



# The City of Worcester

**Department of Sustainability & Resilience**  
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## **Invitation for Bids**

### **Landscaping Maintenance Services for**

### **Nature-Based Solutions Stewardship Maintenance Program - Miyawaki Forests**

The City of Worcester (“The City”) seeks expert landscaping maintenance services for the growing season in 2025 (April-October 2025) to assist with continued maintenance during establishment of the City’s first two Miyawaki Forests, planted in the spring of 2024. The work will be guided and overseen by the City staff and its representative (“City’s project team”). The contract term will be from date of contract through December 31, 2025.

### **Project Description**

The project’s goal is to maintain the healthy growth and ecological function of areas of newly planted Miyawaki (dense urban) forests. This effort requires a basic understanding of forest ecology, permaculture methods and plant identification. It consists of manual labor to hand pull invasive weeds and remove and dispose of them, cut and lay-down other weeds in place as mulch, spread compost mulch from onsite stockpiles to patch disturbed areas of soil, inspect and adjust temporary surficial drip tape irrigation, and report identified need for significant repairs to the project team. The contractor will work closely with the City’s project team - Department of Sustainability and Resilience (DSR) staff and a Landscape Architect from the BSC Group as the City’s representative - on all the tasks.

*Note:* The City reserves the right to organize occasional volunteer events throughout the growing season in order to assist with site maintenance, for public engagement and educational purposes. These events are intended to complement the work of the contractor, not to replace it.

### **Location and Area to be Maintained**

1. **Miyawaki Forest at the Worcester Public Library** – at Francis J. McGrath Municipal Parking Lot 3 Salem St, Worcester, MA 01608

Approximately 7,000 sf. of forest includes perimeter fence, perimeter drain, stone dust path, plantings, and temporary drip irrigation. See attached plans for more details regarding the site.

2. **Miyawaki Forest at Plumley Village** – at Plumley Village Apartments adjacent to Prospect St., between Summer St. and Mulberry St. (near associated playground)

Approximately 10,000 sf. of forest includes perimeter fence, temporary drip irrigation, and landscaped sitting area with canopy trees and boulders. See attached plans for more details regarding the site.

### **Please see the following Project Document Attachments related to the project:**

- A. Layout and Materials Plans for the 2 Miyawaki Sites (March 2024; by BSC Group)
- B. Miyawaki Forest Short-Term & Long-Term Management Plans; dated July 2024; by BSC Group

## Requested Tasks:

### A. Project Management and Communication

1. The project manager or foreman will communicate regularly with the City's project team, including:
  - a) At the start of the growing season (April) for a project kickoff to review tasks and expectations for maintenance of the sites and habitat goals – 1 hour total for 2 sites, followed-up by a written summary (by the contractor).
  - b) Prior to each scheduled maintenance workday (see Table 1), a 30 minute virtual call will be held (coordinated in advance) to review the schedule, communication protocols, and deliverables, followed-up by written summaries (by the contractor).
  - c) At the end of the growing season (November) to review the program, update the records, advise on the site map and refine the maintenance scope for the following year - 1 hour for each of the 2 sites, followed-up by a written summary (by the contractor).

### B. Maintenance Workdays

1. The maintenance crew will perform maintenance at the following estimated schedule (subject to adjustment in response to weather events):

	Approximate Times Per Month	Estimated Staff Hours	Total Estimated Hours
April	1	20	20
May	2	20	40
June	2	20	40
July	1	20	20
August	1	20	20
September	2	20	40
October	1	20	20
<b>Total for the 2025 Growing Season</b>			<b>200 hours</b>

2. Maintenance workdays will include weeding, mulching, onsite composting, irrigation inspection/maintenance (including timers), and litter removal within the fence and on the outside the fence along the perimeter.
3. The maintenance crew will document existing conditions before work commences and after work is completed via photo documentation provided to the City's project team after each maintenance workday.

4. ***Other Related Maintenance:*** The following services may become necessary during some maintenance workdays or other days upon determination of need by the City's representative (a licensed Landscape Architect). If requested, these services will be performed as part of the agreed upon schedule to the extent feasible. If exceeding the anticipated scheduled hours, a change order will be executed to accommodate.
- a) Labor to infill and/or replace plants:
    - Estimated at 50 plants per site per season
    - Planting seedlings and/or small trees in up to 10-gallon containers
    - Plants will be purchased by the City; selection and purchasing will be coordinated by the City's representative
  - b) Pruning per ISA MCHP guidelines with visual guide and training provided (certification not required).
  - c) Legal disposal of invasive seeds or root (onsite designated compost or legal offsite disposal).
  - d) Erosion control and micro grading or soil restoration (with City's representative guidance).
  - e) Watering: Spot watering and supplemental watering (i.e. running the automatic watering system for an extra cycle of watering in addition to its regular cycle for very hot days).
  - f) Re-fitting of irrigation connections.
  - g) Other related landscape services as requested by the client.

**Minimum Vendor Qualifications:**

1. Team is led by a Manager or Foreman with
  - a. minimum 3 years of experience in the Northeast working on sustainable land practices, ecological landscaping, native habitats, permaculture methods, plant identification and ecosystem restoration (or comparable) work.
  - b. minimum one of the following certifications or similar:
    - Landscape Industry Certified Manager (LICM)
    - Certified Landscape Professional (CLP)
    - Certifications from the Sustainable Sites Initiative (SITES)
    - PDC Permaculture Certification
    - Accredited Organic Land Care Professional
2. Three (3) references for projects similar to those in this invitation for bids.

## Price Page

Consulting fee must be submitted as a flat, lump sum fee for each task noted below and required under the contract. Please include all costs associated in the fees. No additional fees will be considered. Proposers may not add additional items.

Task A	<b>Project Management and Communication</b>	\$
Task B	<b>Maintenance Workdays (est. 200 hours for the contract term)</b>	\$
<b>TOTAL ALL ITEMS</b>		\$
<i>(*Lowest proposal price to be based on this total amount, must bid all items)</i>		

Signature of person submitting proposal \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_