Notice for Request For Proposals

Tree Inventory, Community Forestry Management Plan, and Tree Removal and Planting

Heartlands Conservancy is seeking proposals from qualified firms with demonstrated experience in public tree inventory data collection, tree removal and planting, and community/urban forest management plan (CFMP/UFMP) development.

The purpose of this Request For Proposals (RFP) is to solicit and evaluate qualified contractors to:

- Complete a comprehensive citywide tree inventory of public trees on streets, right-of-ways, parks, and public properties within a minimum of 95% accuracy goal;
- Remove and replace up to 75 dead or hazardous trees via professional and skilled arborists;
- Purchase and plant up to 400 native trees in disadvantaged census tracts within East St. Louis, IL; and
- Assist with the development of a Community Forest Management Plan (CFMP) based on the completed inventory, and provide recommendations for the stewardship of community trees.

The physical printed, sealed copy will be accepted during office hours (8-4:30, M-Thursday) before the deadline of 2pm on August 18th 2026. There is a mail slot to the right of the front door, near the ground. **Drop off location: HeartLands Conservancy, 29 E Main Street, Belleville, Illinois 62220.**

Day-of submission of materials can be sent electronically to:

Laura Lyon
Chief Operating Officer
HeartLands Conservancy
Laura.Lyon@heartlandsconservancy.org

Questions must be submitted in writing by email to Mack, Project Coordinator at Mack@heartlandsconservancy.org, with a copy to Laura Lyon at Laura.Lyon@heartlandsconservancy.org. Questions received after the stated deadline may not be answered. HLC will issue written responses or addenda as needed. No oral interpretation of this RFP shall be binding. We request that an email also be sent to the above email addresses with notice of intent to apply.

Only complete proposals received by the proposal deadline will be reviewed. HLC will begin proposal review after the submission deadline. HLC reserves the right to reject any or all proposals, waive minor informalities, request clarification, interview proposers, negotiate scope and cost, and award a contract in the best interest of HLC and the project.

Important Dates*

- RFP Issued: July 17th 2026
- Final Date for Written Questions: August 6th 2026
- Responses to Questions/Addenda Issued By: August 12th 2026
- Proposals Due: August 18th by 2:00pm, Central Time
- Anticipated Contractor Selection: by September 15th 2026
- Anticipated Contract Start: no later than October 1st 2026
- Required Project Completion Date of all deliverables: April 15th 2028

*Dates subject to change based on input from grantee and grantor.

Funding for this project is provided by the U.S. Department of Agriculture, Forest Service, in partnership with The Morton Arboretum. USDA and HeartLands Conservancy are equal opportunity providers and employers.

The RFP can also be found at https://heartlandsconservancy.org/**request-for-proposals-community-forestry-services/** on the website.

REQUEST FOR PROPOSALS (RFP) FOR:

PROFESSIONAL SERVICES TO PERFORM
PUBLIC TREE INVENTORY, COMMUNITY FOREST MANAGEMENT PLAN SUPPORT, TREE PLANTING, HAZARD TREE REMOVAL

Project Title

East St. Louis Public Tree Inventory, Community Forest Management Plan Support, Tree Planting, and Hazard Tree Removal Project

East St. Louis, Illinois

HeartLands Conservancy is accepting proposals from qualified firms or teams to perform public tree inventory, community forest management plan support, tree planting, and hazard tree removal services in East St. Louis, Illinois.

This project is supported by a Tree Equity Grant administered by The Morton Arboretum's Chicago Region Trees Initiative, with federal funding through the USDA Forest Service Urban and Community Forestry Program under the Inflation Reduction Act. All work must comply with applicable grant agreement requirements, federal pass-through requirements, and the terms and conditions included in this RFP.

Key Dates

RFP Issued: July 17th 2026
Final Date for Written Questions: August 6th 2026
Responses to Questions/Addenda Issued By: August 12th 2026
Proposals Due: August 18th by 2:00pm, Central Time
Anticipated Contractor Selection: by September 15th 2026
Anticipated Contract Start Date: no later than October 1st 2026
Required Project Completion Date: April 15th 2028

Submission Instructions

The physical printed, sealed copy may be accepted during office hours (8-4:30, M-Thursday) before the deadline. There is a mail slot to the right of the front door, near the ground. Drop off location: HeartLands Conservancy, 29 E Main Street, Belleville, Illinois 62220

Day-of submission of materials can be sent electronically to:

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Only complete proposals received by the proposal deadline will be reviewed. HLC will begin proposal review after the submission deadline. HLC reserves the right to reject any or all proposals, waive minor informalities, request clarification, interview proposers, negotiate scope and cost, and award a contract in the best interest of HLC and the project.

Project Overview

HeartLands Conservancy seeks a qualified contractor or contractor team to conduct a public tree inventory, support development of a Community Forest Management Plan, identify tree planting opportunities, remove selected dead or hazardous public trees, and plant new public trees in East St. Louis, Illinois.

Work will occur in designated public rights-of-way, parkways, parks, and other approved public or partner-controlled lands within eligible project areas. Final work locations, planting locations, tree removal locations, and quantities will be confirmed by HLC in coordination with the City of East St. Louis, East St. Louis Park District, The Morton Arboretum, and other project partners as applicable.

The contractor shall complete work in accordance with applicable ANSI A300 Tree Care Standards, ANSI Z133 arboricultural safety standards, ISA best practices, local permitting requirements, utility notification requirements, grant requirements, and all applicable federal, state, and local laws.

Background

East St. Louis is a community of more than 17,000 residents covering approximately 23 square miles. HLC, in partnership with the City of East St. Louis and East St. Louis Park District, has identified the need for a public tree inventory and community forest management framework to support long-term tree canopy health, public safety, climate resilience, stormwater and flooding mitigation, and equitable access to the benefits of trees.

The community does not currently have a comprehensive public tree inventory or community forest management plan. This project will provide baseline data, priority maintenance and planting recommendations, and implementation support to help guide future community forestry investments.

Project Goals

Through this RFP, HLC seeks to accomplish the following:

1. Conduct an inventory of public right-of-way, parkway, park, and other approved public trees within the project area.
2. Provide a professional assessment of the tree's condition, maintenance needs, and risk priority categories.
3. Identify potential public tree planting locations based on site suitability, equity priorities, infrastructure constraints, and project eligibility.
4. Support preparation of a Community Forest Management Plan based on inventory findings, canopy needs, public safety considerations, and implementation priorities.
5. Remove up to 75 selected dead or hazardous public trees, as authorized by HLC and project partners.
6. Plant up to 427 public trees in approved locations with high need and suitable growing conditions.
7. Support education, communication, and engagement related to tree care and long-term stewardship for City staff, Park District staff, contractors, residents, property owners, and community partners.
8. Provide complete project documentation, including GIS data, maps, work and removal records, planting records, photographs, maintenance recommendations, and grant reporting support.

Project Timeline and Scope of Work Sequencing

The Scope of Work will be completed in a coordinated sequence so that inventory data, risk assessment findings, plantable-space data, HLC review, City of East St. Louis coordination, East St. Louis Park District coordination, and funder requirements inform implementation.

Step 1: Contract Execution and Notice to Proceed
No work shall begin until a written contract is fully executed and HLC issues a written notice to proceed.

Step 2: Preliminary Project Meeting and Work Plan
Within fourteen (14) days of contract award, the selected contractor or contractors shall meet with HLC to review the work plan, schedule, staffing, communications, safety procedures, data standards, attachment-specific requirements, forms, required reporting, and coordination with the City of East St. Louis, East St. Louis Park District, utilities, permitting entities, and The Morton Arboretum, as applicable.

Step 3: Tree Inventory and Plantable-Space Assessment First
Attachment A work shall begin first. The public tree inventory, rapid risk assessment, and plantable-space assessment shall be completed before HLC authorizes final tree removal locations or final planting locations, except where HLC provides written approval for limited early action.

Step 4: Community Forest Management Plan Support
Attachment B work shall be informed by the completed or substantially completed tree inventory, tree canopy information, risk assessment findings, plantable-space data, and HLC-led coordination with the City of East St. Louis, East St. Louis Park District, and other participants. The CFMP shall include short-term and long-term goals, recommendations, standards, priorities, and implementation actions.

Step 5: Hazard Tree Removal and Stump Grinding
Attachment D work shall occur after the tree inventory and risk assessment identify candidate removals. No tree shall be removed until HLC and the City of East St. Louis, and the East St. Louis Park District, where applicable, approve the removal in writing. Hazard tree removals and stump grinding are anticipated to occur primarily during the fall and winter season, subject to safety, permitting, utility coordination, weather, grant requirements, and written task authorization from HLC.

Step 6: Tree Acquisition and Planting
Attachment C work shall be informed by the inventory, plantable-space assessment, CFMP recommendations, site suitability, utility conflicts, approved species list, nursery availability, and HLC/funder approval. Tree planting may begin in the fall planting season and continue through appropriate planting seasons, subject to weather, species suitability, site readiness, nursery availability, watering capacity, maintenance requirements, and written task authorization from HLC. The funder, Morton Arboretum, must conduct Final Inspections. Community stakeholders and volunteers may be present to assist in plantings to learn and learn.

Step 7: Watering, Establishment, Documentation, Inspection, and Acceptance
Planting work shall include required watering, establishment care, reporting, inventory updates, and warranty obligations as stated in Attachment C. Final acceptance and payment for each attachment shall be subject to inspection, correction of deficiencies, complete documentation, HLC acceptance, and, when required, funder approval.

Federal Funding and Compliance Notice

This project is funded in whole or in part with federal financial assistance passed through The Morton Arboretum. The successful contractor and any subcontractors must comply with all applicable federal, state, and local requirements, as well as those of any funder or grant agreement. Applicable requirements may include, but are not limited to, federal procurement and contract provisions, civil rights and nondiscrimination requirements, debarment and suspension requirements, anti-lobbying requirements, domestic preference requirements, records retention and access requirements, safety requirements, insurance requirements, and labor standards as applicable.

The contractor shall not begin work until a written contract is fully executed and HLC issues a written notice to proceed.

Proposal Qualifications, Requirements, Format, and Submission

Contractor Qualifications

The Contractor shall have the following necessary experience and qualifications to effectively and safely complete the Work as specified, within the time period specified:

Firm Qualifications

- The development of the Community Forest Management Plan (CFMP) or Urban Forest Management Plan (UFMP) shall be a collaborative effort. The Contractor shall have experience working with a range of individuals, partners, and others to develop a CFMP that addresses collective goals, needs, and interests. The Contractor shall provide a list and samples of five (5) Tree inventories or (Community) Forest Management Plans (CFMPs) they have developed and completed within the last 10 years of similar scope and scale within the Midwest region.
- The Contractor's staff leading the project shall have at least five (5) years of experience leading collaborative development of CFMPs
- The contractor shall ensure that tree inventory data will be accessible and updatable by the owners or their representatives at any future date. Data must also be translated into maps and vice versa. No proprietary software restrictions shall be placed on the data or maps. ArcGIS data is preferred.
- The Contractor shall meet all requirements and specifications outlined in the RFP.
- Should the Contractor use subcontractors, all subcontractors shall meet the same requirements, qualifications, and standards as the primary Contractor, as identified in the RFP documents. The Contractor is fully responsible for all actions or inaction of the subcontractor.
- Familiarity with HeartLands Conservation's projects, mission, and team is preferred.
- The selected Contractor shall provide all labor, supervision, qualified personnel, subcontractor coordination, equipment, tools, materials, transportation, safety controls, permits, utility coordination, traffic control, data management, documentation, reporting, and other services necessary to complete the work described in this RFP and all applicable attachments.
- The Contractor shall be responsible for the performance, safety, quality, conduct, documentation, and compliance of its employees, agents, subcontractors, suppliers, and consultants. If subcontractors are used, the Contractor shall identify them in the proposal and shall ensure that each subcontractor meets all applicable requirements of this RFP, including qualifications, certifications, insurance, safety practices, grant compliance, reporting, and task-specific standards. The Contractor remains fully responsible for all subcontractor work, omissions, errors, safety practices, payment, documentation, and deliverables.

