

Request For Proposal

**Right-of-Way (ROW) Tree
Planting Program 2023-
2025**

*City of St. Joseph, Department of Public Works
1160 Broad Street, St. Joseph, MI 49085*

I. Purpose:

This Request for Proposal (“RFP”) is to provide interested **Contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for Spring and Fall tree planting services for the City Right-of-Way (**ROW**) Tree Planting Program. Qualified Contractors must have a working knowledge of municipal tree care and performing this type of work continuously for at least three (3) years.

The requested work entails the planting of 50-75 selected trees while warranting the health and vibrancy of the trees for a minimum of **one (1) year**. Services include furnishing all labor and equipment necessary for tree planting as described in these bid specifications. The contractor shall also be responsible for the removal/disposal of all debris related to the work. Areas of work may include City rights-of-way adjacent to residential neighborhoods, parks, cemeteries, City-operated buildings, and County or State rights-of-way located within the City of St. Joseph. All work shall be done through the direction of the Department of Public Works.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in award of this contract. Final decision on selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City. When referenced in this RFP, the term “Contractor” refers to the selected bidder.

This contract shall run for two (2) years in length beginning August 1, 2023 and ending June 30, 2025.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk at 269-983-6325 or clerk@sjcity.com.

REQUEST FOR PROPOSAL: ROW Tree Planting
CLOSING DATE AND TIME: 3:00 pm Tuesday, June 6, 2023

II. Issuing Officer (Point of Contact):

Questions regarding the scope of work to be completed may be directed to the following:

- Jeff Rechner, Superintendent of Parks at (269) 408-4554 or jrechner@sjcity.com.

III. Scope of Work & Specifications:

General:

- Bid pricing for the tree planting program shall be a “per tree” cost based on The City of St. Joseph’s current Approved Right-of-Way (ROW) Tree List. Price per tree shall include the cost of the tree plus labor, equipment, and material for its individual installation.
- All work to be performed shall be assigned by the Parks Superintendent or authorized representative, and in all respects shall conform to the provisions and requirements of this contract. Subject to the guidelines and specifications set forth in this RFP, the Contractor is responsible for determining the method and manner of performing the work.
- The Contractor shall regularly communicate with and provide daily updates of work performed to the Parks Superintendent or authorized representative. The City of St. Joseph reserves the right to add or delete, through written work orders, the amount of work specified by the terms of this contract.
- The Contractor may be required to hand out literature provided by the City explaining planting practices and objectives. If required, this literature must be distributed to each impacted residence a minimum of two (2) days prior to commencing work.
- The Contractor and their employees are expected to respond to the public in a respectable and courteous manner, and may refer citizens to the Department of Public Works at 269-983-6341 should any issues arise.
- Work shall not start before 7:00 a.m. and shall end no later than 7:00 p.m., Monday through Friday per City ordinances. Work on Saturdays, Sundays, and City or national holidays shall be prohibited unless specifically approved by the City of St. Joseph Department of Public Works.
- Work sites shall be left clean and free of debris at the end of each working day UNLESS permission is given by the City for extenuating circumstances. Cleanup and disposal of all debris generated from this program shall be the responsibility of the contractor. Access to residential driveways must be maintained at all times.
- The City will not provide the storage of trees, plant material, or Contractor equipment to carry out any portion of this contract.

Tree Quality and Inspection:

- The size of the trees to be planted shall be **two (2) inch caliper** (or two (2) inches in diameter) measured six (6) inches above the trunk flare. The trees shall have a root ball capable of sustaining healthy growth, and a **height of eight (8) feet to twelve (12) feet**. Larger or smaller trees will not be permitted without written authorization from the Department of Public Works.
- Trees shall be #1 grade balled and burlapped (“**B&B**”) using natural biodegradable (not plastic) burlap, and conform to the standards for nursery stock of the American Association of Nurserymen. All B&B trees shall have been freshly dug, vigorous, of normal habit of growth, free from disease, insects, insect eggs and larvae. Plant

material shall have normal healthy root systems subjected to proper transplanting and annual root pruning.

