



**Christopher J. Gagliastro, MCPPO**  
Purchasing Agent

**RFP NO. CR-8657-W6**  
**ISSUANCE DATE: 3/10/26**

**BUYER: Christopher J. Gagliastro, MCPPO**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: Consultant – Arborist Services / DPRC**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions:**

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide professional arborist consulting services as per the attached requirements and specifications of the City of Worcester Department of Parks, Recreation & Cemetery.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
4. A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only.

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro, MCPPO  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n/a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
  - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.
  - B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment

which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.

31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.

36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
  
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
  
- 2) Termination or suspension of the contract.

## **SUBMISSION OF PROPOSALS**

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 3 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Arborist Services / DPRC – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

Re: **RFP No. CR-8657-W6**

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Arborist Services / DPRC – Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

Re: **RFP No. CR-8657-W6**

***PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS***

**Proposals must be delivered no later than Wednesday, April 1, 2026 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.*** The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) **HIGHLY ADVANTAGEOUS** - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) **ADVANTAGEOUS** - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) **NOT ADVANTAGEOUS** - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) **UNACCEPTABLE** - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If an Individual or Proprietorship

Name of Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership, Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_ City/Town State Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_ City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_ City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_ City/Town State Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER

---

TITLE

DATE

---

**UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:**

**Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:**

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

- **Proposers must sign and submit the above form with their proposal submission.**

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
held on \_\_\_\_\_ Directors were present or waived notice,  
(name of corporation) (date)  
it was voted that \_\_\_\_\_ of this company be and hereby is  
(officer and title)  
authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal  
thereto, and such execution of any contract or bond of obligation in this company's name shall be valid and  
binding upon this company.

A TRUE COPY, ATTEST:

\_\_\_\_\_  
[Signed]

\_\_\_\_\_  
[Company Name and Address]  
\_\_\_\_\_

I hereby certify that I am the \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Name of Corporation)  
that \_\_\_\_\_ is the duly elected \_\_\_\_\_  
(Name of Officer) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect  
as of the date of this contract.

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_  
(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2026, before me the undersigned notary public, personally  
appeared \_\_\_\_\_, who proved to me through satisfactory evidence of  
identification, which was/were \_\_\_\_\_, to be the person whose name is signed  
on the preceding or attached document, and acknowledged to me he/she signed it voluntarily for its stated  
purpose.

\_\_\_\_\_  
Notary Public  
My commission expires:



The City of  
Worcester

Department of Parks, Recreation, & Cemetery  
Forestry Division  
50 Officer Manny Familia Way, Worcester, MA 01605  
P| 508-799-1190 F| 508-799-1293  
Worcestertrees@worchesterma.gov

## **Request for Proposals Department of Parks, Recreation & Cemetery Forestry Division**

### **Consulting Arborist Services**

**Tree Planting, Tree Identification, Best Management Practices (BMP)  
Development, TreeKeeper Software Updates, & Resident Education, and Tree  
Inspection**

**The City of Worcester Urban Forest**

### **Scope of Services**

**Scope: The City of Worcester seeks the services of a qualified entity with certified arborists for the City of Worcester's Urban Forest that includes tree planting, tree identification, Best Management Practices (BMP) development, TreeKeeper software updates, resident education and tree inspection within the City of Worcester as per requirements and specifications contained herein. The contract term shall be for a period of three years from date of contract.**

The City of Worcester Department of Parks, Recreation & Cemetery (DPRC) is seeking professional services from qualified respondents including the use of certified arborist(s) to assist the city in providing tree planting, tree identification, BMP development, Tree Keeper software updates, inspection and resident education and tree inspection for the City of Worcester's Urban Forest.

The contract will be awarded to a responsible bidder whose proposal is within the competitive range, offers the most advantageous proposal and takes into consideration responsiveness to the evaluation criteria established within this Request of Proposal, as well as cost for the proposed services not to exceed \$100,000.00.

After the deadline for submission of proposals to the City of Worcester Purchasing Division, all proposals shall be reviewed for compliance with the Minimum Evaluation Criteria. All proposals will be reviewed by the Chief Procurement Officer or his/her designee as well as the Department of Parks, Recreation & Cemetery staff.

Any proposal that satisfies the Minimum Evaluation Criteria will be further considered with a review of the Comparative Criteria which will be based on the completed submission, responses to the scope of services and then the cost proposal sheet. A joint recommendation will be made by the Chief Procurement Officer or his/her designee and the Department of Parks, Recreation & Cemetery staff. The City Manager will subsequently make the final award approval.

