



Request for Quote
Annual Tree Health Assessment

Issue Date
April 24, 2026

Quote Closing
May 15, 2026, at 5:00 PM

Late quotes will be rejected.

Request for Quote (“RFQ”) – Tree Health Assessment

1. INTRODUCTION

1(A) Background

The Coachella Valley Public Cemetery District (“District”) was formed August 8, 1927, under Section 8890 of the California Health and Safety Code. District boundaries include approximately 3,450 square miles. The District has performed over 24,000 interments and set over 15,000 grave markers. Records for all interments are available in the Cemetery’s Administration Office during business hours. The total District property consists of 60 acres, 29 of the 60 have been developed for interment purposes. The District estimates current property should meet the needs of the public through 2070.

The Coachella Valley Public Cemetery District is a Special District; a special-purpose governmental unit that exists independent from local governments such as counties and cities. The Coachella Valley Public Cemetery is one of over 265 public cemetery Districts in California which are supported, in part, by property taxes. A small portion of the property tax revenue that is collected from taxpayers within the Special District is part of the revenue the Cemetery relies on for its annual budget. Individuals who do not reside in or pay property taxes in this Special District are required by law to pay a surcharge to the District for interment in the Cemetery.

The Coachella Valley Public Cemetery District is governed by a Board of Directors consisting of five Trustees. Trustees are appointed by the Riverside County Board of Supervisors to serve a four-year term. The Board of Trustees meets once a month for regular business meetings.

1(B) RFQ Purpose

The Coachella Valley Public Cemetery District is requesting quotes from qualified arborists to perform an annual visual tree health inspection across District grounds. The District currently has approximately 400+ trees on grounds.

The purpose of this service is to provide an independent, professional assessment of overall tree health, ensuring public safety and proper stewardship of District assets, while maintaining separation between assessment and remediation services.

2. Project Objective

The District seeks a high-level annual certification of tree health, supported by identification and documentation of any trees that are not considered healthy or present a concern.

This is not a full inventory or detailed arboricultural assessment and does not include any tree maintenance or remediation work.

3. Scope of Work

The selected consultant shall:

A. General Inspection

- Conduct a visual inspection of all trees located within District property
- Assess overall health, vigor, and obvious structural concerns
- No tagging, mapping, or detailed inventory required

B. Certification of Healthy Trees

- Provide a written statement certifying that:
 - “All trees appear healthy and free from significant defects, except as noted in the exception list.”

C. Exception Reporting (Primary Deliverable)

For trees identified as unhealthy or potentially hazardous:

- Provide:
 - Approximate location (map reference, section, or general description) and picture
 - Description of observed issue (e.g., disease, decay, structural defect, stress)
 - Risk level (low, moderate, high – simple classification)
 - Recommended action:
 - Monitor
 - Prune
 - Treat
 - Remove

D. Reporting Format

- Submit a concise written report including:
 - Summary certification statement
 - Exception list (table format preferred)
 - Supporting photos for flagged trees

A sample exception list report structure may be found attached as Exhibit A, “Sample Report”

4. Qualifications

- ISA Certified Arborist required
- TRAQ certification preferred but not required
- Experience with municipal or large property inspections preferred

5. Term of Service

- One (1) inspection to be conducted annually during the term of the agreement

6. Pricing

Provide:

- Lump sum cost for annual inspection
- Optional hourly rate for follow-up consultation, if needed

7. Proposal Requirements

Submit:

- Qualifications and certifications
- Relevant experience
- Sample report (if available)
- Fee proposal
- References

8. Key Considerations

- This contract is strictly for inspection and reporting only
- The selected consultant shall not perform any tree maintenance or removal work under this agreement
- The District maintains a separate contractor for remediation services

9. Inspection Schedule

- Inspection shall be conducted annually in August, or as otherwise approved by the District
- Timing is intended to inform fall maintenance and pruning activities

10. Schedule

- RFQ Issued: April 24, 2026
- Quotes Due: May 15, 2026

11. Contact

Questions regarding this RFQ may be directed to the general Manager at:

Josh.Bonner@cvpcd.org

or

(760) 574-9906 (cell)

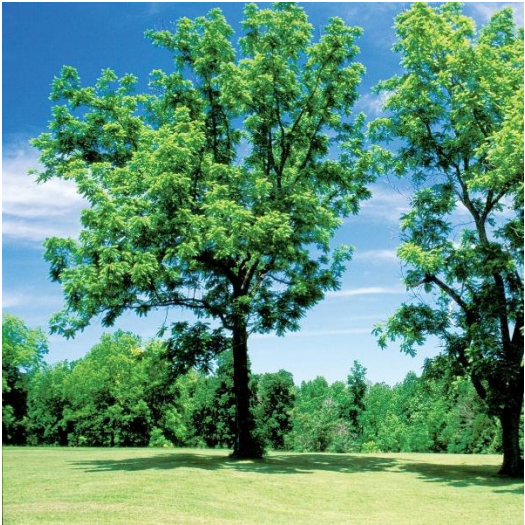
12. Conflict of interest statement

Consultants providing inspection services under this RFQ shall not be eligible to perform remediation work identified as a result of their findings.

EXHIBIT A – SAMPLE REPORT

Tree ID	Tree Location	Tree Type	Issue	Risk Level	Recommendation
23	Section 23, SW	Walnut Species	Dead limb over pathway	Moderate	Prune
46	Section 14, NE	Velvet Mesquite	Advanced trunk decay	High	Remove

23 Photo ID



46 Photo ID