- The Contractor shall comply with all applicable federal, state, county, and local laws, regulations, ordinances, permitting requirements, labor requirements, safety requirements, civil rights and nondiscrimination requirements, grant requirements, and funder requirements. The Contractor shall also comply with the applicable professional standards identified in this RFP and attachments, including, as applicable, ANSI A300 Tree Care Standards, ANSI Z133 Arboricultural Safety Standards, ANSI Z60.1 Nursery Stock Standards, ISA Best Management Practices, OSHA requirements, Illinois Department of Labor requirements, Illinois Manual on Uniform Traffic Control Devices requirements, IDOT standards when applicable, utility notification requirements, and other standards listed in the RFP or attachments.
- The Contractor shall provide personnel with the certifications, skills, training, and experience appropriate to each task. Task-specific qualifications are listed in Attachments A–D and may include, but are not limited to, ISA Certified Arborist credentials, ISA Tree Risk Assessment Qualification, ISA Certified Urban/Community Forest Professional credentials, municipal or public tree inventory experience, GIS and data management experience, tree planting experience, nursery sourcing experience, tree removal and stump grinding experience, public right-of-way work experience, traffic control experience, community forestry planning experience, public engagement experience, and experience working in disadvantaged communities or similarly situated urban environments.
- The Contractor shall designate a Work Coordinator or primary point of contact authorized to act on behalf of the Contractor. The Work Coordinator shall be responsible for communication with HLC, schedule coordination, subcontractor coordination, safety procedures, quality control, data delivery, reporting, invoicing, and completion of all deliverables. Task-specific supervisors shall be provided as required in the applicable attachment.
- The Contractor shall not materially change the scope, schedule, approved locations, methods, staffing, subcontractors, data standards, species lists, deliverables, or costs without prior written approval from HLC.
- The Contractor shall maintain regular communication with HLC and promptly notify HLC of any condition that may affect the schedule, scope, cost, safety, public access, utilities, permitting, tree health, property conditions, resident concerns, grant compliance, or the completion of deliverables. The Contractor shall immediately notify HLC of any safety issue, near miss, incident, property damage, public complaint, community altercation, utility conflict, or condition that prevents safe or compliant completion of the work.
- The Contractor shall protect public and private property, pedestrians, vehicles, utilities, streets, sidewalks, curbs, lawns, parks, rights-of-way, infrastructure, adjacent trees, and other vegetation from avoidable damage. The Contractor shall maintain safe work areas, provide appropriate personal protective equipment, use barricades and traffic control when needed, secure work sites from public access, remove hazards, and leave each work site in the same or better condition than existed before the work began.
- The Contractor shall coordinate all utility locates, permits, road or sidewalk closures, agency notifications, and traffic control requirements necessary to complete the work safely and lawfully. The Contractor shall not proceed with any work where utility conflicts, permitting requirements, property access issues, or safety concerns have not been resolved.
- The Contractor shall be respectful of residents, public officials, agency staff, property owners, park users, business owners, and other community members. If a concern or complaint arises, the Contractor shall, when appropriate, stop work at the affected location, notify HLC, and direct residents or concerned individuals to HLC unless otherwise instructed.
- All data, reports, maps, photographs, inventories, plans, planting records, removal records, cost documentation, and other deliverables prepared for this project shall be provided to HLC in editable, nonproprietary, and usable formats. GIS and inventory data shall be provided in formats

compatible with ESRI ArcGIS and Microsoft Excel, unless otherwise approved by HLC. No proprietary software restrictions shall be placed on project data or maps.

- The Contractor shall provide complete and timely documentation required for grant reporting, reimbursement, inspection, payment, and final acceptance. Payment shall be subject to completion of the work, correction of deficiencies, HLC acceptance, funder inspection or approval when required, and receipt of complete documentation.
- HLC reserves the right to expand, reduce, combine, separate, delete, or modify portions of the work, subject to available funding, project needs, grant requirements, and the terms of any written contract.
- Familiarity with HeartLands Conservation's projects, mission, and team is preferred.

Work Coordinator:

- Shall be a current International Society of Arboriculture (ISA) Certified Arborist and be a current ISA Certified Urban Forest Professional with an ISA Tree Risk Assessment Qualification (TRAQ).
- Must have demonstrated experience managing community tree inventory projects of similar scope and scale in the Midwest growing region.
- Shall be fluent in English and authorized to act on behalf of the Contractor.
- Familiarity with conservation management best practices and tree preservation.
- Familiarity with HeartLands Conservation's projects, mission, and team.

Crew Supervisors:

- Each Crew Supervisor shall, at a minimum, be a current International Society of Arboriculture (ISA) Certified Arborist with an ISA Tree Risk Assessment Qualification (TRAQ).
- Must have demonstrated experience conducting comprehensive community tree inventory projects, including risk assessments of similar scope and scale in the Midwest growing region.
- Shall be fluent in English and authorized to speak on behalf of the Contractor.
- Familiarity with conservation management best practices and tree preservation.

Requested Proposal Content

Be sure to include the following information in the accompanying specifications (Attachments A–D), along with required attachments.

- List of five (5) comparable UFMPs completed in the last 10 years (see Attachment B).
- Provide a cost estimate for all tasks and deliverables detailed in this RFP, using the provided worksheets.
- The name and contact information of the Work Coordinator and all crew supervisors, and proof of their current ISA certification as an Arborist and their Tree Risk Assessment Qualification (TRAQ).
- A summary of the firm's experience with similar projects in similarly situated suburban environments within the last three years.
- The number of Crews to be utilized.

- A timeline outlining when the inventory will start and end, approximately how many trees and planting locations can be completed each week, and how the Tree Inventory will be completed within the required timeframe.
- A Work map showing where they recommend work begins and ends.
- An overview of the data collection categories and methodologies used, as well as plans for data sharing with HLC and partners.
- Due to the number of trees being inventoried, large GIS file sizes are anticipated. The contractor will describe their approach to sharing and managing large data file transfers, including the communication methods, software apps, or file transfer services they will use.
- Recommendations for a communications plan to notify interested parties of the work.
- An overview of any potential challenges and logistics.
- An emergency plan in the event of any issues.
- **Additional Required Attachments:** The Proposer shall attach the following to the Proposer's Proposal Form:
    - Certificate of Liability Insurance for Proposer and any Subcontractors
    - Proof of qualification and eligibility to do business in the State of Illinois
    - International Society of Arboriculture Certification(s) or Qualifications
    - Nursery licenses and or certifications, if tree acquisition is required (see Attachment C)
- THE SUM COST ESTIMATE OF ALL COMPONENTS OF THIS RFP (ATTACHMENTS A-D) MUST NOT EXCEED $230,000
- Delivered in a sealed envelope

Submission

All proposals must be submitted as a "sealed bid" on the provided forms, with all blank spaces filled in and properly signed. All proposals must include the following documents:

A) Information listed above in Proposal Forms for each Specification A–D
B) Required Attachments

Preferred Delivery Method: The physical printed, sealed copy may be accepted during office hours (8-4:30, M-Thursday) before the deadline. There is a mail slot to the right of the front door, near the ground. Drop off location: HeartLands Conservancy, 29 E Main Street, Belleville, Illinois 62220.

Proposals can be submitted electronically on the final day of August 18th via email to Laura.Lyon@heartlandsconservancy.org. They will not be opened until all proposals are opened 24 hours after.

All proposals will be opened 24 hours after the deadline and ranked according to the checklist above.

Proposal Evaluation

HLC will choose the best-qualified Contractor for the project based on the following criteria:

- Capability and experience in comparable urban/community forestry projects.
- Relevance of completed projects as compared to HLC's mission and vision.
- Project manager and crew supervisor qualifications, certifications, and references.
- Proposer's approach to project tasks and timeline.
- Proposer's apparent resources and capacity to meet the needs of a typical project.
- Proposed cost for all services.

- Interviews: HLC reserves the right to interview any or all proposers at any point during the evaluation process. In the event interviews are conducted, information provided shall be taken into consideration when evaluating proposals.
- Experience with City of East St. Louis, HeartLands, and/or Metro-East urban forestry efforts.

Additional Information Request

All questions and requests for additional information should be submitted in writing before the question period closes on the date advertised in the RFP notice. Written questions should be sent via email to Laura Lyon, Chief Operating Officer, Heartlands Conservancy (HLC), at laura.lyon@heartlandsconservancy.org or Mack@heartlandsconservancy.org.

General Terms and Conditions

1. **Addenda**
   There is no interpretation of the RFP, beyond what is in the RFP package, except through written Addenda provided by HLC. HLC reserves the right to make clarifications, corrections, or changes to the RFP package at any time before the Proposal Opening. Proposers shall submit in writing to HLC's representative, as identified in the Notice of Request for Proposals, any questions, requests for clarification, or requests for alternates/substitutes. All questions and requests for clarification must be received by HLC, in writing, at least five (5) days before the Proposal opening. Any clarifications, answers, or approved alternates/substitutes will be provided in writing through Addenda. Addenda received shall be noted on the Proposal Form. It is the responsibility of the Proposer to inquire about any Addenda before submission of their Proposal, to incorporate information from the Addenda into their Proposal, and to submit a Proposal for the Work. The submission of a Proposal shall be considered conclusive evidence that the Proposer has investigated and is satisfied as to all conditions to be encountered in performing the Work, and is fully informed as to the character, quality, quantities, and costs of the Work to be performed, materials to be furnished, and the requirements of the RFP and Contract. If the Proposer's Proposal is accepted, the Proposer shall be responsible for all errors in the Proposal resulting from failure or neglect to comply with these instructions.

2. **Indemnity/Hold Harmless Provision**
   To the fullest extent permitted by law, the Contractor agrees to waive any and all rights of contribution against HLC and to indemnify and hold harmless HLC and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including, but not limited to, legal fees (attorney and paralegal's fees, expert fees, and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right to indemnity that HLC would otherwise have.

   The Contractor shall similarly, protect, indemnify, and hold and save harmless, HLC its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees, incurred by reason of the Contractor's breach of any of its obligations under, or the Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

   The Contractor expressly understands and agrees that any insurance policies required by this RFP, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend HLC, its officials, employees, and agents as herein provided.

a. Penalties: If this Proposal is accepted, the Contractor proposes, and agrees, that the Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Contractor's performance of, or failure to perform, the Work or any part thereof.

3. Insurance Requirements

Contractors and consultants of HeartLands Conservancy shall, at a minimum, hold the following coverages, unless a specific exception is made by the Finance Committee (e.g., for social equity purposes) or a contractor or grantor requires a different level of coverage:

a. General Liability: $1 million per occurrence/$2 million aggregate
b. Commercial Auto (if the consultant owns vehicles): $1 million combined
c. Worker's Compensation: $500,000 each accident, $500,000 policy limit for disease

4. Protection, Loss or Damage:

a. The Contractor shall exercise reasonable caution to protect pedestrian and vehicular traffic, and all public and private property from injury, damage, or loss. Procedures would include the use of warning signs, barricades, cones, and other safety equipment when appropriate. The Contractor shall maintain safe conditions at all times, and not limited to normal working hours. The Contractor shall take reasonable precautions necessary to comply with all applicable local, county, state, and federal laws.

b. Closure of a public way or street shall be permitted only when prior arrangements have been made with HLC or the agency having jurisdiction over the public way or street. All requests for street closures or public way closures owned by HLC will require a minimum of seven (7) days advance written notice. The Contractor shall verify and comply with notification and permit requirements from all permitting entities, e.g., local, county, state, or federal highway authorities. Flaggers shall be used when required. Flaggers shall be appropriately dressed to alert motorists. They shall use the proper traffic control sign and flagging procedures when directing traffic, as required by local, county, state, or federal agencies.

c. The Contractor shall comply with all OSHA, IDOL, IDOT, and other local, county, state, or federal laws and/or standards.

d. The Contractor shall be solely responsible for any loss or damage to the property of HLC or of other persons.

e. The Contractor shall immediately notify HLC of any loss or damage to HLC or any other person. Any damage or loss caused by the Contractor shall be resolved with HLC within 10 days after the damage or loss.

f. Contractor shall notify local utility companies before disturbing any ground, digging, or planting trees (JULIE's toll-free number at **(800) 892-0123**)

5. Certifications

By submitting a Proposal, the Proposer certifies, represents, and warrants to HLC:

a. No Collusion: The only persons, firms, or corporations interested in this Proposal, as principals, are those names in the Proposer's Sworn Acknowledgment attached hereto, and this Proposal is made without collusion with any other person, firm, or corporation.
b. Sexual Harassment Policy: The Proposer has a written sexual harassment policy defining sexual harassment as required in Section 2-105 of the IL Human Rights Act. 775 ILCA 5/1-105 et. seq.

c. Tax Payments: The Proposer is not delinquent in the payment of any tax administered by federal, state, or local governments.
d. Equal Pay Act of 2003: The successful Proposer shall at all times comply with the provisions of the Illinois Equal Pay Act of 2003.
e. Fair Employment Practices: The Proposer assures HLC that it is an “Equal Opportunity Employer” as defined by federal and state laws and regulations.

6. Award of Contract

It is expected that the Contract will be awarded within 60 days or sooner following the Proposal opening.

a. HLC reserves the right to accept any Proposal which, in HLC’s judgment, will be in the best interest of the public, or to waive any informalities in the proposal process.
b. In determining the lowest responsive and responsible Proposer, HLC further reserves the right to combine, separate, or delete any section of the Work, alternative, or item in the Proposal if it is in the best interests of HLC.
c. No Proposal shall be withdrawn for 90 days after the Proposal opening.
d. Failure of one or more of the Proposers to execute a Contract shall not eliminate HLC's right, in its sole judgment, to select another Proposer during the 90-day post-Proposal opening period, reject all Proposals, invite new Proposals, or abandon the proposal process for the Work.