## BACKGROUND

As the City continues to work toward the full implementation of the Urban Forest Master Plan, tree planting, BMP development, Tree Keeper software updates, tree identification, tree inspections and resident education have been identified as areas of needed updates. The city is interested in continuing the development and updates of the Urban Forest. The selected vendor will work closely with the Department of Parks, Recreation & Cemetery, Forestry Division, neighborhood groups, and residents on behalf of the City of Worcester to expand knowledge and develop documents that assist residents, neighborhood groups and city departments in improving the urban forest.

The City seeks assistance from an entity with a proven record of planting trees, caring for and maintaining trees, engaging community residents, developing Urban Forestry BMP's and software updates. The ideal organization has a history of working collaboratively with community groups, municipal or public Parks Departments / organizations, and has experience identifying tree planting locations.

## EVALUATION OF SUBMITTALS

### **Minimum Evaluation Criteria:**

1. Minimum of three years in business of providing same or similar services
2. Submission of all documentation required in the notice to proposers and RFP
3. Plan of services which responds to all criteria listed in the Scope of Services in this RFP

### **Comparative Criteria:**

Each proposal meeting the minimum evaluation criteria shall be further evaluated and rated according to the comparative evaluation criteria to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of “Highly Advantageous,” “Advantageous”, and “Not Advantageous”.

#### **1) BMP Development:**

Organization must identify their history in the development of BMPs:

Highly Advantageous – Organization has a history in developing BMPs for Urban Forest Clients with over five (5) clients listed

Advantageous – Organization has a history in developing BMPs for Urban Forest Clients with three (3) to four (4) clients listed

Not Advantageous – Organization has a history in developing BMPs for Urban Forest Clients with less than three (3) clients listed

#### **2) Past Experience:**

Organization must identify their history in supporting clients in the development of Urban Forestry Master Plans:

Highly Advantageous – Organization has more than six (6) years of experience with their main objective in Urban Forestry

Advantageous – Organization has four (4) to six (6) years of experience with their main objective in the Urban Forestry

Not Advantageous – Organization has the minimum of three (3) years of experience with their main objective in Urban Forestry

#### **3) Capacity & Capability Criteria:**

Proposals must demonstrate the respondent’s ability to meet the expectations with Certified Arborists. Proposals should demonstrate project understanding as well as capacity and capability to meet the proposal requirements each year. Evidence of this should include a clear description of how the respondent would approach a project of this scope.

Highly Advantageous – The proposal provides a clear and convincing approach to meeting the project scope of services including the use of multiple arborists employed by the proposer

Advantageous – The proposal provides a less clear or less viable approach to implementing a project of this scope including the use of multiple arborists either employed by the proposer or a subconsultant.

Not Advantageous – The proposal does not demonstrate a clear or convincing approach to meeting the project scope of services and includes the use of a single arborist

#### **4) Urban Tree Planting Development:**

Proposals must identify five (5) different Urban Tree Planting Development projects that the contractor has planned, developed, implemented and evaluated within the last 5 years. Proposals should demonstrate project understanding as well as capacity and capability to meet the proposal requirements. Evidence of this should include a clear description of how the respondent would approach each of these proposed categories within this project scope.

Highly Advantageous – The proposal provides ten (10) or more successful Urban Tree Planting Development projects with a clear and convincing description of each.

Advantageous – The proposal provides six (6) to nine (9) successful Urban Tree Planting Development projects with a clear and convincing description of each.

Not Advantageous – The proposal provides the minimum of five (5) Urban Tree Planting Development projects with a clear and convincing description of each.

#### **5) TreeKeeper Software Updates:**

Proposals must identify other clients that the organization has assisted with updating tree information in the TreeKeeper Software system. Proposal should demonstrate project understanding as well as capacity and capability to meet the proposal requirements. Evidence of this should include a clear description of how the respondent would approach updating information in the City of Worcester TreeKeeper software within this project scope.

Highly Advantageous – The proposal provides more than five (5) clients they assisted with updating tree information in the TreeKeeper Software system.

Advantageous – The proposal provides three (3) to five (5) clients they assisted with updating tree information in the TreeKeeper Software system.

Not Advantageous – The proposal provides less than three (3) clients they assisted with updating tree information in the TreeKeeper Software system

## **6) Interview/Oral Presentation of Services (City Optional)**

- **Highly Advantageous:** The proposer's presentation was conducted by the individuals who will perform the services and included thorough, highly detailed information regarding how the firm will complete the scope of services. The presentation included multiple, relatable examples and dialog from services performed for other similar municipalities.
- **Advantageous:** The proposer's presentation was conducted by some of the individuals who will perform the services and included adequate detailed information regarding how the firm will complete the scope of services. The presentation included one relatable example and dialog from services performed for other similar municipalities.
- **Not Advantageous:** The proposer's presentation was conducted by the firm's sales team and not the individuals who will perform the services. It includes some information regarding how the firm will complete the scope of services but was not clear as to the firm's ability to comply with the stated scope of services. The presentation included no examples and dialog from services performed for other similar municipalities.

