



## **Request for Quote:**

### **RePlant Anne Arundel Qualified Contractor for Tree Planting and Maintenance**

**Background:** WSA was founded in 2009 to engage communities across Anne Arundel County to reduce pollution and clean local waterways. Since then, over 300 volunteer Watershed Stewards have been certified to engage their neighbors, co-workers, fellow congregants, and students to take measurable actions that clean up local waterways. Watershed Stewards have been active throughout the County, educating their communities, building rain gardens, planting trees, and talking about pet waste. They truly are an army of leaders motivated to restore our waterways. Since 2009, Watershed Stewards have installed over 4,350 projects, from rain barrels to stream restoration, and reached over 205,000 residents of Anne Arundel County with technical assistance and environmental education.

In 2020, WSA created a new program called Tree Troopers, which trains county residents to plant and maintain native trees. Since 2020, WSA has trained 120 Tree Troopers and planted over 4,700 trees through 98 projects. WSA hopes to engage new communities and plant 2,000 more native trees through the Tree Trooper program, in the Fall of 2023.

**Installation Context:** The goal of this program is to plant 2,000 native trees in Anne Arundel County. Each tree will be planted within a larger tree planting project. **Each tree planting project will contain at least 15 trees per installation.** The tree projects will be identified by the WSA office. Ideally, each installation will have a prepaid maintenance program in place for the first year after the installation.

**RFQ Goals:** As part of the RePlant effort, **WSA is seeking proposals from contractors to plant a portion of 2,000 trees.** These proposals will then be utilized by WSA to identify qualified contractors who will then have a chance to bid on the tree projects related to RePlant Anne Arundel.

The primary goals for this RFQ are:

- 1. A cost per tree installed by the contractors (including all labor and material) and/or\***
- 2. A cost per tree maintained by the contractor (including all labor and material)**

**\*Contractors may choose to put a proposal together for either or both goals.**

**Contractor Responsibilities:** The contractor has the option of producing proposals for either or both of the following:

### **1. Installation of Trees**

- a. Contractor shall provide all equipment, labor, and materials necessary for the planting of trees.
- b. Contractor shall call Miss Utility for each project installation and provide WSA with copies of the utility ticket.
- c. Installation shall occur in the Fall of 2023 (most will occur Mid-September-November).
- d. Each installation will contain at least 15 trees.
- e. Contractors are responsible for ordering and managing the delivery of the tree stock used in each installation.
- f. The trees will be installed within a specific, localized geographic area within Anne Arundel County. This may be a church campus, school campus, library campus, or contiguous plots within a neighborhood or community.
- g. Each tree species will be from a pre-approved list of native trees (draft attached). The tree species will be scheduled by the WSA office and WSA will provide installation layouts that consider specific site conditions.
- h. Planted trees are to be sized at least 6' feet tall above ground at time of planting. Gallon and caliper size will vary based on species, although stock should be a minimum of 3 gallon, or 1" caliper and a maximum of 15 gallon or 2" caliper.
- i. Each tree will be installed to industry standards and to the standards of the Anne Arundel County Landscape Manual including:
  - i. Spacing to be consistent with species and use.
  - ii. Tree pits shall be generally circular in outline, and the tree deep enough to allow 1/8 of the ball to be above the existing grade. Tree balls shall rest on undisturbed existing soil or well compacted backfill. The plant pit shall be twice as wide as the tree's root ball.
    - a) If tree roots are circling tightly within the nursery container, they will be teased out by hand or cut if necessary.
    - b) If present, burlap and root cages will be removed from the root ball.
    - c) Native soil will be used as backfill of the pit. Air pockets will be eliminated while backfilling the planting pit by watering the soil as it's put into the hole.
    - d) Soil around the pit shall be firm but not compacted.
  - iii. Trees shall be pruned at the time of installation in an appropriate manner to its requirements, in accordance with accepted standard practice. Broken or bruised branches shall be removed with clean cuts made on an angle from the bark ridge to the branch collar, no