7. Rejection of Proposals:

HLC reserves the right to reject any or all Proposals for the following reasons.

a. Discovery of publicly available information after the Proposal opening that, in HLC’s opinion, would reasonably be construed as affecting the Proposer's competency or responsibility.
b. Conviction for a violation of State or Federal law, or a rule or regulation of a State or Federal agency, relating to or reflecting on the Proposer's competency to perform the contemplated Work.
c. More than one Proposal for the Work from any Proposer or its parent, affiliate, or subsidiary, or evidence of collusion among Proposers.
d. Proposals containing omissions, erasures, alterations, unauthorized additions, unapproved conditional or alternate proposals, or irregularities of any kind that make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
e. The Proposal Form is furnished by someone other than HLC.
f. Lack of qualifications as revealed by the Proposer’s Statement of Competency.
g. Uncompleted work that, in HLC's judgment, might hinder or prevent the prompt completion of additional work if awarded.
h. The Proposer’s history of performance or nonperformance on prior projects.
i. The Proposer is in arrears or in default on any debt, contract, or obligation to HLC.

8. Execution of Contract

Failure by the successful Proposer to execute a Contract within 30 days of notification of award, or to provide acceptable performance, materials, and labor bonds (if required), shall constitute just cause for withdrawal of the award. Within 14 days of the award of a Contract, the awarded Contractor shall schedule and hold a Preliminary Project Meeting with HLC and present a Work Plan.

9. **Termination of Contract**
    a. HLC reserves the right to terminate the whole or any part of the Contract, upon written notice to the Contractor. Upon termination for convenience, the Contractor will be paid for all labor and materials delivered to HLC before the notice of termination.
    b. HLC further reserves the right to terminate the whole or any part of the Contract in the event of the Contractor's default. Default is defined as the Contractor's failure to perform any provision of the Contract, or to make sufficient progress to endanger performance of the Contract in accordance with its terms, provided that HLC has given the Contractor notice of such failure and granted the Contractor 10 business days to cure the failure.
    c. Upon termination for cause, the Contractor shall be liable for any related costs unless the Contractor submits acceptable evidence to HLC that the failure to perform the Contract was due to causes beyond the Contractor's control or without the Contractor's fault or negligence.
    d. The Contractor will not be liable for failure to perform if such failure arises from strikes, acts of God, acts of HLC, or natural disasters.

10. **Miscellaneous**
    a. HeartLands Conservancy is an equal opportunity provider.
    b. This project shall comply with the Prevailing Wage Act.
        i. **Prevailing Wage Act Notification to Contractors -** Pursuant to P.A. 96-0437, effective January 1, 2010, a public body that fails to provide written notice to its contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties, and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the Proposer or Contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of the Proposer and HLC.
        ii. The Illinois Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics employed on public works projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of similar character in the locality where the work is performed. Violators must pay workers the difference between the wage paid and the prevailing wage and are subject to penalties and punitive damages. A contractor or subcontractor the Department of Labor finds to have violated the Act on two occasions in five years may be disbarred from public works projects for four years. Contractors are required to post prevailing wage rates at job sites.
        iii. All Contractors and Subcontractors rendering services under the Contract must comply with all requirements of the Act, including, but not limited to, all wage, notice, record-keeping, and submittal duties, as well as the Substance Abuse Prevention on Public Works Act. If the Contractor determines that the Act does not apply to it, the Contractor shall, instead of a receipt for filing certified payrolls, submit a letter stating that the Act does not apply to it and set forth the reasons therefore.
        iv. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of HLC; provided, change orders shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible for maintaining accurate records as required by the prevailing wage statute and for

obtaining and furnishing all such certified records to HLC as required by the statute. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workers, and/or mechanics engaged in the Work and in every way defend and indemnify HLC against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at: https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx.

v. Contractor is advised that the Department revises prevailing wage rates and is obligated to check the Department's website for revisions.

vi. It is a condition precedent to each payment made under the contract that the Contractor files with HLC a copy of the filing receipt for each certified payroll the Contractor files with the Illinois Department of Labor. Failure to include a copy of the filing receipt will render a payment application incomplete and will result in nonpayment. The Contractor shall file all certified payrolls here: https://webapps.illinois.gov/dol/payrollcertification/ (or any lawful successor website).

c. Contractors must comply with all state and federal civil rights laws, including but not limited to:
   i. The Illinois Civil Rights Act of 2003 prohibits excluding a person from participation in, denying the benefits of, or subjecting a person to discrimination under any program or activity based on that person's **race, color, national origin, or gender**; or using criteria or methods of administration that result in disparate impact or adverse effect.
   ii. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on **race, color, or national origin** (including **language**).
   iii. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on **disability**.
   iv. Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on **sex** in education programs or activities.
   v. Age Discrimination Act of 1975, which prohibits discrimination based on **age**.
   vi. U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on **religion** in social service programs.
d. All consultants must agree to comply with all relevant Office of Management and Budget Circulars (OMB) when the funding is an award of federal financial assistance.

11. Definitions

a. **ANSI Standards** - Refers to American National Standards Institute (ANSI) A300 Tree Care Standards and ANSI Z133 Arboriculture Safety Standards. These standards are considered best practices by the funding sources and must be met for payment. The contractor must meet these standards as well as those listed in this RFP for all tree removal, plantings, and tree management.
b. Attachment means a required component of this RFP package.
c. **Community Forestry** - A model of forestry in which local community members take an active role in managing trees in their area, including planting and maintaining trees to improve the tree canopy in their community. Often used interchangeably with "Urban Forestry."
d. **Community Forest Management Plan or CFMP** - the plan developed through this project to guide short-term and long-term management of public trees and community

forest resources in East St. Louis. “CFMP” shall be used instead of “UFMP” unless a technical reference specifically requires the broader term “urban forest management plan.”

e. **Contract** - shall mean, and shall be composed of: (a) this RFP, including the Specifications, (b) the Contractor’s Proposal, and (c) the form of agreement.
f. **Contractor**: a successful bidder who enters into a legally binding contract to perform the work and deliver the deliverables outlined in the RFP. All instances of Contractor shall refer to the main Contractor as well as any qualified sub-contractors managed by the main Contractor.
g. **Deliverable** - tangible, measurable desired output produced as a result of completing project tasks.
h. **Disadvantaged communities** - The Inflation Reduction Act (IRA) defines disadvantaged communities as census tracts with high environmental and socioeconomic burdens, as determined by the EPA’s criteria for overburdened and underserved areas. These communities often have long, nuanced histories of environmental and social injustices.
i. **Grantor** - Entity providing funding for the scope of work.
j. HeartLands Conservancy - the nonprofit organization issuing this RFP. “HLC” may be used after the first full reference.
k. **HLC** - All instances of HLC shall refer to Heartlands Conservancy.
l. **Proposal** - the written response submitted by a proposer in response to this RFP.
m. **Proposer** - Entity responding to this RFQ who intends to propose a plan and implement the tasks and deliverables specified in the scope of work.
n. **Public Trees** - Trees located on public property, such as public parks and right-of-ways.
o. **RFP** - An RFP (Request for Proposal) is a formal document that solicits bids and proposals from firms or contractors. It outlines the project’s scope, requirements, budget, timelines, and evaluation criteria, allowing owners to compare contractor qualifications and pricing.
p. **Scope of Work (SOW)** - The work to be performed in service of project deliverables, defined by specific tasks, quality standards, and timelines.
q. **Task** - Components of the scope of work to be done by the Contractor to achieve deliverables
r. **The City** - All instances of “the City” shall refer to The City of East St. Louis, Illinois. For this Scope of Work, “the City” may also refer to the project's physical boundary and to the partnership between the City of East St. Louis and the East St. Louis Park District to inventory each entity’s public trees.
s. **Work -** The exact, measurable activities (the services, tasks, deliverables, materials, documentation, reporting, and other obligations) and tangible results required to complete a specific project. These are project tasks as described in this RFP, including the specifications and other sections.

Attachment A

REQUEST FOR PROPOSAL (RFP)

SPECIFICATIONS

UNIT PRICED TREE INVENTORY FORM

Heartlands Conservancy

1. Summary of Scope of Work: Heartlands Conservancy (HLC) is requesting proposals for a Contractor to complete an inventory of public trees and potential planting locations in selected streets, rights-of-way, parkways, and parks within the city of East St. Louis as shown on the Site Map. he Tree Inventory along with a summary shall be provided to HLC. The contractor will use a GPS-based data collection system and must provide the quality-controlled data output to HLC in Microsoft Excel and ESRI shapefile formats (geodatabase or shapefile) as referenced in this RFP. The tree inventory will inform a Community Forest Management Plan. Only public trees in qualifying census tracts will be surveyed, as identified in this RFP. HLC reserves the right to expand or reduce the scope of work and to adjust locations as necessary. The Work shall begin within 14 days of a signed contract and shall be completed by October 1, 2026. Prevailing Wage is required for this job.

2. Applicable Standards: Following is a listing of key standards and practices that must be complied with for this Work by the Contractor. In all instances, the most current applicable standard is to be utilized.
    a. Local, county, state, and federal regulations
    b. American National Standards Institute (ANSI) A300 Tree Care Standards and associated recommended standards referenced
    c. American National Standards Institute (ANSI) Z133, Arboriculture Safety Standards and associated recommended standards as referenced
    d. International Society of Arboriculture (ISA) Best Management Practices suite of resources, including Tree Risk Assessment
    e. Federal Occupational Safety and Health Administration Standards (OSHA)
    f. Illinois Manual of Uniform Traffic Control Devices Standards (MUTCD)
    g. IDOT (Illinois Department of Transportation) Standard Specifications for Road and Bridge Construction

3. Qualifications:

a. The Contractor shall have the necessary experience and qualified staff to effectively complete the Work as specified, within the time period specified, and shall list the accuracy rate for species identification, size, and GPS location, by percentage, on the Proposal Form, i.e., 90% accuracy for species identification, size, and GPS location. The Contractor shall explain their process and qualifications for quality control on the Proposal Form.
b. The Contractor shall ensure that all staff participating in the Work shall have the necessary professional certifications, insurance, skills, training, and experience to properly and accurately complete the Work.
c. If subcontractors are used, all subcontractors shall meet all of the same requirements and standards of the contractor as identified in the RFP documents. The Contractor is fully responsible for all actions or inactions of the subcontractor. The Contractor is fully responsible for all payments to the subcontractor.
d. The Contractor shall have a Work Coordinator with experience managing and completing an accurate tree inventory of this scope and scale within this growing zone.
e. The Work Coordinator shall coordinate the work of each Crew. This individual shall be an ISA Certified Arborist in good standing with ISA Tree Risk Assessment Qualification (TRAQ).
f. Each Inventory Crew shall consist of at least one Crew Supervisor and, if needed, an additional support staff. Support staff shall record data collected by the Crew Supervisor. The Crew Supervisor is responsible for data accuracy and shall, at a minimum, be an ISA Arborist in good standing with the experience, skills, and training to complete accurate and professional tree inventories and risk assessments in this growing zone.
g. Support staff can be entry-level forestry professionals or other individuals trained to assist with tree inventories. This could include individuals involved in job training, e.g., Student Conservation Association, Conservation Crew members, and/or may include trained volunteers. All support staff shall be reliable and capable of accurately recording the data collected by the Crew Supervisor.
h. The Contractor shall have experience completing a tree inventory, including risk assessment, of this scope and scale, within this growing zone, and shall provide a list of five (5) inventory projects, of this scope and scale and within this growing zone, completed within the last 10 years.

i. The Contractor shall ensure that the inventory and all data provided are able to be updated by HLC or their representative at a future date. No proprietary software or restrictions shall be utilized or placed on the inventory or any of the data collected by the Contractor.
j. The Contractor shall meet all of the requirements and specifications as outlined in the entire RFP documents.

4. Preliminary Project Meeting and Work Plan: Within 14 days of the award of a Contract, the awarded Contractor shall schedule and hold a Preliminary Project Meeting with HLC and present an updated Work Plan.

NOTE: It is recommended the Proposer include the following Work Plan in their Proposal Form:

a. The name, email, and phone number of the Work Coordinator and proof of their current ISA certification as an Arborist and TRAQ qualification.
b. The number of Crews to be utilized.
c. A list of the names, phone numbers, proof of current ISA Arborist certifications, and level of experience conducting tree inventories, of this scope and scale, and within this growing zone, for each Crew Supervisor.
d. A timeline outlining when the inventory will start and end, approximately how many trees and planting locations can be completed each week, and how the Tree Inventory will be completed within the required timeframe.
e. A Work map showing where they recommend Work begin and end.
f. The Contractor will discuss with HLC a recommended communications plan for the public.
g. An overview of the data collection categories and methodologies used.
h. An Excel table, configured to be compatible with Environmental Systems Research Institute (ESRI), or other nationally recognized GIS system, outlining the data categories and explaining all of the codes (descriptions, abbreviations, etc.) for those data categories so that all data collection is consistent across all of the Crews, ensuring scientific and common names are spelled correctly, all common names are the same for each individual species, criteria and any codes for condition ratings (i.e., Excellent = 4, Good = 3, Fair = 2, Poor = 1, Dead = 0), risk rating codes, descriptions for locations, recommendations, etc.
i. An overview of any potential challenges and logistics.
j. Recommendations for a communications plan to notify interested parties of the work.
k. An emergency plan in the event of any issues.

