and shall provide a list of five (5) inventory projects, of this scope and scale and within this growing zone, completed within

the last 10 years.

- i. The Contractor shall ensure that the inventory and all data provided are able to be updated by the Village or their representative at a future date. No proprietary software or restrictions shall be utilized or placed on the inventory or any of the data collected by the Contractor.
- j. The Contractor shall ensure that all staff participating in the Work shall have the necessary professional certifications, skills, training, and experience to properly and accurately complete the Work.
- k. If subcontractors are used, all subcontractors shall meet all of the same requirements and standards of the Contractor as identified in the RFP documents. The Contractor is fully responsible for all actions or inactions of the subcontractor.
- l. Contractor Personnel and Equipment
 - i. The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period.
 - ii. All vehicles and equipment shall have the Contractor's name in a visible location. All vehicles and equipment shall abide by the standards listed in the Traffic Control section. All vehicles and equipment shall have the appropriate items to avoid damage to public and private property (example – boards or pads for outriggers to avoid depressions, etc....)
- m. The Contractor shall employ only competent and efficient employees. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification.

C. Preliminary Project Meeting and Work Plan

- a. Within **10** business days of the award of a Contract, the awarded Contractor shall schedule and hold a Preliminary Project Meeting with the Village and present a Work Plan.

D. Proposal Format and Submission Requirements

- a. In order to be considered responsive, and enable the Village to evaluate proposals fairly and completely, each prospective firm must follow the format set out in this RFP and provide all information requested. Proposals must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposers are to include the following information in their Proposal:
 - i. **Introduction:** Proposals must include the complete name and address of firm and the name, mailing address, and telephone number of the person the Village should contact regarding the proposal.
 1. Proposals must be signed by an authorized representative confirming that the vendor will comply with all provisions in this RFP.

- ii. **Experience/Staff Resumes:** Indicate the expertise and experience of the firm relative to the requirements contained in this RFP. Submit resumes for the individuals who will be performing the services for the Village. Resumes should be formatted in the following order;
 1. Position with the Company
 2. Role in the Project
 3. Experience with the requirements and tasks being requested
 4. Work history on similar projects with the company
 5. Legal relationship of the named person with the prime contractor
 6. Past Experience
 7. Key Personnel certifications including proof of current ISA Arborist certifications and TRAQ qualification; and level of experience conducting tree inventories, of this scope and scale, and within this hardness zone (5B);

- iii. **Technical Approach/Implementation:** A detailed work plan and methodology your firm would follow in performing services under the contract shall be included in the proposal. Do not restate the Village's Scope of Work but rather provide the approach your firm will take and any recommendations. If your firm's approach is different than stated in the Village's Scope of Work, explain how and why. Demonstrate a complete understanding of Municipal Tree Inventories. Account for potential problems to be expected and the possible techniques to be employed for solving those problems. Provide sample reports, protocol, procedures, or spreadsheets representative of those that will be provided to the Village. The firm should present a schedule for the project. The schedule will highlight important milestone dates with a description of what these tasks include. Please include a Gantt-type chart depicting the project from start to final acceptance. A recommended communications plan for the public;
An overview of the inventory methodology and mapping approach.

E. Evaluation of Proposal

A technical staff review team will evaluate the proposals. Final selection will be based on the evaluation of proposals unless it is deemed necessary to conduct interviews. The firm determined best qualified to perform this project will be recommended to the Village Council for contract award. The Village of Downers Grove reserves the right to reject any and all proposals for any reason deemed appropriate by the Village.

F. Safety and Permits

- a. Safety is one of the primary objectives of this RFP. The Contractor shall comply with all local, county, state, and federal safety and permitting requirements and standards.
- b. It shall be the Contractor's responsibility to ensure that their staff comply with relevant best management practices, standards, and safety practices, and have the appropriate training, licensing, and qualifications to do the Work safely.
- c. All equipment shall be used in the manner it was intended, and all Work to be performed must be in full compliance with the most current relevant standards.
- d. The Contractor shall protect their staff and the public throughout the implementation of the Work. If needed, proper personal protection equipment, flagger personnel, warning signs, barricades, and/or other protective devices must be provided and utilized by the Contractor.
- e. If traffic control is needed, any traffic control shall be in compliance with local, state, and federal requirements, standards, and permitting, including MUTCD.
- f. It is the Contractor's responsibility to comply with all ANSI Z133 and OSHA standards, and proper equipment operations and practices to ensure that their crews are working safely.
- g. Any safety issues should be reported to the Village immediately.

G. Reporting

- a. The Contractor shall communicate with the Village when they are on site each day.
- b. At the end of every week, the Contractor shall submit to the Village a written (email or typed hard copy) report that includes:
 - i. Overview of the area where inventories have been completed (existing trees and potential planting sites);
 - ii. Advise if the Contractor is on track for Work completion on time, and if not, why and how any issues will be resolved;
 - iii. Confirm next steps in the Work Plan, including where the Contractor intends to start inventorying the next work week;
 - iv. Provide the name and phone number of each Crew Supervisor, and where they will be working for the next week.
- c. At the completion of the inventory, the Contractor shall deliver to the Village an Excel document compatible with ESRI (or other nationally recognized GIS system), document that includes all of the data, as specified, for the inventoried trees and potential planting locations, and shall provide a Summary Report as outlined in the Specification.
- d. The Contractor shall advise the Village immediately of any safety issues or property damage.

H. Work Coordinator, Supervisor(s) and Crew(s)

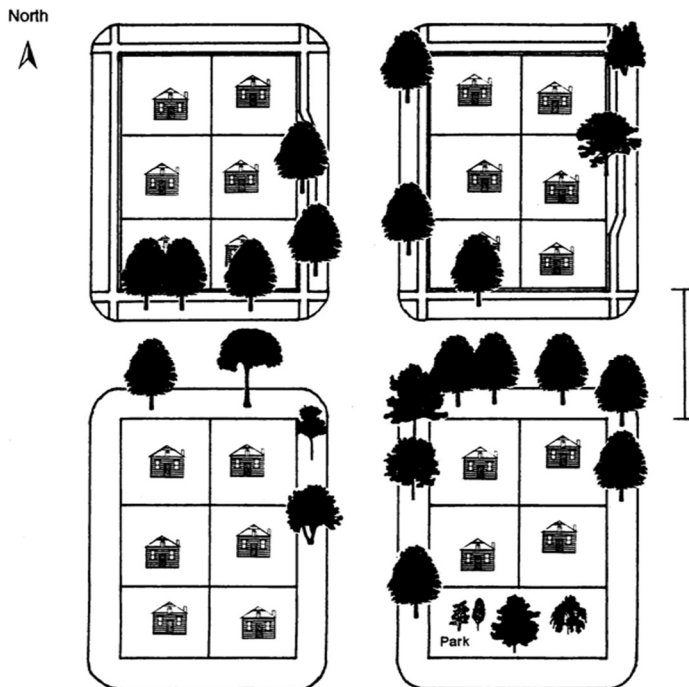
- a. The Contractor shall provide sufficient Crews to complete the work as specified and in the time period specified.
- b. The Work shall have one Coordinator.
- c. The Coordinator shall be an ISA Certified Arborist in good standing and be TRAQ qualified.
- d. The Coordinator shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
 - i. The Coordinator is responsible for managing the work of the Supervisors and Crews to ensure that the Work Plan is followed and the Work is completed safely, accurately, and on time.
 - ii. The Coordinator is responsible for communicating with the Village.
- e. Each Crew shall be composed of at least one individual, including one Supervisor and, if necessary, supporting staff.
- f. Each Supervisor shall be, at a minimum, an ISA Certified Arborist in good standing with previous experience, skills, and training conducting accurate professional tree inventories that include the data collection categories required in this RFP and within this growing zone.
- g. Each Supervisor shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
- h. The Supervisor is responsible for collecting the inventory data and either recording it themselves or utilizing support staff to record the data for them.
- i. Supporting staff may be entry level forestry professionals or other trained individuals, including individuals involved in job training, e.g., Student Conservation Association, Conservation Crew members, and may include trained volunteers. All support staff shall be reliable and must be capable of correctly and accurately recording the data collected by the Crew Supervisor.
- j. All Crews will use the same descriptive language, numbering, ratings, and/or codes for the data categories, as outlined in the Work Plan, so that all data is consistent. The Village has an existing Tree Inventory, all descriptive language, number, codes, etc., any changes to data structure, terms, or additional data points should be agreed upon in writing with the Village.
- k. The Coordinator, Supervisor(s), and Crew(s) must be respectful of residents and other concerned individuals. If a concern or issue develops, the Coordinator shall immediately notify the Village Forester or Assistant Village Forester. All residents, or individuals with complaints or concerns, should be directed to the Village Forester or Assistant Village Forester.