- Trees shall be true to name, and in **single-stem tree form** (shrub-form is not permitted). No substitution of species or variety shall be accepted except upon expressed approval from the City of St. Joseph Department of Public Works. Authority for name shall be Standardized Plant Names prepared for the American Joint Committee on Horticultural Nomenclature.
- Trees shall conform to all standards of handling, height, size and quality as adopted by the Committee on Horticultural Standards for nursery stock of the American Association of Nurserymen (American National Standard Institute (**ANSI**) Z60.1). Plant material shall comply with State, and Federal laws regarding inspection for plant diseases, and infestation.
- Trees shall be nursery grown, in an approved nursery, under climatic conditions similar to those in the locality of the project. Nursery sources shall be disclosed to the Superintendent of Parks prior to the award of bid. Shipping trees from out of state suppliers shall be timed to allow for acclimatization to local conditions.
- The contractor shall protect trees at all times from sun or drying winds. Trees that cannot be planted immediately on delivery shall be kept out of direct sunlight, mulched with soil, wet wood chips, or other acceptable material, and shall be kept well-watered. Actively growing trees or trees with leaves on them shall be covered when transported.
- The City reserves the right to inspect trees at the point of delivery prior to planting. Plant material which is poorly packed, or which arrives with the roots in a dry condition, as a result of improper packing, delay in transit, or from any other cause, will not be accepted. Tree wrap shall not be used. Any scarring of the tree bark during transport or installation may result in the rejection of the tree by the City. Any rejected trees shall be delivered and replaced at the Contractor's expense.

Timeline and Installation:

- Planting shall occur in the Fall and Spring with each season being viewed as a separate project. The vast majority of City tree planting shall be completed in the Fall during the months of **November and December** unless otherwise arranged, in advance, with the Parks Superintendent or authorized representative. Should Spring planting be needed, it shall be completed in the months of **March and April** unless otherwise arranged, in advance, with the Parks Superintendent or authorized representative.
- The City of St. Joseph Department of Public Works will contact the Contractor to provide a list of locations of specific trees to be planted. Trees will be listed by address or location. The City will also include descriptions of the required work or specific instructions along with the list of locations as needed.
- **The Contractor shall notify Miss Dig** and locate all underground utilities prior to installation. Tree planting locations shall be staked by the City after all underground utilities are located, and at least twenty-four (24) hours before planting.

- Planting procedures shall conform to ANSI A300 (part 6) 'Tree, Shrub, and Other Woody Plant Management Standard Practices (Planting and Transplanting).' Plant material shall not be pruned prior to delivery except upon written approval from an authorized Public Works representative.
- Tree balls shall be transported and unloaded in such a way as to minimize breaking of the tree ball. Rolling of tree balls down ramps is an unacceptable procedure. Ball carts or "tree spades" are the preferred methods for moving trees. Loading with mechanical buckets is permitted provided padding is in place to protect the tree trunks from abrasion.
- Workers shall avoid all possible injury to roots, branches, or trunks, shall dig all plant material with care. Digging shall be done in such a manner as to allow for proper growth, retain the full fibrous root system, and avoid damage to root systems by mechanical agencies, frost, or other weather conditions.
- Trees are not to be staged in front of homes more than one day (24 hours) in advance of planting. Tree holes are not to be dug and left open overnight. If a resident approaches the planting crew, at time of planting, and verbally states that they do not want the tree planted, **DO NOT PLANT IT**. If the hole is being dug, repair the area as best as possible. The City will provide an alternate location for the tree.
- Proper depth shall be measured before placing the tree in the hole, and holes shall be dug so the tree's root flare is at soil level. Holes shall be twenty-four (24) inches wider than the root spread of the tree. On wet, poorly drained sites, the tree may be planted a few inches higher than normal. A general diagram is attached to this RFP **(Exhibit 1)** showing a properly planted tree as requested.
- The tops of wire baskets and burlap shall be removed once the tree is firmly set in the hole. This removal shall include binding twine, burlap, wire loops, and first row of wire squares, so as not to interfere with natural root health and growth.
- The hole shall be backfilled with quality topsoil and watered. Backfill material shall consist of one-half (1/2) native soil, and no more than one-half (1/2) imported topsoil, and be reasonably free of ice, stones, lumps, weeds, roots, sticks or other extraneous material. The surface topsoil shall be at a radius of three (3) feet around the tree and slightly saucered to retain moisture.
- Fertilizer shall be applied at the time of planting and shall be a controlled-release type formulated for trees and shrubs, and must be approved by a Public Works representative. The approved fertilizer shall be used at the rate specified by the manufacturer.
- Trees shall be mulched after installation at a minimum of three (3) inches of quality wood bark or chips. Pine needles or straw are not acceptable. **Mulch must be kept one (1) to two (2) inches away from the trunk**. A general diagram is attached to this RFP **(Exhibit 2)** showing a properly mulched tree as requested.
- All unused excavated soil, plant material, wire, burlap, and twine shall be removed from the planting location, and shall be disposed of in an approved legal manner. All planting stakes provided by the City may be returned to the Department of Public Works after planting. The planting site shall be left in a neat and clean condition.