5. Safety and Permits: Safety is one of the primary objectives of this RFP. The Contractor shall comply with all local, county, state, and federal safety and permitting requirements and standards.

a. It shall be the Contractor's responsibility to ensure that their staff comply with relevant best management practices, standards, and safety practices, and have the appropriate training, licensing, and qualifications to do the Work safely.
b. All equipment shall be used in the manner it was intended, and all Work to be performed must be in full compliance with the most current relevant standards.
c. The Contractor shall protect their staff and the public throughout the implementation of the Work. If needed, proper personal protection equipment, flagger personnel, warning signs, barricades, and/or other protective devices must be provided and utilized by the Contractor.
d. If traffic control is needed, any traffic control shall be coordinated with the City and in compliance with local, state, and federal requirements, standards, and permitting, including MUTCD.
e. It is the Contractor's responsibility to comply with all ANSI Z133 and OSHA standards, and proper equipment operations and practices to ensure that their crews are working safely.
f. Any safety issues, near misses, or incidents should be reported to HLC immediately.

6. Reporting:

a. At the end of every week, the Contractor shall submit to HLC a written (email or typed hard copy) report that includes:
    i. Overview of the area where inventories have been completed (existing trees and potential planting sites).
    ii. Advise if the Contractor is on track for Work completion on time, and if not, why and how any issues can be resolved and in what timeframe.
    iii. Confirm next steps in the Work Plan, including where the Contractor intends to start inventorying the next work week.
    iv. Provide the name and phone number of each Crew Supervisor, and where they will be working for the next week.
b. At the completion of the inventory, the Contractor shall deliver to HLC:
    i. an Excel document compatible with ESRI (or other nationally recognized GIS system) compatible, document that includes all of the data, as specified, for the inventoried trees and potential planting locations;
    ii. Photos of each tree inventoried, linked to its respective data

iii. A Summary Report as outlined in the Specification; and
iv. An ESRI compatible geolocated shape file, document that includes all of the data, as specified, for the inventoried trees and potential planting locations

c. The Contractor shall advise HLC immediately of any safety issues, incidents, community altercations, or property damage.

7. Work Coordinator, Supervisor(s), and Crew(s): The Contractor shall provide sufficient Crews to complete the work as specified and in the time period specified. There may also be a Senior Administrator Project Manager that manages the Work Coordinator.

a. The Work shall have one Coordinator.
   i. The Coordinator shall be an ISA Certified Arborist in good standing and be TRAQ qualified.
   ii. The Coordinator shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
   iii. The Coordinator is responsible for managing the work of the Supervisors and Crews to ensure that the Work Plan is followed and the Work is completed safely, accurately, and on time.
   iv. The Coordinator is responsible for communicating with HLC.
b. Each Crew shall be composed of at least one individual, including one Supervisor and, if necessary, supporting staff.
   i. Each Supervisor shall be, at a minimum, an ISA Certified Arborist in good standing with previous experience, skills, and training conducting accurate professional tree inventories that include the data collection categories required in this RFP and within this growing zone.
   ii. Each Supervisor shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
   iii. The Supervisor is responsible for collecting the inventory data and either recording it themselves or utilizing support staff to record the data for them.
   iv. Supporting staff may be entry level forestry professionals or other trained individuals, including individuals involved in job training, e.g., Student Conservation Association, Conservation Crew members, and may include trained volunteers. All support staff shall be reliable and must be capable of correctly and accurately recording the data collected by the Crew Supervisor.
c. All Crews will use the same descriptive language, numbering, ratings, and/or codes for the data categories, as outlined in the Work Plan, so that all data is

consistent. If HLC has an existing Tree Inventory, all descriptive language, number, codes, etc., shall follow the existing Tree Inventory.

d. The Coordinator, Supervisor(s), and Crew(s) must be respectful of residents and other concerned individuals. If a concern or issue develops, the Coordinator shall immediately notify HLC. All residents, or individuals with complaints or concerns, should be directed to HLC.

8. Data Collection: The tree data and potential planting location data collection will take place in the areas designated on the accompanying Site Map in the City of East St. Louis. Only data on public trees and potential planting locations, in mowed and/or maintained City Parks and street right-of-ways, located on City of East St. Louis/Park District's property will be collected. HLC reserves the right to add, adjust or remove locations. All data collected, across Crews, shall be collected in the same manner, using the same protocols, techniques, evaluations, terminology, codes, and descriptions. HLC reserves the right to periodically check the inventory against actual conditions to verify that the Inventory is being conducted accurately. HLC may do this themselves or hire a forestry professional to verify accuracy.

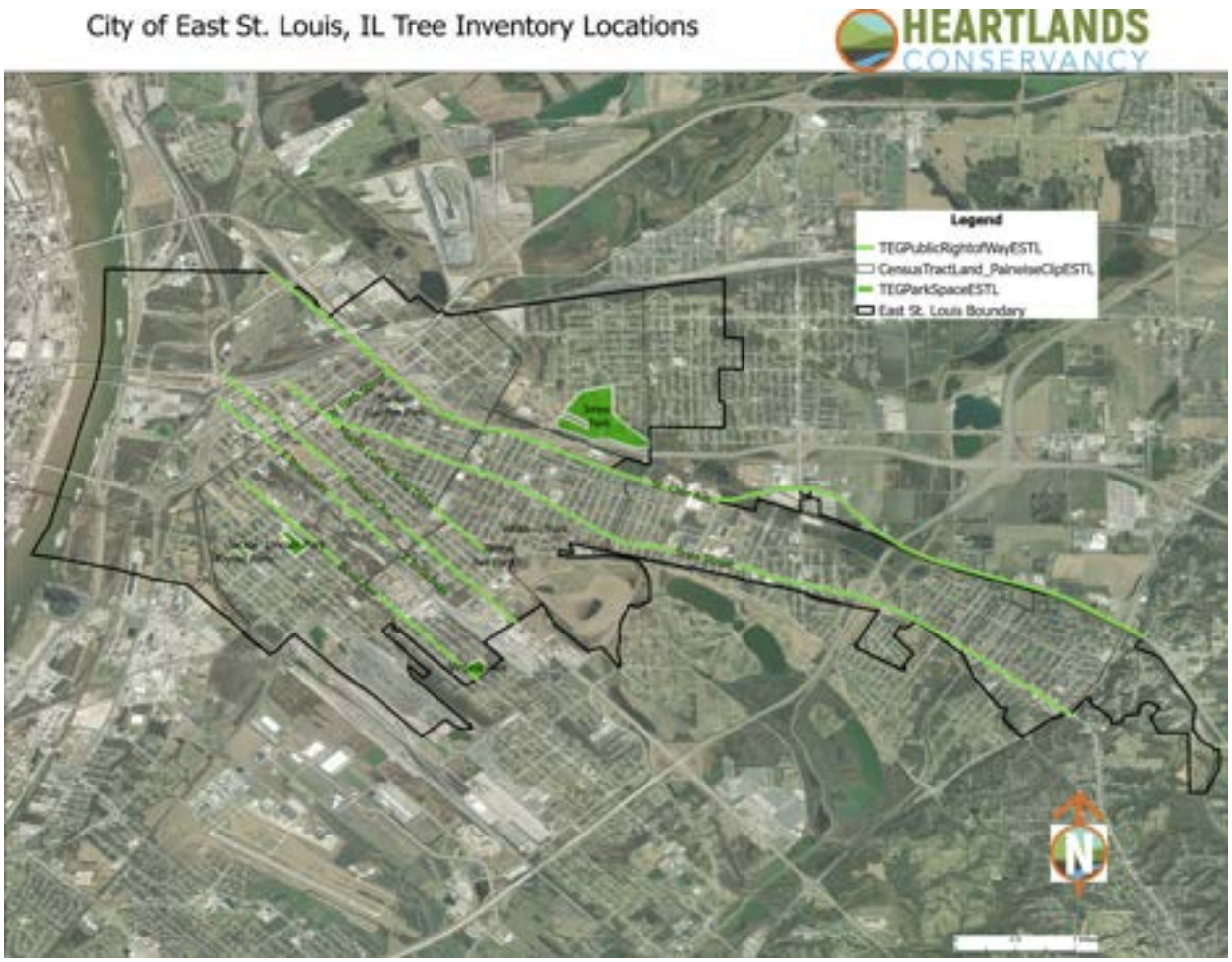
Locations to be inventoried include:

Park & Parkways:

1. Jones Park – 2500 Argonne Drive, East St. Louis, Illinois
2. Lincoln Park – 1500 Piggott Avenue, East St. Louis, Illinois
3. Virginia Park – 3600 Bond Avenue, East St. Louis, Illinois
4. Illinois Avenue Park – 2615 Illinois Avenue, East St. Louis, Illinois
5. Sunken Garden Park – 1429 Summit Avenue, East St. Louis, Illinois
6. Williams Park – 29th Ridge Avenue, East St. Louis, Illinois
7. Jackie Joyner Park – 1500 Russell Avenue, East St. Louis, Illinois

Street Public Rights-of-Way:

1. East Broadway
2. Missouri Avenue
3. Martin Luther King Drive
4. State Street
5. North 10th Street
6. Bond Ave
7. St. Clair Ave



a. Tree data collection shall include a 360-degree ground-based inspection. Data requirements include:
    i. A GPS location shall be taken for each tree. The GPS location shall be within 1 meters of the actual tree location. If the Contractor experiences challenges in getting an accurate GPS location, i.e., the GPS point does not align with the location of the tree as shown on the aerial image, the Contractor will move the GPS point to overlay the tree, or location for a tree, as shown.
    ii. Photo of each individual tree inventoried
    iii. Physical address and relative location for each individual tree.
    iv. Land use description, i.e., residential, business zone, natural area, park, etc.
    v. Tree Latin/scientific name (i.e., genus and species) and tree common name (spelling and names shall be consistent across Crews and data entry).

vi. Tree trunk diameter in whole inches at diameter breast height (DBH). As an example: if a tree measures 25.5” or above, it would be rounded up to 26”. If the tree measures 25.25”, it would be rounded down to 25”.

vii. Number of stems/trunks – measured less than one foot above ground.

viii. Tree condition rating including defects. As an example: Excellent, Good, Fair, Poor, or Dead, or other similar rating system, and/or a number or lettering system may be used, i.e., Excellent = 4, Good = 3, Fair = 2, Poor = 1, Dead = 0.

ix. Recommended maintenance examples (again, terminology shall be consistent across Crews):

1. Routine or priority (safety) pruning, including details such as limb up for roadway or pedestrian clearance, line of sight obstruction, dead branch overhanging street, etc.
2. Tree removal
3. Grate or other obstruction removal
4. Mulch – needed, pull back from trunk, or reduce
5. Structural supports needed
6. Pest or pathogen treatment required
7. Other

x. Location or growing space description examples (terminology shall be consistent across Crews):

1. Concrete cutout
2. Turf parkway
3. Exposed soil parkway
4. Turf median
5. Exposed soil median
6. Turf in park
7. Soil in park
8. Planting bed
9. Other

xi. Potential conflicts examples (terminology shall be consistent across Crews):

1. Overhead utilities
2. Street sign or other obstructions
3. Gas line or electric line. It is understood that without obvious utility locations identified, this may not always be possible.
4. Streetlight
5. Fire hydrant

6. Pedestrian
7. Foot traffic or bicycle traffic
8. Other

xii. Other observations the Crew may feel helpful to HLC (terminology shall be consistent across Crews).

xiii. Risk assessment: The risk assessment component of the Tree Inventory is intended to be a “rapid assessment” and is meant to identify trees and situations that are in need of further evaluation. The Proposer shall provide an explanation to this section on the Proposal Form.

1. Each tree shall receive a 360-degree, ground-based, visual inspection.
2. The Contractor shall utilize the most current ANSI standards and ISA Best Management Practices to assess for risk.
3. The risk assessment shall evaluate risk and assign a risk rating based on the assessment of the failure mode (i.e., branch, whole tree, codominant stem, etc.) with the greatest risk.
4. Each tree shall be assigned a single risk rating.

b. Potential tree planting location data (Plantable Spaces):

i. GPS location

ii. Physical address location

iii. Per planting location, recommended tree size, at maturity, and why:

1. Compact (10-15 ft.)
2. Small (15-25 ft.)
3. Medium (25-40 ft.)
4. Large (>40 ft.)

iv. Location description (terminology shall be consistent with tree inventory location descriptions and shall be consistent across Crews) shall be in compliance with Owner’s regulations for tree planting.

v. Potential conflicts, e.g., overhead utilities, street signs, light poles, etc. (terminology shall be consistent across Crews).