- flush cuts, to minimize the area cut. All cuts shall be made with sharp tools. All tools shall be disinfected after use between trees. Trim all edges smooth. No tree wound dressings shall be applied.
- iv. Trees shall be mulched with 2-3" of shredded hardwood mulch. The mulch shall cover at least the disturbed area of soil from the tree installation pit. Mulch should be pulled away from the base of the tree for several inches so that the root collar is exposed.
- v. Trash and any soil or dirt spilled on any paved surface shall be cleaned up.
- j. Tree protection such as tree tubes or metal caging shall be placed around all new trees, immediately after planting.
- k. Contractor installed trees shall be warrantied for one year after the date of installation.
  - i. Contractor will replace, free of charge, any tree found defective within this timeframe.
  - ii. The tree will be replaced with the same species and size as was originally planted.
  - iii. This warranty will not cover damage caused by fires, floods, lightning, freezing rains, winds, or storms over 75 miles per hour; winter kill caused by extreme cold and severe winter conditions not typical of Anne Arundel County; other natural disasters; or acts of vandalism.
- l. Proposals shall include all labor and materials required to meet the above standards.

## **2. Maintenance of Trees**

- a. Contractor shall provide all equipment, labor, and materials necessary for the below described maintenance of the trees.
- b. Maintenance visits shall be scheduled as needed to provide the described maintenance.
- c. Each tree shall be watered deeply and regularly (15-20 gallons of water a week), as necessary (adjusting for weather) to keep the root ball moist.
- d. Pruning shall be done as required and shall follow these standards:
  - i. All trees shall be allowed to grow to their natural genetic form and size, unless specifically excepted.
  - ii. All trees shall be pruned to promote structural strength and to accentuate the natural form and features of the tree.
  - iii. Stripping of lower branches ("raising up") of young trees shall not be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote trunk caliper.
  - iv. Suckers shall be removed when identified and as needed.
- e. Disease and Pest controls will be applied as needed and to these standards:
  - i. In the first year of installation, we anticipate healthy trees being able to withstand minor disease and insect damage without controls. Routine application of pesticides shall not be practiced, as

this destroys natural predator-prey relationships in the environment. Where usually high infestations or infections occur, an accurate identification of the disease or insect shall be made, and control methods will be cleared with WSA prior to application. If chemical controls are warranted, chemical controls must be applied under the supervision of a licensed and qualified pest control applicator, following the procedures set forth in the labeling of the product, as required by law.

- f. Weeds, litter and trash including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris shall be removed from all areas as needed. All refuse resulting from the maintenance operation of projects shall be disposed of to the standards of Anne Arundel County.
- g. Shredded hardwood mulch will be reapplied up to 3" as necessary. Mulch should be pulled away from the base of the tree for several inches so that the root collar is exposed.

**Award Structure:** Through this process, a pool of qualified contractors will be identified. Once the tree planting projects are identified, they will be bid out to the qualified pool. WSA will then directly contract with the winning bidders. Each project will be managed as a separate contract with the contractor with its own distinct billing and invoicing.

#### **Task and Timeline:**

- **July 10th, 2023:** RFQ Open
- **July 31st, 2023:** Proposals due by COB
- Qualified contractors notified by **August 11th, 2023.**
- **August - October 2023:** Project identification and bidding.
- **September - December 2023:** Tree Installations
- **September 2023 - September 2024:** Tree Maintenance

#### **Proposal**

- Contractor shall prepare a written proposal that includes the following:
- Cover letter summarizing your company including number of years in business, size of firm, contact information, services provided, noted specialty, and signature of authorized company representative.
- Description of the approach and methodology that the contractor will use to reach the goals and tasks of this RFQ.
- The cost per tree installed and/or the cost per tree maintained
  - Each tree will be part of a larger project of at least 15 trees per project.
  - Each tree project will be in a constrained geographic area.
- Statement of Qualifications
- Contractor will be responsible for any and all permit requirements including costs to obtain.
- Please provide at least 2-3 references of a client you have served like WSA.
- Proposals will be accepted through July 31st, 2023.
- WSA will choose a contractor based on these factors:
  - Primary contractor's experience and success with similar projects

- Cost
- Anne Arundel County based
- Chesapeake Bay Landscape Professional (CBLP) Certification
- Understanding of WSA's context, and task at hand
- Women Owned/ Minority Owned Business preferred

Proposals shall be submitted via email to Brady Waters, WSA Restoration Coordinator at [brady@aawsa.org](mailto:brady@aawsa.org). Questions may be submitted via email.