Maintenance and Warranty:

- The staking of trees shall be performed by the Contractor on an "as-needed" basis and at the discretion of the Superintendent of Parks or authorized representative. Such instances may include, but are not limited to, planting during heavy winds, the tree maintains a natural lean after installation, or it is at the request of the homeowner.
- Staking shall consist, at a minimum, of two (2) six-foot (6') long, two-inch (2") x two-inch (2") square wooden stakes placed at least eighteen (18) inches from the trunk with trees fastened to the stakes using a non-abrasive material ("Arbor Tie" equivalent). NO wire shall be used around the trunk of the tree unless housed in soft rubber tubing or an equivalent form of protection. A general diagram is attached to this RFP (**Exhibit 1**) showing a properly staked tree as requested.
- Incorrect species requested or trees that are planted at the wrong location shall be removed and replaced at the Contractor's expense. On rare occasions, the City may need to transplant a correctly planted tree due to extraneous circumstances. Bid pricing for such occasions shall be based on a "time and material" basis.
- The Contractor shall be responsible for all damage to sod, sidewalks, drive approaches, sprinkling systems, wiring, piping, etc. that may occur during the planting operation. The Contractor shall notify Miss Dig and repair, at their expense, any broken sprinkler lines or heads within twenty-four (24) hours of any damage, and any other damaged property as soon as possible.
- All trees shall be warrantied for a period of one (1) year from the date of installation. Acceptable trees shall be sound, healthy, vigorous, with full crowns free of dead, dying or diseased branches and branch tips, and shall bear foliage of a normal density, size, and color. The Contractor shall replace, without cost to the City, all trees determined by the City to be dead, dying or diseased before the end of the warranty period. Replacements shall be subject to all requirements stated in this RFP.

IV. General

Maintaining Traffic:

Where work is carried out on or near public streets or other public thoroughfares, the Contractor shall schedule work so it causes as little interference as possible with general public traffic, both vehicular and pedestrian. Street surfaces shall be maintained and kept clean. All signage (including that of a flag person) shall be in accordance with the Michigan Manual of Uniform Traffic Control Devices in effect at the time the work is performed. The Contractor shall take all responsibility for the work and shall provide barricades, traffic cones, flag persons, lights, etc., and take all precautions for preventing injuries to persons and property on or about the work site.

Closing of public streets shall not be permitted unless prior arrangements have been made with the City and coordinated with the proper departments. Traffic control is the responsibility of the contractor, however, when needed the City may provide additional traffic control support on Major Streets as identified by the City.

Safety:

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions in connection with its services, and shall take all necessary precautions for the safety of such services. The Contractor shall provide the necessary protection to prevent direct or indirect damage, injury or loss to all persons, property, equipment or materials on the worksite or any who may be affected by the services performed. In cases of property damage, property shall be restored to its original condition at the expense of the Contractor and to the satisfaction of the City.

All work being performed must be in full compliance with the most current revisions of the American National Standards Institute (ANSI) Z133.1 standards regarding Tree Care Operations and Safety Requirements. The ANSI Z-133.1 standards are made part of the contract by this reference.

The contractor shall abide by all MIOSHA rules and regulations.

Equipment:

The Contractor shall at all times maintain sufficient equipment (trucks, trailers, backhoes, tree spades, etc.) to promptly perform the work and ensure normal and safe traffic conditions on the premises. All equipment used by the Contractor for the performance of the work shall be maintained in good working and mechanical condition in order to perform the job effectively and safely. Unsatisfactory equipment shall be immediately repaired or replaced.

All equipment being used must be in full compliance with the most current revisions of the ANSI Z-133.1 standards regarding Tree Care Operations and Safety Requirements. The ANSI Z-133.1 standards are made part of the contract by this reference.

The contractor shall abide by all MIOSHA rules and regulations.

The Contractor's name must be displayed on all vehicles.