9. Summary Report: The Contractor shall provide an inventory summary report that includes:

a. Total number of trees inventoried.

b. Total number of potential tree planting locations.

i. Breakdown of the number of planting locations in:

1. Residential
2. Business district

3. Industrial district
4. Parks
5. Transit areas
6. Or other areas identified by HLC on the Site Map

c. Name (scientific and common), number of, and percentage of each tree species.
d. Number of and percentage of each tree diameter using size groupings, i.e., .5”–2”; 2”–5”; 5”–10”; 10”-–15”; 15”–25”; 25”–35”; 35”–50”; 50” and above.
e. Number and percentage of trees in each condition class, i.e., Excellent = 4, Good = 3, Fair = 2, Poor = 1, Dead = 0.
f. Number and percentage of trees in each of the risk rating categories.
g. Number and percentage of trees requiring safety pruning.
h. Number and percentage of trees requiring routine pruning.
i. Number and percentage of trees requiring removal.
j. Recommended actions and their urgency, i.e. priority 1, 2, 3, etc.

10. Final Inspection and Substantial Completion Acceptance:
    a. At the completion of the Work, the Contractor will provide HLC with a Notification of Substantial Completion.
    b. This notification shall be in writing and shall be received by HLC at least seven (7) calendar workdays before the anticipated date for final inspection.
    c. At Substantial Completion, the Contractor shall provide HLC with the final Excel, ESRI compatible, Tree Inventory, and the Summary Report.
    d. HLC and Morton Arboretum will inspect the Work and will provide the Contractor, in writing, a notification of any deficiencies.
    e. The Contractor will have 10 calendar days to resolve these deficiencies and submit a written Notification of Completion to HLC.
    f. If the deficiencies have been resolved, HLC shall certify in writing that the Work has received final acceptance.
    g. If the Contractor fails to resolve the deficiencies or inaccuracies within 10 days, HLC will withhold payment for the percentage of the work that is determined not to be completed and HLC will have the right to contract with another Contractor for accurate completion of the work.

11. Payment: Payment of the contract amount shall be made to the Contractor after final inspection and Substantial Completion Acceptance. Grant Funder will also conduct final inspection and approve payment.

12. Additional Considerations: No GIS data that requires the use of proprietary or tree inventory-specific software for viewing, analysis, mapping, or other use will be accepted. All deliverable GIS data shall be provided in formats and types that are fully compatible with Esri's ArcGIS products. Data must be in Shapefile or Geodatabase (.gdb) format and must be able to be downloaded in an Excel file.

RFP PROPOSAL FORM A

UNIT PRICE TREE INVENTORY PROPOSAL FORM

1. Included in the Per Unit Price and Total Price for the Work are the costs of all logistics, staff, materials, equipment, and incidentals required to complete the Work as outlined in this Specification. THE SUM COST ESTIMATE OF ALL COMPONENTS OF THIS RFP (ATTACHMENTS A-D) MUST NOT EXCEED $230,000

Project Component	Unit	Per Unit Price	Quantity	Total Price
Per tree inventory (all data collection as specified)	Per Tree	$	~20,000 - 23,000	$
Per potential planting site location (all data collection as specified)	Per Location	$	TBD	$
Summary Report	1 Report	$	1	$
TOTAL				**$**

2. Total number of Data Collection Crews proposed: _____

3. Name, ISA Certified Arborist Certification Number(s), Tree Risk Assessment Qualification (TRAQ) status and phone or email for Work Coordinator and all Crew Supervisors:

Name	Title	ISA Cert #	TRAQ qualification ?	Phone # or Email
	Work Coordinator			
	Crew Supervisor			
	Crew Supervisor			
	Project manager			

	Financial /Administration			

4. A summary of the firm's experience with similar projects (tree inventories of similar scope and scale) in similarly situated local urban environments within the last three to five years (brief description and fill in tables for minimum 3 projects):

_____

_____

_____

_____

_____

_____

Project 1: **Owner/ Client**	
Address	
City & State	
Project Contact: Name, Title	
Email Address & Phone #	

Project Title and brief description of work completed: Include link for deliverable if available	

Project 2: Owner/ Client	
Address	
City & State	
Project Contact: Name, Title	
Email Address & Phone #	
Project Title and brief description of work completed: Include link for deliverable if available	

Project 3: Owner/ Client	
Address	
City & State	
Project Contact: Name, Title	

Email Address & Phone #	
Project Title and brief description of work completed: Include link for deliverable if available	

Notes:_____

_____

5. Timeline and Competencies:
   Estimated project start date: _____ Estimated completion date: _____

   Estimate of how many trees and planting locations can be completed each week: _____

6. Map of recommended work start and end locations

   <ATTACH or INSERT PICTURE OF MAP HERE>_____

7. Species identification accuracy rate: _____% Size accuracy rate: _____%
   GPS accuracy rate: _____%

8. Quality control process (brief description):

_____

_____

_____

_____

9. An overview of the data collection categories and methodologies used and plans for data sharing with HLC and partners (brief description):

_____

_____

_____

_____

_____

_____

10. The Proposer shall list all equipment to be used in completion of the Proposal. (Add additional rows as needed.) The Contractor is responsible for ensuring all equipment is operated by the appropriate licensed operator.

Type of Equipment	Intended Use	Owned or Leased

11. An overview of any potential challenges and logistics (brief description):

_____

_____

_____

_____

12. Communications plan to notify interested parties of the work (brief description):

_____

_____

13. An emergency plan in the event of any issues (brief description):

_____

_____

_____

_____

Dated this _____ day of _____, _____

Respectfully submitted by,

Company: _____

By: _____

Title: _____

Email: _____

Phone: _____

Attachment B

REQUEST FOR PROPOSALS (RFP)

SPECIFICATIONS

LUMP SUM PRICED ASSISTANCE for COMMUNITY FOREST MANAGEMENT PLAN

Heartlands Conservancy

1. Scope of Work:
   Heartlands Conservancy (HLC) is soliciting a Request for Proposals (RFP) for qualified tree care professionals to assist with the collaborative completion of a Community Forest Management Plan with HLC , based on the city of East St. Louis's tree inventory. The plan shall include specific short-term (1-5 years) and long-term (5+ years) standards, specifications, goals, and actions for management of the city of East St. Louis trees and forests. The plan shall be created in Microsoft Word, Google Suite, or other similar work processing program that is easy for HLC and the city of East St. Louis to update and revise. HLC reserves the right to expand or reduce the scope of work. The Work shall begin within 14 days of a signed contract and shall be completed by April 1st 2027. Prevailing Wage is required for this job.

2. Applicable Standards: Following is a list of key standards and practices that must be referenced, utilized, and complied with for this Work. In all instances, the most recent applicable standard is to be utilized.
   a. Local, county, state, and federal regulations
   b. American National Standards Institute (ANSI A300), Tree Care Standards and associated standards referenced
   c. International Society of Arboriculture (ISA) Best Management Practices and associated standards referenced
   d. American National Standards Institute (ANSI Z133) Arboriculture Safety Standards and associated standards referenced
   e. Federal Occupational Safety and Health Administration Standards (OSHA)
   f. Illinois Manual of Uniform Traffic Control Devices Standards (MUTCD)
   g. IDOT Standard Specifications for Road and Bridge Construction

3. Qualifications:

a. The Contractor shall have the necessary experience and qualified staff to effectively and safely complete the Work as specified, within the time period specified.
b. If a subcontractor is used, all subcontractors shall meet all of the same requirements and standards of the Contractor, as identified in the RFP documents. The Contractor is fully responsible for all actions or inaction of the subcontractor.
c. The development of the Community Forest Management Plan (UFMP) shall be a collaborative effort. The Contractor shall have experience working with a range of individuals, partners, and others to develop an UFMP that addresses collective goals, needs, and interests.
d. The Contractor's staff leading development of the plan shall have at least five (5) years experience leading collaborative development of UFMPs and shall be a current International Society of Arboriculture (ISA) Certified Arborist and be a current ISA Certified Community Forest Professional.
e. The Contractor shall provide a list and samples of five (5) UFMPs they have developed and completed within the last 10 years.
f. The Contractor shall be able to meet all of the requirements and specifications as outlined in the entire RFP documents.

4. Preliminary Project Meeting and Work Plan: Within 14 days of the award of a Contract, the awarded Contractor shall schedule and hold a Preliminary Project meeting with HLC and present a Work Plan that includes the following: (NOTE: It is recommended the Proposer include in the Proposal form information about the following.)
    a. The name, email, and phone number of the Contractor's staff who will lead the development of the UFMP. This individual shall be a current ISA Certified Arborist and a current ISA Certified Urban/Community Forest Professional.
    b. The names of other Contractor representatives, if any, who will be participating in development of the UFMP.
    c. Present an itemized Work Plan that covers *who, what, when, where, why, and how* for development of the UFMP, as outlined in the Specifications.
    d. Five meetings with HLC and other interested parties, partners, or other participants identified by HLC, will be held. State when the five (5) meetings will be held and the desired outcomes from those meetings (three [3] with HLC and two [2] with HLC and other participants).
    e. An overview of any potential challenges and logistics.

f. All Work will be completed within the time period specified in the Scope of Work.

5. **Work Coordinator, Supervisor(s) and Crew:**
    a. The Contractor shall provide sufficient qualified staff to complete the work as specified, and in the time period specified.
    b. Key staff shall be ISA Certified Arborists and ISA Certified Urban/Community Forest Professionals in good standing.
    c. All staff shall have experience working with public landowners, their boards and committees, and the process of establishing goals and priorities while building consensus among all impacted parties.

6. Community Forest Management Plan: The plan shall identify short-term (1-5 years) and long-term (5+ years) goals and actions to improve the health of the City of East St. Louis community tree canopy through:
    a. Improved standards, practices, and specifications.
    b. Improved staff skills and increased staff capacity.
    c. Needed expanded resources to ensure the City of East St. Louis can effectively and efficiently manage their trees.
    d. Increased communications, outreach, and engagement around trees.
    e. The Contractor shall conduct an assessment and provide a draft summary of the:
        i. Tree inventory
        ii. Tree canopy cover
        iii. Value of ecosystem services (using iTree tools, Council of Tree and Landscape Appraisers Guide for Plant Appraisal, or similar Community forest value assessment tool)
            1. Air pollution removal
            2. Carbon storage and sequestration
            3. Oxygen production
            4. Energy use reduction
            5. Avoidance of surface runoff and stormwater capture
            6. Replacement and functional value
    f. The contractor will review HLC's draft of Existing standards and specifications:
            1. Municipal code and other local standards and regulations

2. National standards, e.g. American National Standards Institute and International Society of Arboriculture Best Management Practices

ii. Existing staff skills and capacity:
    1. Staff responsible for the forest
    2. Skills and training
    3. Interdepartmental cross-training
    4. Volunteers

iii. Existing resources:
    1. Financial
    2. Human
    3. Communications
    4. Community Engagement

g. The Contractor may attend Project Plan Development Meetings with HLC and interested parties, partners, and other participants identified by HLC.
    i. The Contractor may attend at least three (3) Project Plan Development Meetings with HLC and two (2) meetings with other participants. The Contractor should anticipate, after each meeting, that the Plan drafts will need to be revised and improved. Recommended schedule:
        1. Meeting with the City of East St. Louis and HLC after the assessment has been completed to provide input on goals and needs. Complete a first draft of the UFMP.
        2. Meeting with HLC and other participants to get input on the plan first draft.
        3. Incorporate feedback from the City of East St. Louis, HLC and the other participants on the first draft of the Plan and make a second Plan draft.
        4. Present a second draft to HLC and other participants. Get feedback and input on the second draft.
        5. Prepare a final draft. Meet with HLC to review and discuss the final draft.
        6. Provide the final Plan to HLC.

h. **Draft UFMP Document** content shall include the assessment and identification of short-term (1-5 years) and long-term (5+ years) prioritized goals based on Contractor recommendations resulting from the completed

tree inventory. For each goal, identify *who, what, when, where, and how* the goals will be achieved.

i. Contractor shall provide a description of the City of East St. Louis's current Community forest and summary of desired outcomes, including:
    1. Canopy cover
    2. Composition
    3. Ecosystem services values

ii. Based on findings from tree inventory and summary, Contractor shall identify priority planting locations, including under-canopied areas, other planting opportunities, and replacement plantings. Develop a map including these locations.
    1. Develop a cyclical pruning schedule and map.
    2. Identify a risk management and mitigation plan, including climate impacts, that is informed by the tree inventory.
        a. Prepare a list of preferred species, prohibited species, invasive species and species to be planted in limited quantities.Preferred species should include a range of flood resistant species, drought resistant species and all should be species that are well adapted to the intended planting spaces
        b. Recommend maintenance strategies, e.g., pruning, removals, watering, pest treatments, etc.
        c. Provide a description of how the tree inventory will be used to inform decisions and how it will be kept current.

iii. The Contractor shall draft regulations and specifications for planting, pruning, removals, protection, and risk management.
    1. Provide relevant specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.).
    2. Establish a routine pruning cycle so that care is regularly scheduled and developing issues can easily be identified and addressed.
    3. Establish a risk abatement and management cycle that is regularly scheduled.

