

City of Sherburn, Minnesota
Request for Proposals (RFP)
Emerald Ash Borer (EAB) Tree Assessment Services

1. Introduction

The City of Sherburn, Minnesota, is requesting proposals from qualified arborists or forestry consultants to conduct a comprehensive assessment of ash trees within city limits in response to the spread of Emerald Ash Borer (EAB).

The purpose of this assessment is to identify, evaluate, and prioritize ash trees for treatment, removal, or replacement, and to provide the City with a strategic management plan.

2. Project Background

Emerald Ash Borer has been identified as a significant threat to ash tree populations throughout Minnesota. The City of Sherburn seeks to proactively evaluate the extent of infestation and develop a plan to mitigate public safety risks, budget impacts, and long-term canopy loss.

This project represents the City's first step in understanding the scope of EAB within municipal boundaries and establishing a data-driven response strategy.

3. Scope of Services

The selected contractor will be expected to complete the following:

A. Tree Inventory & Assessment

- Identify and inventory ash trees located within public rights-of-way (boulevards) and in parks and other city-owned properties
- Record key data points, including tree size (DBH), condition rating, signs of EAB infestation, and GPS location or mapping coordinates.

B. Risk & Condition Evaluation

- Assess tree health and structural integrity identify trees posing immediate or near-term public safety risks and categorize trees by priority (e.g., urgent removal, monitor, treat).

C. Management Recommendations

- Provide guidance on treatment vs. removal, phased removal schedule, and replacement planning.
- Include cost estimates for tree removal, treatment options, and replacement trees.

D. Reporting

- Deliver a final report including summary of findings, GIS-compatible inventory data (if available), maps identifying tree locations and priority levels, and a 3-10 year management plan.

4. Deliverables

- Digital tree inventory database (if possible)
- Written assessment report
- Maps and/or GIS files
- Prioritized action plan with cost projections

5. Minimum Qualifications

Proposers must demonstrate:

- Certification as an arborist (e.g., ISA Certified Arborist)
- Experience with EAB assessments and urban forestry management
- Familiarity with Minnesota tree species and climate conditions
- Experience working with municipalities or public entities

6. Proposal Requirements

Proposals should include:

- Contractor Profile: Company name, physical addresses, contact information
- Year established, number of years in the tree industry
- Description of approach and methodology
- Project timeline
- Fee structure (lump sum or hourly rates)
- Examples of similar completed projects
- Copies of all required licenses and certifications
- References (minimum of 3)

7. Project Timeline

- RFP Issued: 5.5.2026
- Questions from contractors due: 6.2.2026
- Proposals Due: 6.11.2026
- Selection of Consultant: 6.15.2026

8. Evaluation Criteria

Proposals will be evaluated based on experience and qualifications, project approach and understanding, cost, and references.

9. Submission Instructions

City of Sherburn

21 East 1st Street, PO Box 667, Sherburn MN 56171

andrea.ballard@cityofsherburn.com

Late submissions will not be considered.

10. Additional Considerations

- The City reserves the right to accept or reject any or all proposals.
- The City may request interviews or additional information from proposers.
- The selected consultant will be required to provide proof of insurance.

11. Contact Information

For questions regarding this RFP, please contact:

Andrea Ballard, City Clerk/Treasurer

City of Sherburn

507-764-4491

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