Personnel:

The Contractor shall ensure that at all times it has and maintains sufficient qualified personnel to allow it to promptly perform the work required. On-site supervision experienced in tree planting, with the ability to respond and make decisions, is required and must be available by cell phone while working for the City of St. Joseph. Personnel must be readily identified as employees of the company (i.e., uniforms, shirts, hats, etc.).

All equipment operators shall have the appropriate training and experience with the class of equipment operated, including but not limited to, the applicable commercial driver's license (CDL).

Personnel must meet Federal, State (MIOSHA), and local rules, regulations and ordinances.

Subcontracting:

Subcontracting will not be allowed unless prior approval has been granted by the City of St. Joseph.

V. Instructions to Bidders

Sealed bids are due at the St. Joseph City Clerk's Office no later than **3:00pm Tuesday, June 6, 2023.**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. **Sealed envelopes** should be plainly marked:

Attention: City Clerk
Re: **ROW Tree Planting**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submitting the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The City is not liable for any costs related to the bidder's preparation of their proposal.

VII. Withdrawal of Proposal

Any bidder may withdraw its proposal in person, by facsimile or by letter any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be opened publicly at **3:00 pm Tuesday, June 6, 2023** in the Commission Chambers on the 2nd floor of City Hall. Proposals will be evaluated as soon as practical after that date.

IX. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the Monday, June 12, 2023 City Commission meeting.

X. Negotiations

The City reserves the right to reject any and all proposals, and negotiate with any source in any manner necessary deemed to be in its best interest.

XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The Contractor shall indemnify and save harmless the City and its individual officers and agents from all claims resulting or claimed to result from work performed by the

Contractor. The Contractor shall supply the City with a document indemnifying and holding the City harmless for any action taken by and/or damage caused by said Contractor.

The Contractor must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees; volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Contractor's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements shall not be interpreted to limit the Contractor's liability.

All insurance shall include an endorsement that contains a thirty (30) day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

XII. Nondiscrimination

The Contractor shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the agreement.

XIII. Payment Terms:

The City shall make payments to the Contractor for actual services rendered within thirty (30) days following receipt of an acceptable invoice, or as otherwise mutually agreed.

RIGHT-OF-WAY TREE PLANTING PROGRAM 2023-2025

Name of Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Cell: _____

Name of Authorized Representative: _____

Please Print

Signature of Authorized Representative: _____

REFERENCES

Name of Firm: _____ Contact: _____

Phone: _____ Email: _____

Name of Firm: _____ Contact: _____

Phone: _____ Email: _____

Name of Firm: _____ Contact: _____

Phone: _____ Email: _____

QUESTIONNAIRE

1. How many years has your company been providing tree planting services?

2. How many employees?

Full-Time:

Part-Time:

3. Identify those in your company who would be responsible for on-site supervision. Include educational background and/or certifications held by those working on the project.

4. Provide relevant experience your company has had working with municipalities. Please provide the names of the municipalities your services were provided to.

5. Provide a list of equipment that may be on site and available for use by the crew performing the planting.

6. If planting is delayed due to weather conditions, describe how trees will be stored in order to maintain a healthy condition.

BID FORM

- All trees are to be a minimum of 2” caliper in single stem tree form.
- Please note any tree species that cannot be obtained.
- Please note if equivalent cultivars of unavailable tree species can be obtained.
- Quantities per species may vary from 0-5 or more based on current needs.
- Estimated total quantity of trees for 2023-2025 is: 50-75

My bid for **tree planting** per City of St. Joseph Specifications is as follows:

<u>Time and Material (Transplants):</u>		<u>Hourly Rate:</u>
Tree removal/replanting rate per crew (2 persons) including all labor, equipment, and material.	\$	/hr.

<u>Tree Description (Large Trees):</u>		<u>Unit Cost:</u>
American Yellowwood (<i>Cladrastis kentukea</i>)	\$	each
Hardy Rubber Tree (<i>Eucommia ulmoides</i>)	\$	each
American Beech (<i>Fagus grandifolia</i>)	\$	each
Ginkgo/Maidenhair Tree (<i>Ginkgo biloba</i>)	\$	each
Tulip Poplar (<i>Liriodendron tulipifera</i>)	\$	each
Black Tupelo/Black Gum (<i>Nyssa sylvatica</i>)	\$	each
American Sycamore (<i>Platanus occidentalis</i>)	\$	each
Chinkapin Oak (<i>Quercus muehlenbergii</i>)	\$	each
Shingle Oak (<i>Quercus imbricaria</i>)	\$	each
Northern Red Oak (<i>Quercus rubra</i>)	\$	each
Japanese Pagoda (<i>Sophora japonica</i>)	\$	each
American Basswood (<i>Tilia americana</i>)	\$	each
Littleleaf Linden (<i>Tilia cordata</i>)	\$	each

BID FORM cont.