iv. The Contractor shall provide recommendations for protection and standards for trees in construction zones based on current ANSI standards.
v. The Contractor can recommend required and recommended certifications, qualifications, and training.
    1. Provide recommendations for training or opportunities to support and improve the forestry staff.
    2. Determine where cross-departmental training could be beneficial.
    3. Set standards and skills for consulting and contracted labor.
    4. Determine how best to train and incorporate volunteers into the Community Forestry program.
vi. The contractor can recommend material, equipment, and budget considerations.
    1. Determine what opportunities exist to support short-term (1-5 years) and long-term (5+ years) budget projections and needs that include expenses related to materials, equipment, staff, and other budget considerations.
vii. The Contractor will advise acquisition and replacement of equipment, tree replacements, and expanded planting (under-canopied areas), and resources.
viii. The Contractor will serve as a technical resource for Education and outreach led by HLC.
    1. Strategies for engaging interested parties and constituents within or adjoining the City of East St. Louis's boundaries.
    2. Develop a marketing strategy to engage interested parties and make them familiar with Community forestry, tree health, tree benefits, and their role in supporting the Community forest.

i. HLC will develop the Plan: Based on the outline above, HLC shall develop a CFMP that provides:
    i. a summary of the assessment made by the Contractor and an outline of the goals collaboratively developed with the Contractor during the Plan Development Meetings with HLC and other participants, based on the goals and CFMP content topics identified above.
    ii. For each area, the Contractor will assist HLC in identifying and drafting the *who, what, when, where, why, and how of*

improvements and actions to be accomplished and goals to be achieved. The goals shall be prioritized (short-term 1-5 years and long-term 5+ years).

j. HLC will present the CFMP for Final Draft Review with the City and Other Participants.
    i. The Contractor shall attend the final meeting with HLC and other participants, in which HLC shall present and discuss the final draft of the UFMP. The Contractor will review additional recommendations.
    ii. Document Delivery: The CFMP shall be delivered in a document format that can be easily edited and updated by HLC and the City of East St. Louis, e.g., Google Suite, Microsoft Word or a similar word processing program.
k. Plan Support: After the plan is completed and approved by the City of East St. Louis and HLC, the Contractor shall assist HLC with providing a minimum of three (3) hours of outreach and education, as needed, to ensure that the City of East St. Louis and HLC are able to use the CFMP effectively.

7. <u>Final Review and Substantial Completion Acceptance:</u>
    a. At the completion of the Work, the Contractor will provide HLC with a Notification of Substantial Completion.
    b. This notification shall be in writing and shall be received by HLC at least seven (7) calendar work days before the anticipated date for final review.
    c. At Substantial Completion, the Contractor shall provide HLC with the final UFMP in a Microsoft Word or similar format.
    d. HLC will inspect the Work and will provide the Contractor, in writing, a notification of any deficiencies.
    e. The Contractor will have 10 calendar days to resolve these deficiencies and submit a written Notification of Completion to HLC.
    f. If the deficiencies have been resolved, HLC shall certify in writing that the Work has received final acceptance.
    g. If the Contractor fails to resolve the deficiencies or inaccuracies within 10 days, HLC will withhold payment for the percentage of the work that is determined not to be completed, and HLC will have the right to contract with another Contractor for accurate completion of the work.

8. Payment: Payment of the contract amount shall be made to the Contractor after final inspection and Substantial Completion Acceptance. Grant Funder will also conduct final inspection and approve payment.

RFP PROPOSAL FORM B

LUMP SUM CFMP PROPOSAL FORM

This section pertains to the Contractor's support in drafting a Community/Urban Forest Management Plan (CFMP). Included in the lump sum price for the Work is the cost of all logistics, staff, materials, equipment, meetings, incidentals, and anything else required to complete the Work as outlined in the RFP. This section pertains to the Contractor's support in drafting a Community/Urban Forest Management Plan (CFMP).

1. THE SUM COST ESTIMATE OF ALL COMPONENTS OF THIS RFP (ATTACHMENTS A-D) MUST NOT EXCEED $230,000

Project Component	Proposed Lump Sum
Community/Urban Forest Management Plan draft support (based on completed citywide tree inventory)	$

The Proposer provides the lump sum amount of $_____ to complete the Community Forest Management Plan as outlined in this Request for Proposal.

Lead CFMP staff person name and ISA credentials:

_____

ISA Certified Urban Forest Professional credential number: _____

Proposed start date: _____ Proposed completion date: _____

List of five (5) comparable UFMPs completed in the last 10 years (attach additional sheet as needed). Preference will be given to CFMPS completed in communities similar to that in which the RFP Work will occur.

Client/Community	Location	Year	Contact

Dated this _____ day of _____, _____

Respectfully submitted by,

Company: _____

Attachment C

REQUEST FOR PROPOSALS (RFP)

SPECIFICATIONS

UNIT PRICED TREE ACQUISITION AND PLANTING

Heartlands Conservancy

Scope of Work: Heartlands Conservancy (HLC) is soliciting a Request for Proposals (RFP), from qualified proposers to acquire and install up to 400 (total subject to change), minimum 1"– 2.5" caliper, quality native trees. Some trees acquired will be reserved to be planted with community partners and HLC for education and training purposes. The trees shall be planted on East St. Louis Public property owned by the City and the Park District in the locations shown on the accompanying map. An inventory of all trees planted is required, including GPS location, species, land use, and size. Planting shall start within 14 days of the signed Contract and shall be completed within (number) days. HLC reserves the right to expand or reduce the Scope of Work. Prevailing Wage and Project Labor Agreement are required for this job.

1. Applicable Standards: Following is a listing of key standards and practices that must be complied with for this Work. In all instances, the most current applicable standards, practices, and or regulations are to be utilized.
    a. Local, county, state, and federal regulations
    b. American National Standards Institute, Guide to Nursery Stock Z60.1 for Nursery Stock and associated recommended standards referenced
    c. American National Standards Institute (ANSI A300), Tree Care Standards and associated recommended standards referenced
    d. American National Standards Institute (ANSI) Z133 Arboriculture Safety Standards and associated recommended standards referenced
    e. International Society of Arboriculture (ISA), Best Management Practices, Tree Planting
    f. Federal Occupational Safety and Health Administration Standards (OSHA)
    g. Illinois Manual of Uniform Traffic Control Devices Standards (MUTCD)
    h. IDOT Standard Specifications for Road and Bridge Construction

2. Qualifications:
    a. The Contractor shall be a current International Society of Arboriculture Certified Arborist and shall ensure that their staff have proper training and experience planting trees based on the standards and best management practices identified above.
    b. All Illinois nurseries providing trees shall be current State of Illinois licensed nurseries.
    c. Any nursery providing trees for this RFP shall be located within 100 miles of HLC's address. Nurseries in surrounding states may be used if they meet the distance requirement, if they are licensed or certified by their state, and proof of such is provided with the Request for Proposals (RFP).
    d. The Contractor shall have experience acquiring and planting trees of the scope and scale of this Work and shall provide a list of five (5) similar projects, with references, completed by the Contractor within the last 10 years.

3. Preliminary Project Meeting and Work and Planting Plan: Within 14 days of the award of a Contract, the Contractor shall meet with HLC to present a Work and Planting Plan. NOTE: It is recommended that the Contractor provide the following information in the areas requested on the Proposal Form, where possible:
    a. A thorough overview of the tree planting plan including:
        i. A timeline and map for where and when the work will start and end.
        ii. The estimated number of crews needed to complete the work and the number of individuals per crew.
        iii. The name, email, and phone number for the Supervisor(s) and a list of all employees who will be working on the project along with their experience, training, and qualifications.
        iv. The names and contact information for any agencies, authorities, utilities, or permitting entities that the Contractor has or needs to contact, including any road closures, potential conflicts, when and how these conflicts will be resolved, when they will be contacted, and permissions or assistance they are providing. The Contractor shall provide to HLC/City a map exhibiting when and where various street blockages will occur.
        v. An emergency action plan in the event of any safety issues.

vi. A list of all equipment to be used, how it will be used, whether it will be leased or owned, who will be using this equipment, and employee qualifications and experience with this equipment.
vii. Names and contact information for utilities, permitting entities, etc., and where planting is to take place, including when they will be contacted and permissions or assistance they will need to provide.
viii. Identification of utility conflicts and how and when they will be resolved.
ix. Identification of any logistics or potential challenges that are anticipated and how they will be dealt with.
x. A communications plan for communicating with residents. HLC shall work with the Contractor to communicate with residents to ensure they are informed of new trees being planted. This may include a community newsletter notice, doorhanger, public meeting, etc..
xi. Affirmation that the Work will be completed in the time period specified.

4. Safety and Permits: Safety is one of the primary objectives of this RFP. The Contractor shall comply with all local, county, state, federal, and national safety standards, practices, and permitting requirements.
    a. It shall be the Contractor's responsibility to ensure that their staff comply with relevant best management practices, standards and safety practices, and have the appropriate training, licensing, and qualifications to do the Work safely.
    b. It shall be the Contractor's responsibility to contact JULIE, DIGGER, or other utility location company, to identify the locations of any potential utility conflicts or obstructions. No work shall proceed until utility locations have been identified and all potential conflicts resolved.
    c. Work areas shall be inspected to determine other underground services, e.g., private irrigation systems, and HLC shall be contacted in writing prior to proceeding to work in these areas.
    d. The Contractor shall protect their staff and the public throughout the implementation of the Work. Proper personal protection equipment, flagger personnel, warning signs, barricades, and/or other protective devices shall be provided by the Contractor. Traffic control shall comply

with local, state, and federal requirements, standards, and permitting, including MUTCD.

e. The Contractor shall notify HLC immediately if any safety issues develop.
f. It is the Contractor's responsibility to comply with all ANSI, OSHA, and other standards and proper equipment operations to ensure that their crews are working safely.

5. Reporting:
    a. At the end of every planting session, the Contractor shall submit to HLC a written report (electronic typed report as a PDF, Word Document, etc.) of which trees were planted, their locations, and confirm next steps in the work plan, i.e., where the Contractor intends to start planting the next work week.
    b. The Contractor shall update the existing tree inventory as the trees are planted, including the GPS location, relative location (e.g., street address), species, size of tree, and land use. A final compiled Excel list for all of the trees planted shall be provided to HLC electronically, or on a thumb drive, at Substantial Completion.
6. Supervisor and Crew: The Contractor shall provide sufficient Supervisors and crews to complete the work as specified.
    a. Each crew shall be led by a Supervisor. The Supervisor shall be on-site with their crew at all times.
    b. The Supervisor shall be an International Society of Arboriculture Certified Arborist in good standing with experience completing and conducting proper tree plantings, as specified, and experience supervising a planting crew.
    c. The Supervisor shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
    d. Prior to the start of each work week, each Supervisor shall contact HLC and provide their name, cell-phone number, and location of where their crew is starting for that week.
    e. The Supervisor(s) and crew(s) must be respectful of residents and other concerned individuals. If a concern or issue develops, the Contractor shall stop working in the area in question and contact HLC. HLC will notify the Contractor when work can resume in that location. All residents, or individuals with complaints or concerns, should be directed to HLC.

7. Site Clean-Up: The Contractor shall clean up each site where Work has taken place at the end of each day of operation. Clean-up includes removal and proper disposal of planting materials, soil, turf, or other materials, and includes raking turf and sweeping pavement. The site shall be returned to the same or better condition than it was in prior to commencement of the Work.

8. Debris Disposal: The Contractor is responsible for the disposal of all debris and leftover material and returning the site to its original or better condition after planting. At no time shall materials or equipment be in the roadway or create a safety hazard. Disposal, and any costs related to disposal, are the responsibility of the Contractor.