I. Data Collection:

- a. The tree data and potential planting location data collection will take place in the areas designated on the accompanying Site Map. Only data on trees and potential planting locations, in mowed and/or maintained areas, located on the Village's property, will be collected. All data collected, across Crews, shall be collected in the same manner, using the same protocols, techniques, evaluations, terminology, codes, and descriptions. The Village reserves the right to periodically check the inventory against actual conditions to verify that the Inventory is being conducted accurately. The Village may do this themselves or hire a forestry professional to verify accuracy.
- b. Tree data collection shall include a 360-degree ground-based inspection. Data requirements include the following. Alternative or additional data and structure may be acceptable with written consent from the Village.
 - i. A GPS location shall be taken for each tree. The GPS location shall be within 1-3 meters of the actual tree location. If the Contractor experiences challenges in getting an accurate GPS location, i.e., the GPS point does not align with the location of the tree as shown on the aerial image, the Contractor will move the GPS point to overlay the tree, or location for a tree, as shown.
 - ii. Physical address and relative location for each individual tree.
 - iii. Tree Latin/scientific name (i.e., genus and species) and tree common name (spelling and names shall be consistent across Crews).
 - iv. Tree trunk diameter shall be in exact measurement to nearest tenth inch (ex: 25.6 inches)
 - v. Tree condition rating including defects. As an example: Good, Fair, Poor, Removal, or Potential Removal.
 - vi. Recommended maintenance examples (again, terminology shall be consistent across Crews):
 1. Potential tree removal
 2. Grate or other obstruction removal
 3. Mulch – needed, pull back from trunk, or reduce
 4. Other
 5. Location or growing space description examples (terminology shall be consistent across Crews):
 6. Other
 7. Potential conflicts examples (terminology shall be consistent across Crews):
 - a. Overhead utilities
 - b. Street sign or other obstructions
 - c. Streetlight
 - d. Fire hydrant
 - e. Pedestrian

- f. Foot traffic or bicycle traffic
 - g. Other
- c. Potential tree planting location data:
- i. GPS location
 - ii. Physical address location
 - iii. Per planting location, recommended tree size, at maturity, and why:
 - I. Compact (10-15 ft.)
 - II. Small (15-25 ft.)
 - III. Medium (25-40 ft.)
 - IV. Large (>40 ft.)
- d. Location description
- i. Terminology to be consistent with tree inventory location descriptions and consistent across Crews.
 - ii. Will be in compliance with Village's regulations for tree planting.
 - iii. Potential conflicts, e.g., overhead utilities, street signs, light poles, etc. terminology to be consistent across Crews.
 - iv. DG Inventory Codes: Location codes are a combination of letters and numbers.
 - 1. The letters are:
 - E east side of street
 - W west side
 - N north side
 - S south side
 - I island
 - M median
 - J jointly owned
 - BW behind walk
 - O tree located opposite listed address
 - 2. Numbers: increase from north to south, and increase from east to west with respect to each adjacent address

Location Code Example



Example of LUCITY Tree Data:

GBA Num 64530	Tree Number * 596A	Status Active	Grid 65	Qtr Sec 9-16A	Section 0
Address 119	AA <input type="checkbox"/>	Street Name 56TH CT	Street Name 2 CUMNOR RD	Location E1	Sidewalk Type
Tree Code Lookup OAKSHI	Common Name SHINGLE OAK		<input type="checkbox"/> In-House Water		<input type="checkbox"/> Staked
Genus OAK	Species SHINGLE	Cultivar (no quotes!)		Family (Latin) FAGACEAE	
Notes					
Date Planted 10/9/2013	Year Planted 2013	Season FALL	Nursery HINSDALE	Planter PUGSLEY & LAHAIE	Year Removed
Diam Meas 10/21/2020	Diameter 5	Canopy Height	Canopy Width		<input type="checkbox"/> DO NOT PLANT HERE
Tree Condition GOOD	Diameter Class 0-6.0	Last Inspection 10/21/2020	Last Insp Activity DIAMETER MEASURED	<input type="checkbox"/> Need to Replant Replant Date	
Year Prune 2022	Prop Prune 2027	Pruning IN-HOUSE	Prune Cost	Replant Request	
Watch Priority	Watch Details				
Support Type	Unincorp notes				
UL Shape	Overhead Wire				
<input type="checkbox"/> Ted Review With Greg					
Created By kvonderheide	Creation Date Time 9/24/2013 10:34 AM	X Coord 1078396.7		Y Coord 1864930.53	
Last Modified By krobbins	Last Modified Date 12/8/2025	Last Modified Time 2:48 PM			

Long Note

Summary Report:

- A. The Contractor shall provide an inventory summary report that includes:
 - a. Total number of trees inventoried.
 - b. Total number of potential tree planting locations.
 - c. Breakdown of the number of planting locations in:
 - i. Residential
 - ii. Business district
 - iii. Industrial district
 - iv. Open areas (Village Properties)
 - v. Transit areas
 - vi. Or other areas identified by the Village on the Site Map
 - d. Name (scientific and common), number of, and percentage of each tree species.
 - e. Number of and percentage of each tree diameter using size groupings, i.e., .5”–2”;
2”–5”;
5”–10”;
10”–15”;
15”–25”;
25”–35”;
35”–50”;
50” and above.
 - f. Number and percentage of trees in each condition class, i.e., Good = 4, Fair = 3,
Poor = 2, Potential Removal = 1, Removal = 0
 - g. Number and percentage of trees requiring removal.
 - h. Recommended actions and their urgency, i.e. priority 1, 2, 3, etc.