<u>Tree Description (Medium Trees):</u>	<u>Unit Cost:</u>	
Hedge Maple (<i>Acer campestre</i>)	\$	each
Crimson King Maple (<i>Acer platanoides 'Crimson King'</i>)	\$	each
Yellow Birch/Swamp Birch (<i>Betula alleghaniensis</i>)	\$	each
River Birch/Black Birch (<i>Betula nigra</i>)	\$	each
American Hornbeam/Blue Beech (<i>Carpinus caroliniana</i>)	\$	each
Katsura Tree (<i>Cercidiphyllum japonicum</i>)	\$	each
Skyline Honey Locust (<i>Gleditsia triacanthos</i>)	\$	each
Mountain Silverbell (<i>Halesia caroliniana</i>)	\$	each
Goldenrain Tree (<i>Koelreuteria paniculate</i>)	\$	each
Amur Maackia (<i>Maackia amurensis</i>)	\$	each
Persian Parrotia (<i>Parrotia persica</i>)	\$	each
Japanese Zelkova (<i>Zelkova serrata</i>)	\$	each

<u>Tree Description (Small Trees):</u>	<u>Unit Cost:</u>	
Trident Maple (<i>Acer buergerianum</i>)	\$	each
Paperbark Maple (<i>Acer griseum</i>)	\$	each
Japanese Maple (<i>Acer palmatum</i>)	\$	each
Robin Hill Serviceberry (<i>Amelanchier arborea</i>)	\$	each
Autumn Brilliance Serviceberry (<i>Amelanchier grandiflora</i>)	\$	each

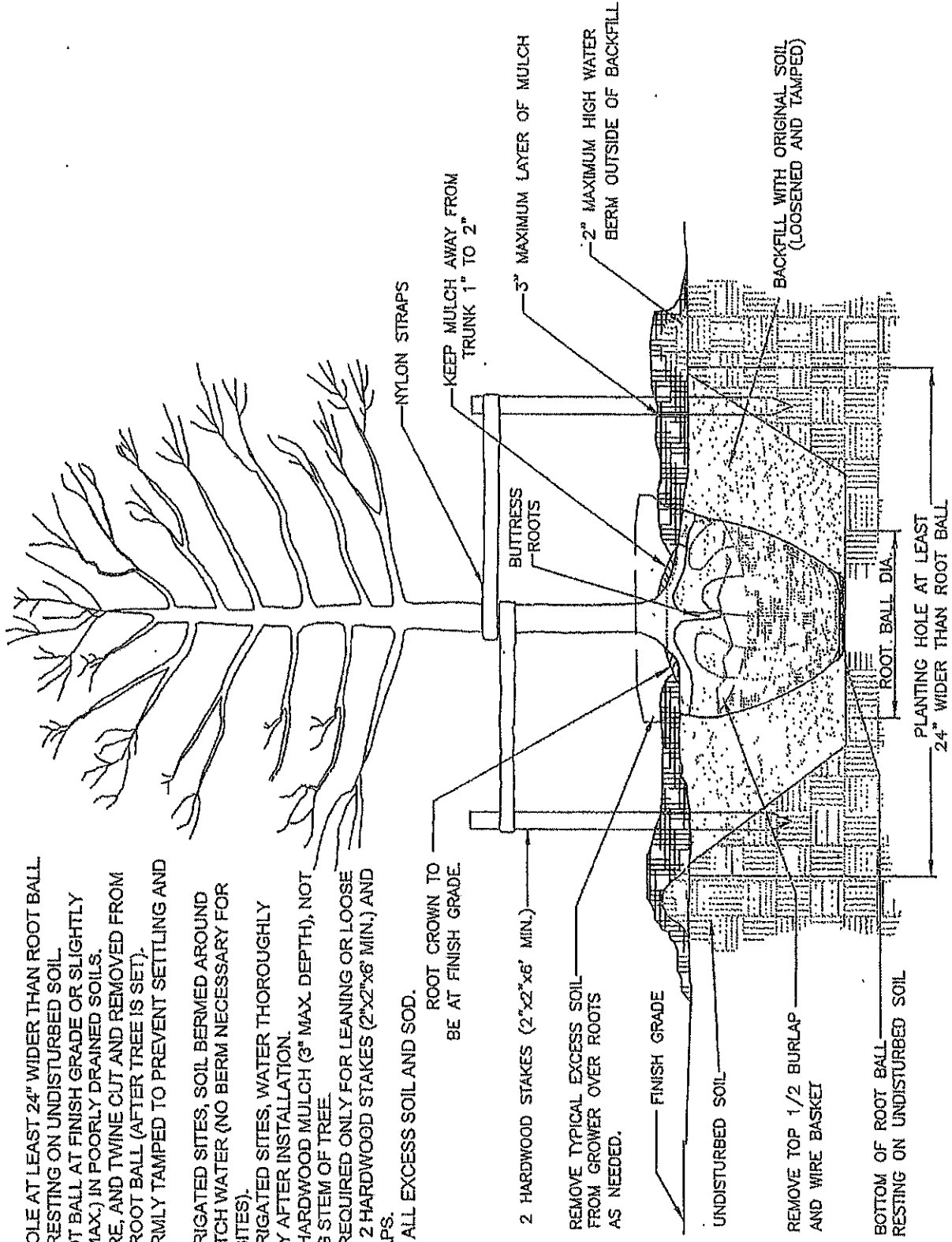
BID FORM cont.