# Request for Proposals

## Department of Parks, Recreation & Cemetery

### Forestry Division

#### SCOPE OF SERVICES

The following are the key services to be performed each year of the contract:

Include the City Logo on all materials (electronic and written)

#### REQUIRED REPORTING TO THE CITY:

- Produce a final report with the results of all tree planting, tree identification, Best Management Practices (BMP) development, TreeKeeper software updates, resident education and tree inspection efforts each calendar year.
- Provide all materials in both hard copy and electronic in formats approved by the City of Worcester
- Supply photos, documents, and resident interactions weekly.
- Meet with the DPRC weekly and, as necessary, or as determined by the city
- Provide tree planting assessments each week.

#### REQUIRED RECORDS:

- Maintain proper records on project expenditures and accomplishments on forms approved by the City of Worcester. ***(please submit these forms as part of the RFP Submission)***
- Provide insurance as specified and also identify as an additionally insured the City of Worcester ***(please submit sample forms as part of the RFP Submission)***

#### BUDGET:

- **Provide a detailed budget broken down per task as noted on the price proposal page**
- **DPRC may request any additional budget information or supporting documentation to justify payment of any invoice.**

#### SCHEDULE:

- Provide a written project timeline as part of the proposal that explains the progression of the program each year.

## REQUIRED WORK

### **A. TREE PLANTING & TREE IDENTIFICATION:**

- Design and coordinate through a certified arborist the development of tree planting throughout the city and identify specific species for each location each year as identified by the City of Worcester based on the following:
  - Develop appropriate parameters while working with DPRC for tree planting including minimum width of sidewalks, minimum dimensions of new planting pits and minimum dimensions for different sizes of mature trees.
  - Identify 600 – 800 planting sites using GIS/GPS coordinates in TreeKeeper management software each year within specific areas of the city as directed by DPRC.
  - Recommend species for each selected site and alternate species if a species cannot be purchased.
  - Develop a form letter to be sent to each property with the intent of planting a tree along the right of way.
  - Upon completion of planting inspect the planted trees
  - Identify and note safety concerns for each planting location.
  - Interact with residents in a professional manner and reply with appropriate information based on developed responses approved by DPRC.
  - Mark all new locations with white paint and contact Dig Safe to confirm proposed planting site does not conflict with existing underground infrastructure and update the TreeKeeper management software.

### **B. BMP DEVELOPMENT:**

- Design and coordinate through a certified arborist the development of five (5) best management practices (BMP) each year as identified by the City of Worcester and the Worcester Urban Forest Master Plan (WUFMP) based on the following:
  - Needs of the Forestry Division, Planning Board and Zoning Board
  - Develop all BMPs based on the most effective and practical means based on scientific and technical information with visual illustrations.
  - Develop all BMPs based on standards, guidelines, regulations and laws
  - Update existing BMPs if substantial changes have been made in the field
  - Develop BMPs based on the WUFMP & City Standards
  - Develop BMPs based on American National Standards Institute (ANSI) Standards
  - Develop BMPs based on International Society of Arboriculture (ISA) management practices

### **C. TREEKEEPER SOFTWARE UPDATES:**

- Coordinate and implement through a certified arborist updates to the TreeKeeper Management Software including specific location and identification information:
  - Update existing inventory management software based on new planting locations
  - Create and implement a work order for each approved planting site in the TreeKeeper Management software that identifies the location, project, work type, species, DBH, condition, status, completed date, work crew, and cost.
  - Add vacant and retired sites to TreeKeeper
  - Integrate Environmental Justice base layer into the current TreeKeeper management software.

