



### Instructions

1. Scope of work- Bur Oak, Training Consulting & Design, LLC (“Contractor”) may be called upon to provide the following professional services.
  - Review development plans including:
    - periodic site visits,
    - Provide feedback and guidance as needed to shade tree commission,
    - reports if needed.
  - Tree commission mentoring and attend tree commission meetings.
  - Master plan development
  - Develop and provide staff and volunteer training and supervision.
  - Review Olmsted Falls Tree Risk Assessment Standard Operating Procedures (SOP). Verify that it is consistent with Industry standards, Follows International Society of Arboriculture (ISA) guidelines, Consistent with any other regulatory codes. Provide recommendations for revisions.
  - Written tree risk assessments and recommendations for remediation using ISA TRAQ assessment guidelines and forms.
  - Tree disease and health diagnosis
  - Tree disease, health, and pest treatment recommendations.
  - Estimates on existing tree value and/or tree replacements due to damage and/or disease.
  - Arborist related training.
  - Arborist related consulting.
2. Equipment Responsibility- The Contractor is responsible for providing all necessary equipment including but not limited to personal protective equipment, fuel and transportation to the job site.
3. Duration of Contract- This shall be a Contract beginning January 1, 2024, and ending on December 31, 2026.
4. Guarantee- The City of Olmsted Falls does not guarantee the Contractor any specific quantity of work or time during the two (2) year contract.
5. Scheduling of Work- City will schedule work. The city will give five (5) days’ notice of services needed unless it is deemed a Demand Tree Risk Assessment.
6. Scheduled Tree Risk Assessment defined- Services requested to be commenced within a reasonable amount of time agreed upon between City and Contractor availability.

7. Demand Tree Risk Assessment- Services requested to be commenced within 24 hours of notice.
8. Time paid defined- the City of Olmsted Falls will only pay for actual time worked. Work may occur in the city or at the contractor's office.
9. Travel fee – For work in the City of Olmsted Falls a travel fee of \$60.00 per trip will be charged.
10. Billing – Bur Oak will submit monthly invoices for the hours that have accrued during that month. Payment is expected within 30 days.
11. Unavailability- When the contractor is unavailable, the City reserves the right to engage alternate arborists.
12. Insurance- Contractor must provide insurance for the following amounts: General Liability- \$1,000,000 combined single limit per occurrence & \$2,000,000 aggregate.
13. Workers' Compensation Coverage- Contractor must maintain valid Workers' Compensation coverage.
14. Additional Charges- No additional charges of any kind will be accepted unless agreed upon in writing.
15. The City reserves the right to terminate this Contract with (30) days advance notice to the Contractor.

Provide quotes for the following arboricultural services:

Hourly fee for document review and consulting services \$ 125.00

Hourly fee for scheduled consulting \$ 125.00

Hourly fee for demand services and consulting \$ 200.00

Hourly fee for staff training \$ 125.00

\_\_\_\_\_  
Bur Oak, Training, Consulting & Design, LLC  
 Company Name

Date: \_\_\_\_\_

\_\_\_\_\_  
 City of Olmsted Falls, Ohio

Date: \_\_\_\_\_

## Alan R. Siewert

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Middlefield, Ohio 44062  
(440) 759-9412  
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### Special Training

Board Certified Master Arborist; 2004-Present  
TRAQ Qualified Arborist; 2014-Present  
Municipal Specialist; 2005-Present  
Certified Arborist; International Society of Arboriculture; 1988-2004  
Certified Tree Worker; 2003-2009  
International Society of Arboriculture Leadership Workshop, 1996, 1997, 1998

### Professional Memberships

Ohio Independence Arborist Association 2012-Present  
International Society of Arboriculture 1987-Present  
Tree Academy Chair for 1996 International Conference; Cleveland, Ohio  
Ohio Chapter International Society of Arboriculture 1988-Present  
President of Chapter 1998-Present (Term expired 2/2000)  
Board of Directors 1994-1995  
National Arborist Association; 1988, 1989

### Education

#### UNIVERSITY OF WISCONSIN – STEVENS POINT

Bachelor of Science, 1984  
Major: Forestry  
Emphasis: Urban Forestry

### Experience

Bur Oak Training & Consulting; Middlefield, Ohio

- Consultant**, February 2022 to present
- Create risk management plans
  - Manage development ordinances
  - Develop and provide arboricultural training
  - Provide a wide range of urban forestry and arboricultural services

Ohio Independent Arborist Association

**Executive Director**, 2012 to Present

- Founded organization with over 400 members
- Schedule and run training workshops
- Organize National and International Conferences
- Manage day to day operations including finances, accounting, budgeting, marketing, and member services

Ohio Department of Natural Resources, Division of Forestry; Newbury, Ohio

**Urban Forester**, January 1990 to 2022

- Provided technical assistance to communities, urban forestry professionals, developers, and large organizations
- Assisted tree commissions in all facets of urban forestry
- Reviewed existing community urban forestry programs and made suggestions for improvement

- Assisted communities in developing master tree plans:
  - Assisted communities establish goals and objectives for their urban forestry program
  - Guided communities to develop budget priorities, conduct street tree inventories, developed tree planting, pruning and removal schedules and specifications
  - Worked with communities to develop innovative ways to accomplish special needs
- Assisted communities in developing ordinances for publicly owned street trees and privately owned trees that endanger the right of way
- Authored and co-authored fact sheets and handbooks to distribute to homeowners, shade tree commissioners and industry professionals
- Taught classes and present on arboriculture and urban forestry
- Advised cities on tree health and maintenance
- Diagnosed insect and disease problems for homeowners and municipalities
- Advised communities and large organizations on major pest problems such as Dutch elm disease, oak wilt, gypsy moth, Asian longhorn beetle and emerald ash borer
- Assisted Ohio Department of Agriculture and the Ohio State University Extension in gypsy moth, Asian long horn beetle and emerald ash borer monitoring programs and informational seminars

International Society of Arboriculture

**Chair of Certification Liaisons Committee 2003-2012**

- Chaired annual meeting of 27 or more Certification Liaisons from around the world

Ohio Chapter International Society of Arboriculture

**Chapter President 1998 - 1999, Term ending February 2000**

- Lead the operation of a professional organization with 600 members
- Prepared and administered an annual budget of \$103,000 (1999)

**Chapter Certification Liaison 1999-2012**

- Scheduled and administered 5 or more Certification exams per year
- Assigned 250 or more CEU codes per year
- Recruited, trained and supervised 25 or more Certified Arborist and Certified Tree Worker proctors

ACRT Environmental Specialists, Inc; Kent, Ohio

**Project Manager, April 1989 to December 1989**

- Supervised Senior Instructor and Technical Advisors/Instructors
- Worked in conjunction with city and county parks departments to arrange and manage training sites
- Recruited and interviewed Private Industry Council/JTPA students
- Managed Street Tree Inventory Projects; Mobile, Alabama 1988, Columbus Ohio 1989
- Taught arboriculture and landscape design, installation and maintenance to Private Industry Council/JTPA students and advanced urban forestry training programs (Foreman Training Class)

Holden Arboretum; Mentor Ohio

**Horticulture Maintenance Intern June 1987 to September 1987**

- Inventoried and pruned tree collections, and controlled competing species
- Followed procedure in preparing, applying and disposing of herbicides and pesticides

AR Tree Service, Fond du Lac, Wisconsin

**Owner / Operator January 1985 to December 1986**

- Independently operated a small business in the tree care industry
- Diagnosed condition of trees estimated the cost of treatments at the customers' residence
- Pruned, maintained and removed trees in the urban setting