Allegheny Serviceberry (<i>Amelanchier laevis</i>)	\$	each
Eastern Redbud (<i>Cercis canadensis</i>)	\$	each
Pagoda Dogwood (<i>Cornus alternifolia</i>)	\$	each
Flowering Dogwood (<i>Cornus florida</i>)	\$	each
Kousa Dogwood (<i>Cornus kousa</i>)	\$	each
Thornless Hawthorn (<i>Crataegus sp.</i>)	\$	each
Little Gem Magnolia (<i>Magnolia grandiflora</i>)	\$	each
Spring Snow Crabapple (<i>Malus sp.</i>)	\$	each
Purple Leaf Plum (<i>Prunus cerasifera</i>)	\$	each
Kwanzan Cherry (<i>Prunus 'kanzan'</i>)	\$	each
Snow Goose Cherry (<i>Prunus 'snow goose'</i>)	\$	each
Korean Stewartia (<i>Stewartia koreana</i>)	\$	each
Japanese Tree Lilac (<i>Syringa reticulata</i>)	\$	each

PROPER PLANTING/STAKING

NOTES:

1. PLANTING HOLE AT LEAST 24" WIDER THAN ROOT BALL
2. ROOT BALL RESTING ON UNDISTURBED SOIL
3. TOP OF ROOT BALL AT FINISH GRADE OR SLIGHTLY HIGHER (3" MAX.) IN POORLY DRAINED SOILS.
4. BURLAP, WIRE, AND TWINE CUT AND REMOVED FROM TOP 1/2 OF ROOT BALL (AFTER TREE IS SET).
5. BACKFILL FIRMLY TAMPED TO PREVENT SETTILING AND LEANING.
6. FOR NON-IRRIGATED SITES, SOIL BERMED AROUND HOLE TO CATCH WATER (NO BERM NECESSARY FOR IRRIGATED SITES).
7. FOR NON-IRRIGATED SITES, WATER THOROUGHLY IMMEDIATELY AFTER INSTALLATION.
8. SHREDDED HARDWOOD MULCH (3" MAX. DEPTH), NOT CONTACTING STEM OF TREE.
9. STAKING IS REQUIRED ONLY FOR LEANING OR LOOSE TREES. USE 2 HARDWOOD STAKES (2"x2"x6' MIN.) AND NYLON STRAPS.
10. DISPOSE OF ALL EXCESS SOIL AND SOD.



PROPER MULCHING



DON'T pile mulch up around your tree (like a **VOLCANO**)



6" between mulch and trunk (lets roots breathe)

Protects tree from weeds and trimmers

DO make a flat mulch ring around your tree (like a **DONUT**)

Mulch is **organic matter** that acts as a blanket to hold moisture, moderate soil temperature extremes, and reduce competition from grass and weeds. Covering the actual trunk of your tree **will cause decay** in the living bark!