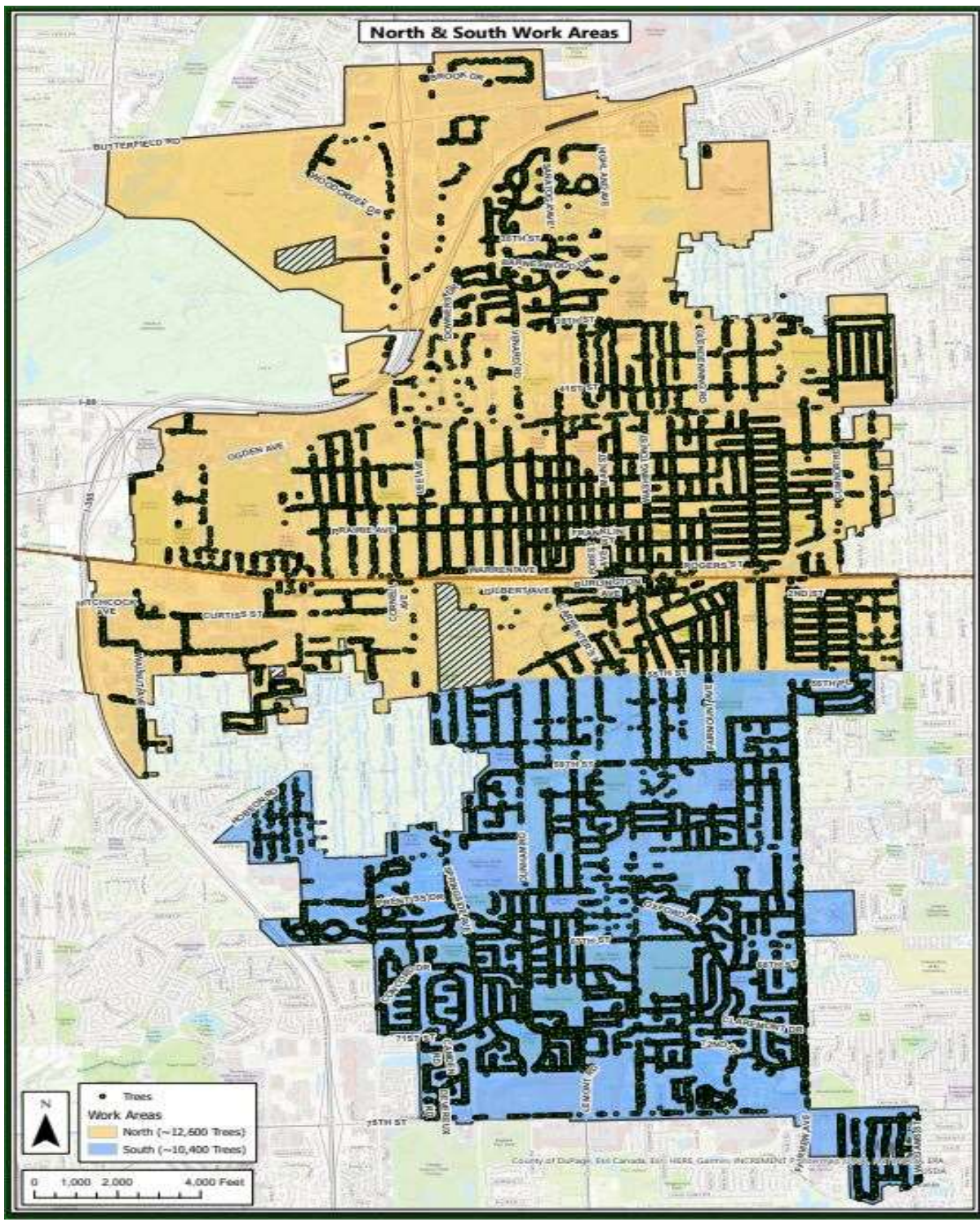
Final Inspection and Substantial Completion Acceptance:

- A. At the completion of the Work, the Contractor will provide the Village Forester or Assistant Forester with a Notification of Substantial Completion.
- B. This notification will be in writing and must be received by the Village at least five (5) business days before the anticipated date for final inspection.
- C. At Substantial Completion, the Contractor shall provide the Village with the final Excel, LUCITY compatible, Tree Inventory, and the Summary Report.
- D. The Village will inspect the Work and will provide the Contractor, in writing, a notification of any deficiencies.
- E. The Contractor will have 10 business days to resolve these deficiencies and submit a written Notification of Completion to the Village.
- F. If the deficiencies have been resolved, the Village shall certify in writing that the Work has received final acceptance.
- G. If the Contractor fails to resolve the deficiencies or inaccuracies within 10 days, the Village will withhold payment for the percentage of the work that is determined not to be completed and the Village will have the right to contract with another Contractor for accurate completion of the work.

TERM OF CONTRACT: UPON COMPLETION

The Contract shall commence upon the date of the duly executed Agreement, and shall remain in effect until such time as all the work, commodities, and equipment acquired in conjunction with this Request for Proposal have been completed and accepted by the Village and upon completion of the expressed and/or implied warranty periods.

Site Map



IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detailed specs and Proposer's response will become the Contract with the Village.)

Tree Inventory and Urban Forest Management Plan Update Proposal



1485 Louis Bork Drive, Unit #113
 Batavia, IL 60510
 219-380-9770
 www.glurbanforestry.com

Contact: Phil Graf, Owner
 Phil@gluf.net

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Introduction

Company Overview

Our Company was founded in 1999 by senior arborist Phil Graf, under the name of Graf Tree Care, Inc. From humble beginnings as a 2-person tree trimming operation, the Company began to expand its client base by adhering to their core values above. A relentless work ethic and friendly attitude soon made expansion a reality. Graf Tree Care, Inc. and its 3 divisions had become an industry leader in Illinois, consulting with over 80 different Municipalities and over 70 Park Districts, and have become successful public speakers, educators, and innovators in the fields of Arboriculture, Forestry, and GIS. In 2019, the Urban Forestry Management Division was re-branded as Great Lakes Urban Forestry which currently employs 12 Certified Arborists, 6 Municipal Specialists, and 6 arborists that hold the Tree Risk Assessment Qualification.

Great Lakes Urban Forestry has extensive expertise in the fields of Tree Inventory, Risk Assessment, Urban Forestry, Arboricultural Consulting, GIS Technology, Plant Pathology, Plant Health Care, and Geospatial Data Management. Our extensive staff qualifications and experience in all facets of arboriculture sets us apart from other consulting firms who do not specialize in these areas. We pride ourselves on the accuracy of our data, our commitment to detail and on our ability to meet deadlines consistently. Great Lakes Urban Forestry also has extensive experience performing Level 1, 2 and 3 Risk Assessments for municipalities and park systems as part of comprehensive tree inventories and on case-by-case bases.

We are deeply engrained in the Urban Forestry community here in Illinois. We have excellent relationships with several communities, municipalities and park districts here in Illinois, along with other organizations such as the IDNR, CRTI, Openlands, and the Illinois Arborist Association. We are ideally suited to perform this project for the Village of Downers Grove for the benefit of its staff, residents, and businesses.

Our Team

Great Lakes Urban Forestry is a local business with a distributed workforce of Urban Forestry Consultants and Inventory Technicians all based in northern Illinois and northwest Indiana. Great Lakes Urban Forestry will not use part-time staff, interns, subcontractors, or “out of town” staff for data collection. We also have no overhead expenses such as lodging and per diem for bringing in out-of-town staff, allowing us to complete the project for a more competitive price. Our entire staff is deeply knowledgeable of all tree species found in the Midwest, unlike staff from our competitors who are likely to bring in personnel from other areas of the country who may not be as familiar with Illinois urban forests and urban forestry culture here in Illinois.

The team members who will be participating in this project have a college-level background in fields including Urban and Traditional Forestry, Natural Resource Management, Mathematics, and Hydrology. Our team brings together expertise in the fields of Tree Inventory, Urban Forestry, Risk Assessment and Management, GIS Technology and geospatial data management, Plant Pathology, and Arboricultural Consulting. Staff who work on these projects have been cross trained so the data we collect has real value and is viewed through the eyes of an experienced professional who knows all aspects of tree care and maintenance. We maintain continuing education as a high priority and always stay on the cutting edge of arboriculture.

Staff ISA Certificates are located at the end of this proposal.

PHIL GRAF, ISA Certified Arborist #IL-1553AM (Urban Forestry Professional)

ROLE: Company Owner, Founder, and President

INDUSTRY EXPERIENCE: 32 Years

BACKGROUND and EXPERIENCE: Phil is the founder and owner of Graf Tree Care/GLUF and has been in the tree care industry for over 30 years. He has worked for the City of Wheaton in the Forestry Division, where he gained valuable experience working in a municipal setting. He founded Graf Tree Care in 1999, specializing in tree trimming, removal, Urban Forestry consulting, tree inventory, plant health care, and planning. He has been instrumental in Emerald Ash Borer management, having worked with countless municipalities, park districts, businesses, and homeowners to survey their tree populations and provide custom tailored strategies to manage the Emerald Ash Borer. Phil's perspective as an arborist, municipal specialist, and business owner in both the public and private sectors in all facets of arboriculture make him an expert in the field.