9. Acquisition of Trees: It is the responsibility of the Contractor to select the trees at the nursery and to supply the trees based on the production method, species, single or multi-stem, and size in caliper inches (caliper taken on the trunk 6 inches above the natural ground line) for single stemmed trees or 6–8 feet in height for multi-stemmed or evergreen trees as stated in the Schedule of Unit Prices. HLC reserves the right to select, reject, and observe or inspect the trees at the nursery, prior to delivery, and/or prior to planting.
    a. Based on recommendations from the Tree Inventory/CFMP, Contractor shall recommend a list of species, included in the Schedule of Unit Prices, in this Specification. This list shall include tree species, variety, size, single or multi-stem, and the production method for trees to be acquired and planted. Trees should be recommended according to climate change considerations, species resistance to flooding, heat and drought, and species well suited for urban conditions.
    b. All trees must meet the most recent ANSI Z60.1 standards for Nursery Stock.
    c. All trees shall come from Illinois Department of Agriculture or other qualifying state-licensed nurseries.
    d. All trees selected by the Contractor shall be selected by a Certified Arborist at their place of growth, within 15–90 days of Contract award.
    e. No substitutions for species, size, or production method will be allowed unless approved in writing by HLC and grant funder.
    f. All trees shall be grown locally—not more than 100 miles from the location where the trees are to be planted. No tree re-wholesale suppliers shall be utilized, unless the Contractor can provide proof that the trees were grown as specified, by a qualifying nursery.

g. If the nursery marks the tree trunk for sun orientation, i.e., north side of the tree, then the Contractor shall orient the tree in the same direction when planting at the site.
h. All trees shall be first class nursery-grown tree stock representative of their normal species and varieties. HLC/Morton Arboretum reserves the right to decline any and all trees after initial tagging for any reason, including but not limited to changes in quantity.
i. The trees shall have average to normal, well-developed branches with vigorous root systems and good trunk to root attachment.
j. The tree trunk, if single stem, shall be straight with one central leader.
k. All trees, at the nursery and after planting, shall be free from defects or damage, including multiple or crooked leader, crooked trunks, bark abrasions, broken bark or branches, sunscald, stubs, or other deformities.
l. Thin, weak trees will not be accepted. Trees should be able to stand erect without the use of stakes or guy wires. Exceptions to this must be approved by HLC/Morton Arboretum in writing.
m. Trees must exhibit normal health and vigor.
n. All trees shall be true to their name as specified.
o. During the acquisition and delivery period, the Contractor will ensure that all of the trees, including root systems, shall be protected from damage including extreme wind, sun, frost, drought, or inundation.
p. All trees shall be labeled by plant name. Labels shall be attached securely to all trees when delivered and planted. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.
q. Allowable tree production methods are identified, by species, on the Schedule of Unit Prices. Allowable production methods include container air pruned pot or root bag grown trees and balled and burlapped grown trees.
    i. Container air-pruned pot or root-bag grown trees shall comply with ANSI Z60.1 for Nursery Stock, including corresponding recommended size requirements for the container or bag.
        1. All containers, including root bags, shall be removable.
        2. Hard sided containers shall provide for air pruning of roots.
        3. All trees shall have well-established roots.
        4. All tree trunks, single stem or multi stem, shall be located in the center of the container or bag.

5. For bag grown trees: All 1”–2.5” caliper trees shall have a root ball diameter not less than 18” in diameter. All container grown 1”–2.5” caliper trees shall have a container minimum size of 20 gallons.

ii. Balled and burlapped grown trees shall comply with ANSI Z60.1 for Nursery Stock. All trees shall:
    1. Have a root to trunk ratio as specified in the standard.
    2. Have a trunk that is located equally in the center of the root ball.
    3. Have a root ball depth sufficient to include the necessary roots to ensure healthy growth.
    4. Have a root ball wrapped in non-synthetic, decomposable, natural, untreated burlap. **The burlap shall be removed from the top third of the root ball at planting. Burlap shall NOT be folded down into the planting hole. It must be removed.**
    5. Not have a hand-packed root ball.
    6. Be prepared with a root ball that is firmly bound with natural twine. Chemically treated or nylon binding twine will not be accepted. All twine shall be removed at planting.
    7. If a wire basket is required to provide stability for the root system, the basket shall be low profile. If planting soils at the nursery are sandy, a full wire basket may be needed to transport the root ball. Full wire baskets shall have the top 30% to 50% of the basket removed prior to filling the planting hole.
    8. Balled and burlapped trees shall not be dug until after the tree orders have been placed with the Contractor and not more than 30 days before the trees are to be planted. The digging season shall be consistent with species tolerances.

10. <u>Transportation of the trees:</u> The transportation, loading, unloading, and staging of trees, from the nursery to HLC’s planting sites shall be the responsibility of the Contractor, including all associated costs.
    a. Trees shall be moved by the root ball and shall not be moved using their trunks.

b. All trees shall be loaded and unloaded from trucks or trailers mechanically or by using an approved cushioning process. Dropping trees is strictly prohibited, whether at the nursery, staging area, or at the planting site. .
c. Trees shall be covered and protected so that windburn or desiccation does not take place to the root ball, branches, or leaves in transport.
d. Tree root balls shall be uniformly moist, but not overly wet, at delivery.
e. During transport and handling, trees shall be securely fastened and positioned to reduce the potential for root to trunk detachment, bark abrasions, or other damage.
f. Once the trees have been picked up from the nursery by the Contractor, they shall be appropriately protected so they are kept healthy and do not sustain any damage while being staged and held by the Contractor until after they are planted and accepted by HLC.

11. Planting of Trees:
    a. All trees are to be planted in public areas in the city of East St. Louis in locations provided on the accompanying Site Map. Specific locations will be provided to the awarded Contractor upon execution of the Contract.
    b. Planting shall take place when weather conditions are appropriate. Spring planting shall take place between April 15 and June 1. Fall planting shall take place between September 1 and November 15.
    c. Trees shall be planted within three (3) days from transport from the nursery. If the Contractor requires more than three (3) days to plant the trees, they may either take multiple deliveries of the trees from the nursery, or stage the trees at a location approved by HLC. The Contractor will be responsible for maintaining the trees in a healthy condition prior to planting, including but not limited to watering and mulching root systems to prevent roots from drying out. All tree root balls should be moist at planting. At no time shall the trees be staged longer than four (4) weeks.
    d. No more trees should be placed at planting sites than can be planted that day.
    e. Trees may be placed near the location where they are to be planted using mechanical equipment such as a skidsteer. However, no equipment shall drive across the root systems of trees, on private property, or where damage may occur.
    f. All tree planting shall be done by hand using manual labor and shovels.
    g. Care shall be taken to remove any soil above the root flare, and to observe any girdling roots and correct them prior to planting. If it is not

possible to repair the problem, the tree shall be rejected and replaced by the Contractor.

h. The planting hole shall be twice the diameter of the root ball, with sloping sides—wider at the top than the bottom—and shall not exceed the depth of the root flare to the bottom of the root ball. (See illustration provided in the Specification.)
i. Container and Root Bag Grown Trees:
    i. Remove the root ball from the container or bag and shave the sides of the root ball to remove any circling roots. Any damaged roots shall be cleanly pruned prior to planting.
j. Balled and Burlapped Trees:
    i. **The Contractor shall remove the entire wire basket, burlap, and twine from the root ball**. If the root ball is unstable and there is a full wire basket, the top 30% to 50% of the basket must be removed once the root ball is in the planting hole, and prior to filling the hole.
    ii. Remove any circling roots and cleanly prune portions of damaged roots as necessary.
k. Immediately prior to planting, proper planting depth must be determined. Proper planting depth requires that the tree's root flare be at or slightly above the finished grade. It is important to determine how deep the root flare is in the root ball before the hole is dug and the tree is placed in the planting hole. If excess soil is present, it needs to be removed from the top of the ball so the root flare is exposed.
    i. Determine the elevation of the root flare and ensure that the root flare is planted at or slightly above grade. This may require that excess soil be removed from the top of the root ball to get to the root flare before digging the hole.
    ii. Trees planted too deep, without the root flare at grade, will be rejected and the Contractor shall have to replant the trees.
    iii. Trees shall be set on flat-tamped or unexcavated soil, providing a solid foundation with less likelihood of shift.
l. Trees shall be set and braced in the hole to achieve a straight vertical position. Once a straight vertical position is achieved, topsoil can be placed and tamped around the base of the root ball. Improper compacting of the soil around the root ball may result in the tree settling or leaning. Trees shall be set so that the root ball does not shift or move laterally one year later. Trees shall be vertically plumb—leaning trees will be rejected.

m. Backfill the hole using hand tools, and tamp down the soil between the root ball and the side of the hole until the hole is filled. The root flare should be at or slightly above grade.
n. Water each tree as soon as it is planted using approximately 15–25 gallons of water per tree.
o. Each tree shall be mulched with shredded hardwood. Material shall be mulching grade, uniform in size and free of foreign matter. A sample shall be provided to HLC for approval prior to any application. Each tree shall be mulched with approximately three (3) inches of mulch, taking care that the mulch shall not touch the trunk of the tree. (See illustration provided in the Specification.)
p. No tree wrap is required or recommended. If a bark guard is deemed necessary for protection of newly planted trees, a simple and inexpensive material is used.
q. No fertilizer is required.
r. The Contractor is responsible to remove any remaining soil, turf, or other spoil from the site and dispose of this material properly. Any costs associated with this removal shall be the responsibility of the Contractor.
s. All soil and material shall be raked from the turf and removed. All walks, streets, public ways, and private property shall be swept and left in a condition equal to or better than it was found.
t. All pruning at planting shall be restricted to only those branches that may be dead or broken. Healthy branches should be left in place for the first three (3) years of growth. All pruning shall be completed using clean, sharp tools. All cuts shall be clean and smooth, made at the branch bark ridge, with the bark intact and no rough edges or tears, in accordance with ANSI A300 and ISA standards.
u. If the tree trunk is solidly attached to the root ball and the tree is of the size required, there should be no need for staking. However, if the Contractor believes a tree needs to be staked, they must contact HLC in writing, and HLC will advise in writing how they wish to handle the situation. Any staking required shall be at the expense of the Contractor. If HLC rejects the tree, the tree will be removed and replaced at no cost to HLC.
v. If the Contractor determines a tree planting site is unacceptable, the Contractor shall notify HLC in writing. HLC will then notify the Contractor whether to proceed in that location or find an alternative location.

12. Warranty:

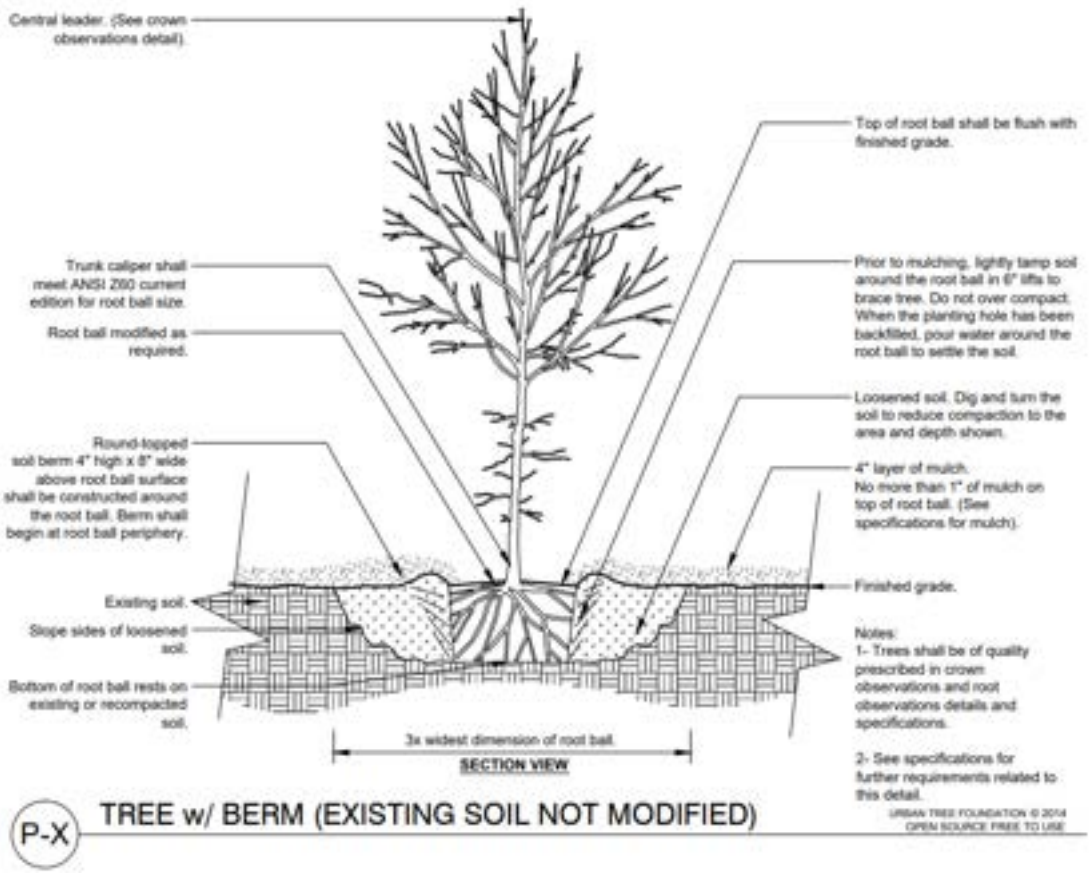
a. All trees shall be warranted for a period of one year from the date of Substantial Completion Acceptance.
b. The Contractor shall guarantee that all trees are in healthy and flourishing condition for a period of one year from the date of acceptance.
c. The Contractor shall replace, at no cost, as soon as weather permits and within a specified planting period, all trees determined by HLC to be dead or in an unacceptable condition, during and at the end of the warranty period.
d. To be considered acceptable, trees shall be free of dead or dying branches, and branch tips shall bear foliage of normal density, size, and color.
e. Replacements shall match the tree species and size of the tree being replaced unless approved in writing by HLC.
f. Replacement shall be subject to all requirements stated in this Specification.
g. At the end of the warranty period, the contractor shall reset grades that have settled, as requested by HLC.
h. A new one-year warranty will be provided for all newly planted replacement trees. If a replacement tree declines or dies, the Contractor shall give to HLC the option of a replacement tree or a credit for the tree and associated planting costs. No additional warranty will be provided. The Contractor is not responsible for any trees damaged by others, by acts of God, or by natural disasters.
i. Claims by the Contractor that HLC's maintenance practices, or lack of maintenance, resulted in dead or dying plants will not be considered if such claims have not been documented by the Contractor and presented in writing to HLC during the warranty period.