### **D. RESIDENT EDUCATION AND TREE INSPECTION:**

- Develop, coordinate, staff and implement a program with a certified arborist to educate residents on the environmental benefits of trees within the City of Worcester
  - Provide training within the following guidelines for residents
    - What is the urban forest? Why does it matter? How does it affect me?
    - Provide information on tree biology: How to check the health of a tree?
    - Provide and develop door hangers that advise residents of a tree planting in front of their house
    - Provide and develop door hangers on how to measure DBH & health assessment
    - Provide and develop door hangers on ALB & other pests: How to identify? Where to report?
    - Provide and develop door hangers on follow-up care instructions for newly planted trees.
    - Provide a brochure for distribution to residents

## **FINDINGS/RESULTS:**

- a. Provide assessment, maintenance, and evaluation tools/forms for the program(s) approved by the City of Worcester
- b. Provide number of interactions with residents
- c. Programming must measure
  - i. Skill & knowledge gains
  - ii. Door hanger quality
  - iii. Number of trees assessed
  - iv. Number of trees planting locations identified
  - v. Number of households that received literature on the urban forest
  - vi. Number of resident person-to-person conversations
  - vii. Number of residents who agree to water trees
  - viii. Number of residents who volunteer to help the urban forest
  - ix. Number of trees planted
  - x. Assist in the development of public awareness media (i.e., media reports, social media, etc.) in both electronic and written format.

## **EVALUATIONS:**

- d. Develop & provide a program evaluation tool for all items above (written & electronic) that includes the following:
  - i. Number of informational items delivered
  - ii. Tree planting assessment
  - iii. Tracking forms
  - iv. Number of residents interacted with
  - v. Provide a formal tracking document for all interactions with residents and planting locations.
  - vi. Quality of BMPs

## **RECORD KEEPING/ AUDIT REQUIREMENTS**

The City shall pay for services performed under the contract only based on written invoices or official documentation, evidencing in complete detail the propriety of charges. The vendor shall maintain detailed reports on the services performed.

Records of all expenditures shall be maintained for a period of six (6) years after receipt of the final payment under the contract.

At such times and in such forms as the City may require, the City may request and the vendor shall not unreasonably refuse to provide such statements, records, reports, data, and information pertaining to matters covered by the contract.

At any time during business hours and as often as the City may deem necessary, the vendor shall make available to the City or its representatives for examination all non-confidential records

with respect to all matters covered by the contract and will permit the City or its representatives to audit, examine, and make excerpts of transcripts from such records, conditions of employment and other data relating to all matters covered by the contract.

Notwithstanding anything in the foregoing to the contrary, as a condition to final payment the vendor shall supply the City with a certified independent audit (if requested) but is required in the second year of this contract, in accordance with generally accepted accounting principles, certifying the proper expenditure of the contract funds and attainment of the quantifiable services listed above.

**Add Alternate: The scope below may be added to the base scope at the sole discretion of DPRC. It is not to be included in the overall total proposal cost. Proposers are required to provide an all-inclusive price for this service.**

### **Tree Education Neighborhood Outreach:**

- Develop, coordinate, staff and implement a program with one (1) Neighborhood Association per council district on the environmental benefits of trees within the City of Worcester
  - Provide training within the following guidelines and then present it to the City of Worcester (written & electronic)
    - What is the urban forest? Why does it matter? How does it affect me?
    - Provide training in tree biology: How to check the health of a tree?
    - Introduce Tree Survey Sheets
    - Provide field demos – How to measure DBH & health assessment
    - Provide training on ALB & other pests: How to identify? Where to report?
    - Provide training on how to assess trees in the urban environment
    - Provide training on tree pruning - supply a Certified Arborist to explain the proper tree pruning techniques
    - Provide training on how to plant, mulch and care for an urban forest, how to water, and how to install gator bags
    - Provide education on planting within private property landscape areas, to include woody material, annuals and perennials
    - Provide education on the care and maintenance of private property landscape areas, to include woody material, annuals and perennial

# Request for Proposals – PRICE PROPOSAL

## Department of Parks, Recreation and Cemetery

### Forestry Division

**Cost Proposal Sheet (to be submitted under separate cover as per instructions)**

**Pricing to include all labor, travel, expenses, etc. Price quoted must be lump sum rate for services with no additional charges listed. Total Annual Price must not exceed \$100,000.00. Any exceptions may result in proposal rejection. This shall be a three-year contact dependent on funding:**

#### Required Work – Annual

- |  |                            |
|--|----------------------------|
| A. Tree Planting and Tree Identification       | \$ _____                   |
| B. BMP Development:                            | \$ _____                   |
| C. TreeKeeper Software Update:                 | \$ _____                   |
| D. Resident Education and Tree Identification: | \$ _____                   |
| Total of services provided as described        | \$ _____                   |
|  | <b>Total Sum Each Year</b> |

X    three (3) years = \$ \_\_\_\_\_ \*

**Total Sum All Three Years**

\* low proposal to be based on this amount

**Add Alternate (Pricing shall not be included in the overall required work total sum each year. Provide services as described for Tree Education Neighborhood Outreach:**

\$ \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Organization Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_