JIM SEMELKA, ISA Certified Arborist #IL-0732AM (Urban Forestry Professional)

ROLE: Municipal Consultant/Support Staff/Management Planning Staff

INDUSTRY EXPERIENCE: 9 Years with GLUF – 46 Years Total

BACKGROUND and EXPERIENCE: Jim is a full-time staff member and brings 46 years of private sector and municipal urban forest management experience to GLUF. He holds a bachelor's degree in Forest Resource Management from Southern Illinois University, has been an ISA Certified Arborist for over 30 years. He served as the Village Forester for the Village of La Grange and as the Urban Forestry Superintendent with the Village of Oak Park before leaving municipal work for the private sector. Jim's municipal management experience includes establishing complete tree inventories, creating long term, contract-driven pruning cycles, forming municipal level pest management programs, municipal tree planting programs, and serving as Liaison to Forestry Commissions and Municipal Boards. He was President of the Suburban Tree Consortium and has been active in the Illinois Arborist Association for many years, serving as Municipal Chair, Program Chair, and is a Past President of the IAA.

LESLIE DELLES, ISA Certified Arborist #IL-9199AM (Urban Forestry Professional/ TRAQ)

ROLE: Operations Manager/ Management Planning Staff

INDUSTRY EXPERIENCE: 13 Years with GLUF - 25 Years Total

BACKGROUND and EXPERIENCE: Leslie is a full-time staff member, consulting arborist, and project manager. She holds a bachelor's degree in Earth Science from Northeastern Illinois University and was previously employed for over 12 years by the US Department of Agriculture's APHIS (Animal and Plant Health Inspection Service), where her extensive experience dates back to surveying Asian Longhorned Beetle. She has also worked on APHIS's monitoring and control of Gypsy Moth and Emerald Ash Borer, among other insect pests. She works as a contract city forester in several communities and serves as our field team coordinator and project manager for inventory projects.

JON CARLSON, ISA Certified Arborist # IL-1135AM (Urban Forestry Professional /TRAQ)

ROLE: Tree Risk Consultant/Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 7 Years with GLUF - 42 Years Total

BACKGROUND and EXPERIENCE: Jon is a full-time staff member, and our Tree Risk Manager, with 40 years of professional experience in arboriculture and has been an ISA Certified Arborist for over 27 years. Jon received his BS in Biological Aspects of Conservation from the University of Wisconsin-Madison. Throughout his career Jon has served as the Dutch Elm Disease Technician for the City of Monona, Wisconsin, the Supervisor of Arboriculture at Fox Valley Park District, the Superintendent of Parks and Planning for Bartlett Park District, and the Special District Administrator for the City of Colorado Springs, Colorado. Jon's extensive municipal and park experience provides in-depth tree risk management consultation to municipalities, park districts, school districts and private property owners; he conducts tree inventories, prepares inventory and risk management reports for clients, and teaches Certified Arborist training classes.

CHERRY COUNTRYMAN, ISA Certified Arborist # IL-9789AM (Urban Forestry Professional)

ROLE: Consulting Arborist/ Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 7 Years with GLUF – 13 Years Total

BACKGROUND and EXPERIENCE: Cherry Countryman is a part-time staff member at GLUF, municipal consultant, and tree inventory data collector. She holds a Bachelor of Science in Natural Resource Management from the College of Environmental Science and Forestry of Syracuse University and has been active in the environmental community for over 10 years. Cherry has previously been employed with the Research Foundation for the State University of New York collecting data for seedling regeneration studies in the Adirondack mountains. Cherry also collected data using variable point sampling for the Forest Operations department for a research facility in the Adirondacks. She has also taught field dendrology at the Ranger School in New York. Cherry currently serves as a consulting arborist for local communities and assists with data collection, analysis, and reporting.

HEATHER STEVENSON, ISA Certified Arborist #IL4613A

ROLE: Consulting Municipal Arborist/Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 4 Years with GLUF – 26 Years Total

BACKGROUND and EXPERIENCE: Heather is a full-time staff member, Consulting Municipal Forester, and tree inventory technician for Great Lakes Urban Forestry. She has been in the field of Arboriculture for 25+ years with experience in both the public and private sectors. Heather began her career in arboriculture as a plant health care specialist/foreman, bringing experience and knowledge in diagnosing tree pathogens and insects. Most recently, as past Village Forester for the Village of Oak Lawn, Heather has extensive experience and knowledge with municipal tree needs and requirements. Heather's municipal management experience includes establishing planting cycles/programs, creating/maintaining long- and short-term contracts for trees and landscaping, coordinating grant applications and work, coordinating special events (i.e. Arbor Day events), creating tree pruning cycles for maintenance and reducing storm responses, diagnosing and treating trees, community education/publications, liaison for Green Team (community advocate group). Her years of vast experience and knowledge provide a well-rounded and expert approach to urban forestry.

MATTHEW LE, ISA Certified Arborist #IL-10091A (TRAQ/ FL-ISA Prescription Pruning Qualified)

ROLE: Field Foreman/ Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 3 Years with GLUF – 6 Years Total

BACKGROUND and EXPERIENCE: Matthew began his career in the tree industry after high school when he joined the Arboriculture Lab at The Morton Arboretum. His exposure to scientific tree research led him to pursue further education in urban forestry at the University of Wisconsin-Stevens Point. At the University, Matthew served as president and treasurer of the UWSP-Student Society of Arboriculture and became an urban forestry research assistant. Over winter and summer breaks, he gained additional experience in plant health care, tree care, and research. Upon graduating from UWSP, Matthew joined the GLUF team full-time as a forestry survey technician and is now our Field Supervisor. Matthew also coordinates GIS services, conducts group training and internal educational sessions, and is instrumental in the data collection QAQC process

JOE NEUMANN, ISA Certified Arborist #IL-10065A (TRAQ)

ROLE: Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 3 Years with GLUF - 17 Years Total

BACKGROUND and EXPERIENCE: Joe is a full time staff member and has a wide variety of experience working with plants. The majority of his plant experience comes from ecological restoration and invasive plant control but also parks maintenance, gardening and landscaping. Joe has restored native ecosystems in Washington, Utah, Illinois and the Southeast with public entities, private companies, and not-for-profit conservation corps programs. He has done removal and enforcement of removal of regulated noxious weeds with the King County Noxious Weed Control Program in Seattle, WA. He has also worked as a gardener caring for the grounds of Edmonds College in Lynnwood, WA. Joe holds a master's degree in Environmental Horticulture as well as a Wetland Science and Management certificate from the University of Washington. Joe currently operates as one of our lead data collectors.

ANTHONY ABBATE, ISA Certified Arborist #IL-9411A (Urban Forestry Professional)

ROLE: Consulting Municipal Arborist/Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 2 years with GLUF - 17 Years Total

BACKGROUND and EXPERIENCE: Anthony is a dual employee with Great Lakes Urban Forestry and Graf Tree Care and comes to us with a wide variety of industry experience. He got his start in arboriculture in high school working for a tree nursery as a sales and installation associate. After 6 years of military service he joined the Arlington Heights Park district in 2009. While he held multiple rolls there, trees were his true calling. In 2014 he became the Forestry Crew Leader and in 2015 became the very first Certified Arborist in Arlington Heights Park District history. While in this role he performed all pruning and removals of district trees, as well as planting 150-200 new trees per year. In 2020 he joined the City of Marengo's Public Works as the Streets and Forestry Crew Leader. He quickly assessed the needs of Marengo's Urban Forest and implemented a hybrid pruning cycle, removal protocols, and implemented modern arboriculture safety standards. He also began the process of modernizing the forestry departments' equipment and vehicles. Anthony came to us in March of 2024 as a dual employee of GLUF and Graf Tree Care. Working in plant health care during the spring of 2024 allowed Anthony to hone his plant pest ID and proper courses of action. Anthony's current role at GLUF is a contract city forester for some local communities and also is part of the data collection team.

MARTIN CULLEN, ISA Certified Arborist #PN-6651A (TRAQ)

ROLE: Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 2 Years with GLUF - 23 Years Total

BACKGROUND and EXPERIENCE: Martin is full-time tree Inventory Technician for Great Lakes Urban Forestry with a blend of commercial, municipal, and residential experience. Growing up with a passion for the outdoors and love of rock climbing from a young age, he took his first chance to enter the tree industry as a climber trainee in 2003. In 2008 he relocated to Seattle working for a small outfit helping them obtain a TCIA accreditation and getting his Certified Arborist in the Pacific Northwest region. With his passion for travel and learning from other professional Arborists, his career brought him to 6 states and some work and training in British Columbia. In 2019, he accepted an Arborist position with the Seattle Department of Transportation. Martin returned to SW Chicagoland and joined the Great Lakes Urban Forestry team in 2024.

PAUL KRAMER, ISA Certified Arborist #IL-1146A (TRAQ)

ROLE: Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 2 Years with GLUF - 25 Years Total

BACKGROUND and EXPERIENCE: Paul is a full-time staff member at GLUF and has a wide variety of arboricultural experience. He holds a bachelor's degree in forestry from Southern Illinois University, is an ISA Certified Arborist and is Tree Risk Assessment Qualified (TRAQ). With over 25 years of experience in arboriculture, Paul's experience in utility, commercial, consulting, and municipal arboriculture bring a variety of veteran skills to the team. Throughout his career, he was an effective liaison between utility companies, private tree care companies, municipalities and their customers/residents. As a commercial arborist, Paul performed plant health care (PHC) and tree climber/aerial lift operator duties meeting ANSI A300 standards. Paul was a Beetle Eradication Specialist with the Davey Tree Company during the Asian Longhorned Beetle period, where he inspected trees for the beetles and applied systemic insecticides to protect the remaining trees in the quarantined zones. Working with the Village of Homewood, IL, Paul performed structural pruning for young parkway trees, mowing, landscaping, hazard assessments for parkway tree removals, and performed a tree inventory of the village's street trees. As a utility arborist, Paul performed pre- and post-inspection of trees to be pruned, supervised line clearance crews, trained and evaluated new and existing work planners and performed outage investigations. He is a member of the Illinois Urban Forest Strike team which assists towns after natural disasters and has volunteered with the Homewood Tree Committee for over 20 years, planting trees and doing public outreach. Paul is currently a full-time tree Inventory Technician for Great Lakes Urban Forestry.

ZACHARY RIBAN, ISA Certified Arborist #IL-9873A

ROLE: Urban Forestry Inventory Technician

INDUSTRY EXPERIENCE: 8 years with GLUF/Graf Tree Care – 8 Years Total

BACKGROUND and EXPERIENCE: Zachary started with Graf Tree Care in June 2018 as a new arborist. Since this time, he has learned how to properly climb and prune trees and operate heavy machinery such as an aerial lift and stump grinder. He also learned how to identify trees and operate a plant health care spray rig. Zachary was a crew leader with Graf Tree Care before transferring over to Great Lakes Urban Forestry in June of 2024. Zach's passion for the outdoors and urban forest makes him a valued team member.

Proposed Scope of Service

The Village of Downers Grove is seeking a comprehensive inventory of the Village's street trees on parkways, and Village-owned-Properties. Data collected will include location, species, size, condition, and maintenance recommendations. Analyzed data will create recommendations for prioritized tree pruning and removals, tree maintenance operations, risk mitigation activities, cyclical pruning schedules, future planting plans and increasing species diversity which will all be addressed in an Urban Forestry Management Plan which is required per grant parameters. Implementing these recommendations will produce a diverse and resilient urban forest. The inventory is an efficient management tool and, if applicable and at the Village's request, the GIS data can be incorporated into the Village's existing asset management system using web applications, web maps, and operations dashboards.

Great Lakes has the depth of experience and a refined system for accomplishing these goals. Our approach is to collect GIS data using certified arborists and then to analyze GIS data with our in-house team of GIS professionals and arborists. Urban Forestry Management recommendations are made by this team that provide best management practices for you to implement in managing the Village's trees. Please note that all work performed on this project will be done by Certified Arborists and no subcontractors or interns will be used for tree data collection or GIS work.

Inventory Services

BASE MAP SETUP- Using GIS base data and REST services provided by the Village and/or County, a base map and layering system shall be set up in our ArcGIS Online account for field data collection. The base map will display the following information:

- Aerial Photography
- Corporate Limits
- Streets/Street names
- Parcel lines
- Right of way limits

STANDARD COLLECTION PARAMETERS

The Village's existing GIS tree database is housed on Lucity Asset Management Software. Great Lakes Urban Forestry does not use this software, we use ArcGIS for field data collection. We propose to request the Village to export the GIS data from Lucity to ArcGIS prior to beginning the tree inventory so that our field team can work in a more familiar environment, using the ArcGIS Field Maps app. Once data collection is complete we will deliver a geodatabase for the Village to import back into Lucity for Village use.

Data will be collected on all trees located on Village rights of ways and parkways. Data in the field will be collected using mobile devices which have a GPS antenna. Data collection will be performed in real time using the Field Maps for ArcGIS mobile application to access the feature services directly. Data to be collected will include:

GPS LOCATION

The GPS data collectors we use are Samsung tablets, referencing an ArcGIS Online Feature Service, using Field Maps for ArcGIS Application. Tree locations are recorded using GPS-grade accuracy chipsets and mobile real time corrections on our tablets and manually adjusted on the data collection map by our field staff using orthorectified aerial imagery as well as GIS base data such as parcel and street lines to ensure accuracy. Locations are checked for multipath (locational) errors at the end of every week and month to maintain accuracy.

ADDRESS

The address is taken as the numerical address at which a tree is located, based on the listed street address of the GIS parcel data we have available to us. If no numerical address is listed for the property the tree is located at, a designation can be made based on whatever standard is already being utilized by the Village.

STREET

The street name will conform to the names as listed on Village street signage, since occasionally the GIS cadastral data has misspellings, incorrect street suffixes (e.g. Ave. instead of St.), or other slight errors. The street name shall also be for the address at which the parcel is listed, regardless of how the house is oriented (if on a corner lot). As a courtesy to the Village, Great Lakes will attempt to notify the Village when this occurs.

RELATIVE LOCATION

All trees are listed by using the Village's system of zone, address, street name, quadrant and/or offset.

TREE STATUS

For this inventory, the status field includes whether the site is an Active Tree, Planting Space (small tree), Planting Space (medium tree), Planting Space (large tree), or a Stump.

SPECIES

All tree species are listed using common names and are identified to the species level. Specific cultivars, hybrids, or varieties may be identified when possible.

NUMBER OF STEMS

Number of leads observed at 4.5 feet above ground level.

DBH / CALIPER

Trees are measured using DBH (Diameter at Breast Height), a standard forestry measure of tree diameter, using a forester's DBH tape to the nearest 10th of an inch.

CROWN HEIGHT / CROWN SPREAD

Crown Height and Crown Spread are estimated to approximately the nearest 5 foot interval by a combination of pacing from the drip line to the trunk, and utilizing a combination of clinometers, laser rangefinders, landmarks, and professional judgment.

CONDITION RATING 1-5

Tree Condition ratings are in which industry standards that have been calibrated and applied across the data collection team.

Condition 1	Specimen – Tree has no observable defects, wounds, diseases, and has textbook perfect form for the species. In addition, since young trees tend to be trouble free, a Condition 1 tree must be a minimum of 16” DBH. These are legacy trees, and as such are rare.
Condition 2	Above Average – Tree may have a small amount of deadwood, or a very limited number of nonthreatening defects. The overall form of the tree must be good, and consistent for the species in question. These trees should also generally be a minimum of 8” DBH for the reason listed above, but infrequent exceptions are made. Often the difference between Condition 2 and 3 is form or growth habit.
Condition 3	Average – Tree has moderate amounts of deadwood, wounds, or other deficiencies, but is generally healthy. A wide variety of form is acceptable for this group, which is meant to define the middle ground around which better or worse trees can be defined and identified.
Condition 4	Below Average – Generally this category it is reserved for health defects and significant defects, deadwood, wounds, disease, etc. These may be significant enough to recommend pruning or removal. Very poor form or architecture can put an otherwise healthy tree in this category as well.
Condition 5	Poor, Dead or nearly so – Tree must be removed. Physical or health defects have progressed to a point that the tree cannot be reasonably saved. Like Condition 1 trees, these are relatively rare, as generally trees that have advanced to this level are removed prior to inventory.

MAINTENANCE RECOMMENDATION

Maintenance recommendations are provided to assist in managing the tree population. These recommendations are the most commonly used recommendations in a municipal setting and are well calibrated and standardized with our data collection team. When a maintenance recommendation is anything other than Cycle Prune, a standardized Recommendation Reason (below) will be utilized in conjunction with the maintenance recommendation for further description of the action required.

PRUNE-CYCLE	Tree is in good health and will require standard pruning on a standard 3-5 year cycle.
PRUNE-TRAIN	Establishment structural pruning only for trees 10" DBH and under.
PRUNE-PRIORITY	Tree has not been properly pruned during its developmental years, has suffered damage, is overgrown, or for other reasons is in need of pruning sooner than a 3-5 year standard cycle.
PRUNE-DEAD LIMB	Dead limb(s) higher in tree but doesn't qualify as moderate or severe deadwood by percentage.
REMOVE-LOW-PRIORITY	Consider tree removal.
REMOVE-STANDARD	Tree should be removed in 1-3 years. This is utilized if removal is the best reasonable option.
REMOVE-PRIORITY	Tree must be removed in an expeditious manner due to defects, insects or disease.
RISK ASSESSMENT-STANDARD	Recommend a Level 2 - Standard Risk Assessment-an assessment without advanced tools or climbers.
RISK ASSESSMENT-ADVANCED	Recommend a Level 3 - Advanced Risk Assessment-an assessment using advanced tools, techniques and/or climbers.
MONITOR-ANNUAL	Tree should be monitored annually for further change or decline.

MONITOR-LONG TERM	Tree should be monitored at greater than one-year intervals for further change or decline.
GRIND STUMP	Existing stump to be removed.
MAINTENANCE-OTHER	Maintenance not listed above.

RECOMMENDATION REASONS

Clearance		Branches are blocking/ touching Building, Sidewalk, Street, or Sign
Dead		Tree is dead or nearly so
Deadwood	Large Limb	One or more larger dead limbs requiring removal but not moderate or severe deadwood by percentage
	Moderate	Tree contains 11-30% deadwood, by ocular estimate
	Severe	Tree contains more than 30% deadwood, by ocular estimate
Decay Column		Tree has visible or audible decay in central trunk(s)
Defect	Other	Tree has other defect not listed, specifics noted in comments field
	Unobservable	Tree has a potential defect that is not observable from the ground
Dieback		Tree crown is dying back
Girdling Object		A nondescript object is girdling the tree or tree part
Hanger		Branches are hanging in crown, partially attached or free hanging
High Location Value		Justification for Risk Assessment; tree is in prominent location and has ecological value
Included Bark		Tree branches have tight V-shaped union(s) and have developed bark inclusions
Insects/Disease		Tree has observable signs or symptoms of pests or pathogens
Lean		Tree is leaning at undesirable angle
Mechanical Damage		Basal damage caused by landscaping equipment, or other physical damage
New Planting		Justification for establishment pruning, staking, mulching, etc
Other		Other notable observance not listed, specifics noted in comments field
Overgrown		Excessive branch or sucker growth requiring priority pruning
Poor Form		Tree has poor architecture, often due to limited growspace or improper pruning
Roots	Compacted	Observed or inferred signs of soil compaction
	Girdling	Observed girdling roots or severe trunk flattening
	Heaving	Observed evidence of root or soil heaving
	Multiple Issues	Two or more root issues
	Still BB	Roots confined to ball & burlap due to intact twine and basket, treated burlap, or other observed factor
	Wounded	Root damage from construction, hardscape, mowing equipment, or other factor
Rot	Heartwood	Observable internal decay; decay column, cavity, etc.
	Basal	Observable decay at the base of the tree
	Sapwood	Observable vascular tissue decay
	Other	Other signs of decay such as wetwood, root rot, etc
Mushroom/Conk		Visible fungal fruiting bodies
Topped		Tree had its apical meristem or terminal leader removed; typically due to poor pruning practice, utility pruning, or storm damage
Weak Trunk Union		Weak union caused by included bark or poor branching angles that have compromised structural stability

Wounds	Crown	Scaffold or secondary branch wounds affecting tree health and/or stability
	Trunk	Trunk wounds affecting tree health and/or stability
Utility Conflict		Pruning required due to interference with wires, street lamp, traffic light, or other utility
Storm Damage		Tree has recent damage due to storm or winds such as torn limbs

LAND USE

For the purposes of this inventory, land use designations include Agricultural, Commercial, Industrial, Institutional, Multifamily, Recreational, Single Family, Transportation, and Other.

COMMENTS

Comments will be included as a courtesy to denote any conditions worthy of note and not addressed in other fields. These comments are standardized as much as possible, though certain situations exist where nonstandard comments were utilized.

DATA QUALITY ASSURANCE / QUALITY CONTROL

The field team at GLUF strives for 100% accuracy in species ID, measurements, and location. All field-collected data from the inventory will be checked for geographic and tabular accuracy at the end of each week. All data fields in the tabular data will be queried in GIS for any null fields or inaccuracies and will have individual records verified or corrected where discrepancies are noted. All spatial point locations will be verified using a combination of aerial photography and spatial query. If there are point locations which were subject to multipath errors (i.e. points which did not show up on the map where they were supposed to be) their locations will be corrected using aerial orthoimagery and the tabular data we collected for those points.

Tree Inventory Executive Summary Report

This executive summary is a brief statistical overview of the inventory data and will address some of our observations, as well as some potential mitigation measures and other recommendations.

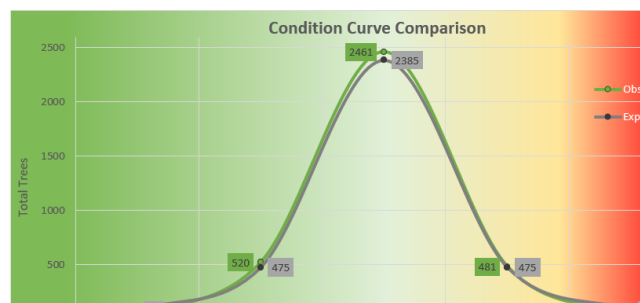
The Summary Report will include:

- a. Total number of trees inventoried.
- b. Total number of planting spaces inventoried
 - i. amount of planting spaces in each land use area
- c. Species breakdown list with number and percentage of each species inventoried.
- d. age class analysis
- e. tree condition analysis
- f. maintenance recommendations

Examples from past reports are included below.

Statistical Overview

Number of Trees Inventoried	3,489
Number of Stumps Inventoried	38
Number of Planting Spaces Inventoried	1,652
Total Number of Species	99
Total Diameter Inches	56,540"
Average Tree Diameter	16.21"
Average Tree Condition	3.00 (Average)
Average Tree Condition - Weighted (8" DBH or greater)	2.96 (Slightly Above Average)



Appendix A: All Trees

The table below is an itemized list of all tree species present in the Village of Alsip tree population, along with average DBH (in inches) and average condition rating for each species. The average condition ratings combined with higher average DBHs can be used as a guide as to what species are growing well within the Village.

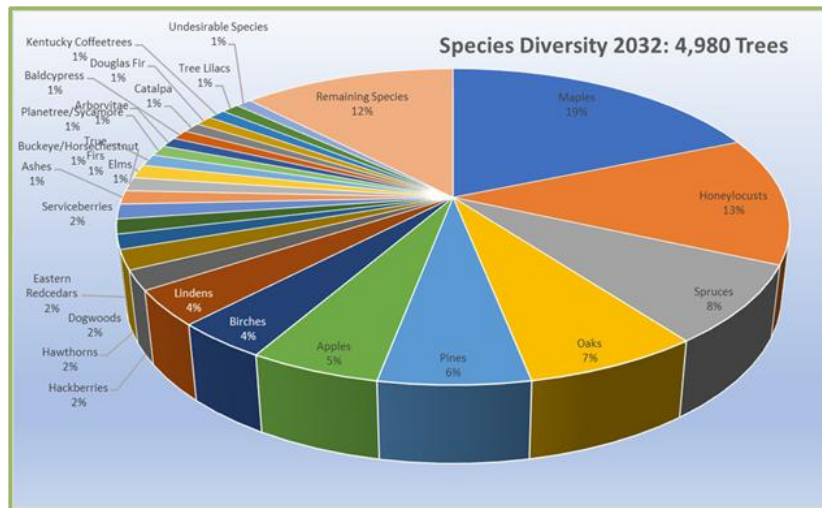
SPECIES	COUNT	% OF TOTAL	AVG DBH	AVG COND
MAPLE-SILVER	1026	29.41%	24.65	2.92
HONEYLOCUST	313	8.97%	18.76	2.71
MAPLE-NORWAY	260	7.45%	13.50	3.05
MAPLE-RED	187	5.36%	9.62	3.15
MAPLE-AUTUMN BLAZE	161	4.61%	9.99	2.88
PEAR-CALLERY	160	4.59%	9.81	3.11
APPLE-CRAB SPP	123	3.53%	9.07	3.15
ELM-SIBERIAN	92	2.64%	27.26	3.21
LINDEN-AMERICAN	91	2.61%	11.38	3.20
SPRUCE-BLUE	58	1.66%	13.43	3.02
ELM-HYBRID	52	1.49%	6.54	3.13
LINDEN-LITTLELEAF	47	1.35%	17.68	3.17
HORSECHESTNUT	45	1.29%	8.80	3.22
MAPLE-SUGAR	42	1.20%	8.38	2.95
KENTUCKY COFFEETREE	41	1.18%	5.24	3.07
MULBERRY-SPP	41	1.18%	21.17	3.46
HACKBERRY	40	1.15%	6.00	3.08
OAK-BURR	39	1.12%	17.10	2.87
SYCAMORE	39	1.12%	24.23	2.87
OAK-SWAMP WHITE	37	1.06%	6.35	2.89

Urban Forestry Management Plan

An Urban Forestry Management Plan (UFMP) is important tool used in helping communities and organizations in caring for trees and improving their tree canopy. The staff at GLUF recognize its value and have created and/or restructured UFMPs for many municipalities and park districts to better serve each unique organization. GLUF proposes to restructure and simplify the Village’s current UFMP into a more concise and applicable document, that will be no more than 100 pages. Sample Urban Forestry Management Plans created for other municipalities in the Chicago region are available upon request. If Great Lakes should be awarded this project, a meeting with the Village to discuss the expectations for the updated plan will be necessary. The new UFMP will be created in Microsoft Word and will include the following components:

- Existing Data Collection Analysis
 - Species Composition
 - Diversity
 - Age Class
 - Canopy coverage
 - Maintenance recommendations
- Specific long term and short term goals using the GOST (Goals, Objectives, Strategies, and Tactics) Framework approach
 - Planting
 - Pruning
 - Removals
- Future planning for pests/diseases, storms, and climate change.
 - Budget Projections
 - Diversity Plans

Example Species Diversity Projection graph:



Standard Deliverables

- Tree Inventory Executive Summary
- ESRI GIS data, in geodatabase or shapefile format, conforming to the City's existing GIS infrastructure (Lucity Asset Management)
- All Tabular Inventory Data (Microsoft Excel format)
- Restructured and functional UFMP adhering to the above stated parameters and essential content

Proposed Schedules of Implementation

The RFP and addendum state that the Village wishes to have a lump sum amount for the entire project completion and is willing to accept additional alternative schedules of implementation that may be a more cost-effective approach for the village. Below you will find two options: a lump sum proposal for completion of the project in its entirety in 2026, as well as a phased structure approach.

Due to the vague quantities of trees and planting spaces to be inventoried, we recommend the phased structure approach as we believe it is the most responsible way for both parties to manage all of the unknowns while still moving the project forward.

Option 1: Entire Project Completion

Before the project begins, GLUF will meet with the Village to outline project goals and plans specific to the community. Data collection will begin at a time mutually agreed upon by the Village and Great Lakes Urban Forestry and will be completed by December 1, 2026, unless otherwise agreed upon by GLUF and the Village. Trained GIS staff/arborists/foresters will collect the requested information throughout the Village using handheld GPS units and provide Quality Assurance and Quality Control on all collected data. After data collection, data analysis and final deliverables preparation will begin. Final data and reports, and UFMP will be delivered in an expeditious manner or by December 31, 2025, or a timeline agreed upon by Great Lakes and the Village. A tentative timeline is outlined below:

	April	May	June	July	August	September	October	November	December
Project Section Description									
Preliminary Project Meeting									
Data Collection									
Data Analysis									
Summary Report Delivery									
UFMP Restructuring									
UFMP Delivery									

Cost Proposal

Comprehensive Inventory for approximately 23,300 Village owned trees and up to 4,000 planting spaces	\$ 159,799
Summary Report and Deliverables	\$ 2,550
Urban Forestry Management Plan	\$13,390
LUMP SUM TOTAL	\$175,739

*Progress billing will take place on a monthly basis in order to invoice any of the above items that have been completed.

Option 2: Phased Project Completion

In the RFP, it states that “Proposers are also encouraged to provide multiple cost proposals/schedule Combinations”. After interviewing with Village Staff, hearing their needs, and understanding their budget for the project, we have custom crafted a second option and schedule combination for this project. A two-phased approach beginning in June of 2026 and running through completion in June 2027 will allow for the Village to draw from two separate budget years while Great Lakes Urban Forestry run continuously through as one project.

Phase	Timeframe	Description of Task	Cost
1	June – December 2026	75% of data collection for trees & planting spaces (approx. 19,950 total points)	\$119,850
2	January – March 2027	25% of data collection for trees & planting spaces (approx. 7,750 total points)	\$39,949
2	April 2027	Summary report & Deliverables	\$2,550
2	April – May 2027	Urban Forestry Management Plan Update	\$13,390
		TOTAL	\$175,739

- Progress billing will take place on a monthly basis for data collection.
- Summary report and deliverables will be billed upon completion.
- Urban Forestry Management Plan update will be invoiced 50% upon delivery of first draft, and 50% on completion.

Previous & Current Projects

Client: Village of Oak Park
Client Contact: Grant Jones, Forestry Superintendent
GJones@oak-park.us
Project: Complete inventory of Village trees
Project completion: 2016-2026
Current Assignment: annual phased updates of current inventory

Client: Village of Bartlett
Client Contact: Sarah Christenson, Village Forester
schristensen@vbartlett.org
Project: Complete inventory of Village trees
Project completion: 2019-2026
Current Assignment: annual phased updates of current inventory

Client: Village of Orland Park
Client Contact: Mike Mazza, Natural Resources Manager
mmazza@orlandpark.org
Project: Complete inventory of village trees and UFMP creation
Project completion: 2022-2026
Current Assignment: annual phased updates of current inventory

Client: City of Elmhurst
Client Contact: Mark Stevens, Superintendent of Forestry
mark.stevens@elmhurst.org
Project: Complete inventory of city trees and UFMP creation
Project completion: 2023

Client: Town of Cicero
Client Contact: Tom Tomschin, Director
ttomschin@thetownofcicero.com
Project: Complete inventory of town trees and UFMP creation
Project completion: 2025-2026

Staff Certifications



The International Society of Arboriculture

Hereby Announces That

Phillip M. Graf

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

21 March 2000

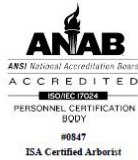
30 June 2027

IL-1553AM

Issue Date

Expiration Date

Certification Number



The International Society of Arboriculture

Hereby Announces That

James Semelka

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

23 May 2005

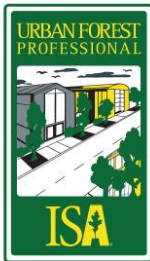
31 December 2026

IL-0732AM

Issue Date

Expiration Date

Certification Number





The International Society of Arboriculture

Hereby Announces That

Leslie Delles

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

23 May 2018

31 December 2028

IL-9199AM

Issue Date

Expiration Date

Certification Number



The International Society of Arboriculture

Hereby Announces That

Leslie A. Delles

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

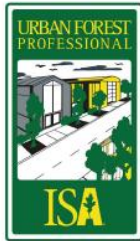
13 December 2017

13 December 2027

Issue Date

Expiration Date





The International Society of Arboriculture

Hereby Announces That

Jon Carlson

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
Caitlyn Pollihan
CEO & Executive Director

6 April 2021	31 December 2027	IL-1135AM
Issue Date	Expiration Date	Certification Number



The International Society of Arboriculture

Hereby Announces That

Jon Carlson

Has Earned the Credential

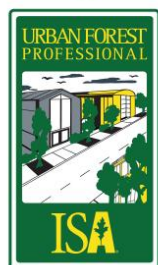
ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
Caitlyn Pollihan
CEO & Executive Director

9 June 2017	9 June 2027
Issue Date	Expiration Date





The International Society of Arboriculture

Hereby Announces That

Cherry Countryman

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
 Caitlyn Pollihan
 CEO & Executive Director

20 December 2022	31 December 2026	IL-9789AM
Issue Date	Expiration Date	Certification Number



The International Society of Arboriculture

Hereby Announces That

Heather A. Stevenson

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
 Caitlyn Pollihan
 CEO & Executive Director

23 May 2005	30 June 2026	IL-4613A
Issue Date	Expiration Date	Certification Number





The International Society of Arboriculture

Hereby Announces That

Matthew Le

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

27 September 2024

27 September 2029

Issue Date

Expiration Date



The International Society of Arboriculture

Hereby Announces That

Joe Neumann

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

27 September 2024

27 September 2029

Issue Date

Expiration Date





The International Society of Arboriculture

Hereby Announces That



Martin Cullen

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

3 November 2017

2 February 2028

Issue Date

Expiration Date



The International Society of Arboriculture

Hereby Announces That



Paul A. Kramer

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

12 April 2024

12 April 2029

Issue Date

Expiration Date





The International Society of Arboriculture

Hereby Announces That

Anthony Abbate

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

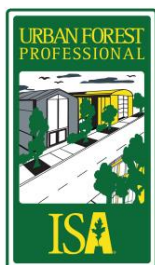
Caitlyn Pollihan
CEO & Executive Director

26 November 2025

26 November 2032

Issue Date

Expiration Date



The International Society of Arboriculture

Hereby Announces That

Anthony R. Abbate

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

26 September 2024

31 December 2027

IL-9411AM

Issue Date

Expiration Date

Certification Number





The International Society of Arboriculture

Hereby Announces That

Zach Riban

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

28 August 2021	31 December 2027	IL-9873A
Issue Date	Expiration Date	Certification Number



March 17, 2026

VILLAGE OF DOWNERS GROVE

DEPARTMENT OF PUBLIC WORKS

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1

PROPOSAL/BID: Tree Inventory and Urban Forest Management Plan

PROPOSAL/BID NUMBER: RFP-12-0-2026/GS

PROPOSAL DUE DATE: March 17, 2026 at 10:00am.

ADDENDUM NO.: 1

PROPOSER/BIDDER: Great Lakes Urban Forestry

ADDRESS: 1485 Louis Bork Dr., Ste. 113

RECEIVED BY: Phil Graf

(NAME)

Phil M. Graf

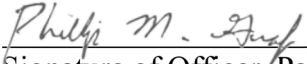

(SIGNATURE)

DATE: 03/17/2026

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:	
Great Lakes Urban Forestry Company Name	Date: March 19, 2026
1485 Louis Bork Dr., Ste. 113 Street Address of Company	phil@gluf.net Email Address
Batavia, IL 60510 City, State, Zip	Phil Graf Contact Name (Print)
219-380-9770 Business Phone	219-380-9770 13-Hour Telephone
None Fax	 Signature of Officer, Partner or Sole Proprietor
	Phillip M. Graf, President Print Name & Title
ATTEST: If a Corporation  Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Great Lakes Urban Forestry

ADDRESS: 1485 Louis Bork Dr., Ste. 113

CITY: Batavia

STATE: Illinois

ZIP: 60510

PHONE: 219-380-9770 **FAX:** none

TAX ID #(TIN): 93-4833345

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: Same as above

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

TYPE OF ENTITY (CIRCLE ONE):

- | | |
|----------------------|--|
| Individual | Limited Liability Company – Member-Managed |
| Sole Proprietor | Limited Liability Company- Manager-Managed |
| Partnership | Medical |
| <u>Corporation</u> | |
| Charitable/Nonprofit | Government Agency |

SIGNATURE: Philip M. Auf

DATE: March 19, 2026

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Downers Grove Tree Inventory , Proposer Great Lakes Urban Forestry hereby certifies
(Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: Philip M. Grief
Proposer's Authorized Agent Signature

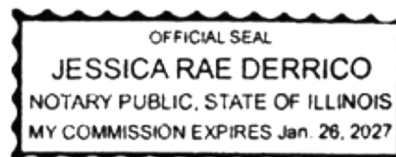
9 3 - 4 8 3 3 3 4 5

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 19th day of March, 2026.

Jessica Rae Derrico
Notary Public



PROPOSER’S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Great Lakes Urban Forestry, and the full names of its Officers are as follows:

President: Phillip M. Graf

Secretary: Mark D. Graf

Treasurer: Phillip M. Graf

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate ByLaws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) **Limited Liability Company (LLC)**

The Bidder is a LLC organized and existing under the laws of the State of _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: N/A

Manager or Member: _____

Manager or Member: _____

(c) **Partnership**

Names and Addresses of All Members of Partnership:

N/A

The partnership does business under the legal name of: _____ which name is registered with the office of _____ in the State of _____.

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Great Lakes Urban Forestry

Address: 1485 Louis Bork Dr., Ste. 113

City: Batavia, IL Zip Code: 60510

Telephone: (219) 380-9770 Fax Number: () None

E-mail Address: Phil@gluf.net

Authorized Company Signature: *Phillip M. Graf*

(Print)Name: Phillip M. Graf Title of Official: President

Date: March 19, 2026

Campaign Disclosure Certificate

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.

Phillip M. Graf
Signature

Phillip M. Graf

Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name