13. Final Inspection and Substantial Completion Acceptance:
    a. At the completion of the Work, the Contractor shall provide HLC with a Notification of Substantial Completion. This notification shall be in writing and at least five (5) calendar business days before the anticipated date for final inspection. The Contractor shall include the final Excel planting report at this time. HLC will inspect the Work and provide the Contractor with written notice of any deficiencies. The Contractor will have 10 calendar days to resolve these deficiencies and submit a written Notification of Completion to HLC. If the deficiencies have been resolved, HLC shall certify in writing that the Work has received final acceptance.

b. If any of the trees decline or die within the Warranty period, HLC will notify the Contractor, and the Contractor shall comply with the Warranty requirements as stated above. If the Contractor fails to comply with the Warranty requirements, HLC will have the option to draw on any Bonds.

14. Payment: Payment of the contract amount shall be made to the Contractor after final inspection and Substantial Completion Acceptance. Grant Funder will also conduct the final inspection and approve payment.

Planting Illustration



Note: A soil berm is not required.

RFP PROPOSAL FORM C

UNIT PRICE TREE ACQUISITION AND PLANTING FORM

2026 SCHEDULE OF UNIT PRICES

Included in the Price/Unit and Total are the costs of all logistics, staff, materials, equipment, and incidentals required to complete the Work as outlined in the Specification. This will be used and amended after the completion of the Tree Inventory. The contractor shall provide a list of species and a general cost estimate subject to approval by HLC. THE SUM COST ESTIMATE OF ALL COMPONENTS OF THIS RFP (ATTACHMENTS A-D) MUST NOT EXCEED $230,000

Native Species (HLC will approve final list species)	Variety	Single Stem (SS) or Multi Stem (MS)	Size - Caliper in Inches or Height in Feet	Container (C) or Balled and Burlapped (BB)	Price/ Unit (Includes tree and all associated costs)	Quantity	Total Price	Nursery Used (insert number)

Total								

Total Estimated Quantities Pricing: $_____

Installation Costs

Task	Description	Unit Cost
Tree Installation	includes the installation of deciduous trees, mulch, staking/guying, and labor	
Dig Holes for Volunteers	use of a equipment to dig holes for volunteers to plant trees	
Watering after initial planting		

List the nursery and the address where trees are to be purchased:

1. Nursery Name: _____

   Nursery
   Address:_____

2. Nursery Name: _____

   Nursery
   Address:_____

3. Nursery Name: _____

   Nursery
   Address:_____

4. Nursery Name: _____

   Nursery
   Address:_____

Dated this _____ day of _____, 2024

Respectfully submitted by,

Company_____

By: _____

Title:_____

Attachment D

REQUEST FOR PROPOSALS (RFP)

SPECIFICATIONS

UNIT PRICED TREE REMOVAL AND STUMP REMOVAL

Heartlands Conservancy

1. Scope of Work: Heartlands Conservancy (HLC) is requesting proposals from qualified contractors to provide tree and stump removal (stump grinding) services The number of trees and stumps shall not exceed 75 trees or the budget limit. The trees and stumps to be removed will be located throughout the city of East St. Louis, on public property in areas to be determined by the results of the comprehensive tree inventory. The contractor will identify hazard trees as candidates for removal. Prior to removal, the contractor will meet and get approval from HLC and the City of East St. Louis for each proposed removal. The exact locations, number, and sizes of trees and stumps for removal are to be determined, as informed by the Tree Inventory. This work shall take place between August 1, 2026 and February 28, 2027. HLC reserves the right to expand or reduce the Scope of Work. Prevailing Wage is required for this job.

2. Applicable Standards: The following is a list of some of the standards and practices that must be complied with for this Work.
    a. Local, county, state, and federal regulations
    b. American National Standards Institute (ANSI A300), Tree Care Standards, and associated recommended standards as referenced
    c. International Society of Arboriculture (ISA), Best Management Practices, Pruning, and associated recommended standards as referenced
    d. American National Standards Institute (ANSI Z133) Arboriculture Safety Standards and associated recommended standards as referenced
    e. Federal Occupational Safety and Health Administration Standards (OSHA)
    f. 16 U.S.C. §703-711, Migratory Bird Treaty Act
    g. 16 U.S.C. 1531-1544, Endangered Species Act
    h. Illinois Manual of Uniform Traffic Control Devices Standards (MUTCD)
    i. IDOT Standard Specifications for Road and Bridge Construction

2. Qualifications:
    a. The Contractor shall be a qualified professional organization with at least 10 years of experience with tree and stump removal.
    b. The Contractor's staff shall be well-trained, experienced, and qualified, and adhere to nationally recognized best practices and standards, resulting in the safe and professional execution of the Work for employees, the public, and public and private property.
    c. The Contractor shall have the equipment needed to effectively and safely execute the Work, and all equipment shall be in good working order. The Contractor's employees shall be trained to use this equipment safely and effectively in the manner intended by the manufacturer.
    d. The Contractor shall provide a Supervisor(s) who shall plan and supervise the Work. The Supervisor(s) shall be a current International Society of Arboriculture (ISA) Certified Arborist who is also ISA Tree Risk Assessment Qualified, with at least 5 years of professional and supervisory experience in tree removal and stump grinding, of a scope and scale similar to the Work outlined in this Specification.
    e. The Supervisor(s) shall be present on the Work site at all times when Work is taking place and shall make sure that the work is being accomplished in a professional and safe manner.
    f. The Supervisor shall ensure that the site is clean and safely secure at the end of each workday.
    g. The Supervisor(s) shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
    h. The Contractor shall provide proof and references of successful tree removal and stump grinding projects of this scope and scale and shall provide a list of 5 similar tree removal and stump grinding projects completed within the last 10 years.
    i. The Contractor shall meet all of the requirements and specifications as outlined in the entire RFP package.

3. Preliminary Project Meeting and Work Plan: Within 14 days of the award of a Contract, the Contractor and the Contractor's Supervisor(s) shall meet with HLC to present a tree removal and stump grinding plan. NOTE: The following information should also be included on the Proposal Form:
    a. Name and contact information for the Supervisor(s) and a list of all employees who will be working on the project ,along with their experience, qualifications, and copies of certifications.

b. Names and contact information for agencies, authorities, utilities, permitting entities, etc., including when they will be contacted and permissions or assistance they are providing.
c. A timeline and map outlining when and where the Work will start and end.
d. An emergency action plan in the event of any safety issues.
e. Identification of any logistics or potential challenges that are anticipated and how they will be dealt with.
f. Identification of utility conflicts and how and when they will be resolved.
g. A strategy for a communications plan to be developed with HLC.
h. A list of all equipment to be used, how it will be used, who will be using this equipment, and employee qualifications and experience with this equipment.

4. Safety and Permits: Safety is a primary objective of this Request for Proposal. The Contractor shall comply with all local, county, state, federal, and national professional, safety, and permitting requirements and standards, including those identified in the Standards section above.
    a. It shall be the Contractor's responsibility to ensure that their staff comply with relevant best management practices, standards, and safety practices, and have the appropriate training, licensing, and qualifications to do the Work safely.
    b. It shall be the Contractor's responsibility to identify and review ahead of time any potential obstructions or interactions, including with utilities, above and/or below ground. The Contractor shall contact and make arrangements with relevant utilities for identification of utilities, above and below ground, and safely adjust the approach to the Work to avoid any conflicts or request utility assistance with removal of any obstructions so that Work operations can safely be completed and without unnecessary delays. This would include the removal of any branches that may or could interact with power or other utility lines. The Contractor shall not proceed to remove any tree that has an interaction with a utility, where that interaction or obstruction has not been removed or resolved by the utility. The Contractor shall not move forward with any work where utility issues have not been safely resolved.
    c. All tools and equipment shall be used in the manner intended by the manufacturer, and all Work to be performed must be in full compliance with the most current relevant standards, best management practices,

laws, and regulations including local, state, or federal. All staff using equipment and tools shall be trained to use them safely and in accordance with the manufacturer's instructions.

d. Proper flagger personnel, warning signs, barricades, and/or other protective devices shall be provided by the Contractor, including personal protection equipment for the Contractor's staff. Traffic control shall be in compliance with local, county, state, federal, and national requirements, standards, and permitting.
e. The Contractor shall provide personal protective equipment for their staff.
f. Street Blockages:
    i. At least 14 days prior to the start of the Work, the Contractor shall provide to HLC a map exhibiting when and where various street blockages will occur, who the Contractor needs to contact, get permits from, and how they plan to address them.
    ii. The Contractor shall have the responsibility to properly block roads, sidewalks, and other thoroughfares, using proper signage and barricades to prevent any person from entering.
    iii. The Contractor shall notify and work with the local police and fire departments to resolve any issues at least 7 days prior to any road closures.
    iv. The Contractor shall obtain all necessary permits from local, county, state, or federal officials prior to any road blockages, and will provide to HLC copies of the permits at least 5 work days prior to any blockages or road closures.
g. All Work shall be conducted in accordance with recognized professional practices, standards, regulations, or requirements, with care taken to prevent any accidents or damage to people, public, or private property. Any accidents, incidents, or damage shall be the responsibility of the Contractor and shall be immediately reported to HLC.
h. **It is the responsibility of the Contractor to know and comply with all USDA Animal and Plant Health Inspection Service and Illinois Department of Agriculture quarantines and other required actions when encountering a tree that may be quarantined or impacted by a pest or pathogen. This would include the proper handling or disposal of any associated wood or sanitization requirements.**
i. **All cut tree material shall be brought to the ground in such a manner as to prevent any damage to real or personal property, regardless if it is public**

or private property. Any damage to public or private property shall be immediately reported to HLC. All repairs are the responsibility of the Contractor and shall be made within 10 days of when the damage occurred.

j. The Work site shall be properly secured to block access by the public for the duration of the Work.
k. The Work site shall be left in good condition with no holes, branches, debris, construction material, or other potential hazards. The site shall be in as good or better condition than before the Work was started.
l. In the event of any safety issues, the Contractor shall notify HLC immediately.

5. Reporting:
    a. At the end of every work week, the Contractor shall submit to HLC a written report of which trees were removed and which stumps were removed, their locations, any concerns or observations that would be important for HLC to know, and confirm where the Contractor intends to start removals and stump grinding on the next work week.
    b. Contractor shall update the existing inventory as the trees are removed and stumps ground, updating fields where actions have been taken, any remaining conditions not resolved, and observations that might impact future tree planting. All coding and descriptions shall be recorded in a manner consistent with the coding and descriptions listed in the existing inventory.

    c. This report shall be delivered to HLC electronically prior to final payment.

6. Supervisor(s) and Crew(s): The Contractor shall provide sufficiently trained, experienced, qualified Supervisors and crews to complete the work professionally, safely, and in the required timeframe.
    a. Prior to the start of each work week, the Contractor shall contact HLC and provide the name and cell-phone number of the Supervisor(s), and the location(s) where the crew(s) is working for that week.
    b. The Supervisor(s) shall be on-site with the crew(s) at all times.
    c. The Supervisor(s) shall be a current International Society of Arboriculture (ISA) Certified Arborist who is also ISA Tree Risk Assessment Qualified (TRAQ), with at least 5 years of professional and supervisory experience

in tree removal and stump grinding, similar in scope and scale to the Work outlined in this Specification.

d. The Supervisor(s) shall be present on the Work site at all times when Work is taking place.
e. The Supervisor(s) shall be fluent in English and be authorized to speak and act on behalf of the Contractor.
f. All crew members shall be trained, experienced, and qualified in tree removals and stump grinding, and be proficient in and comply with all relevant professional tree care, safety, local, county, state, federal, and national standards and regulations.
g. The Contractor shall work within the hours restrictions of HLC, unless working on storm-damaged trees, or unless other arrangements are agreed upon in writing in advance with HLC.
h. The Contractor shall restrict all operations, materials, and equipment storage to the job site, taking care not to park any materials or equipment on the root systems of trees. The Contractor shall exercise extreme caution not to trespass upon property not owned by HLC. Any exceptions to this rule shall be by permission of HLC and shall be made in writing.
i. Tree removals and stump grinding can be a sensitive issue for the public or adjoining property owners. The Supervisor(s) and crew(s) must be respectful of residents and other concerned individuals. If a concern or issue develops, the Contractor shall stop working on the tree or stump in question and contact HLC. HLC will notify the Contractor when Work can resume on the tree or stump in question. All residents, or individuals with complaints or concerns, should be directed to HLC.

7. <u>Tree Removal:</u>
    a. All tree removals are located on public property and will be limited to the trees and stumps identified from the risk assessment performed during the Tree Inventory or identified by the city of East St. Louis and HLC.
    b. Trees must be approved for removal by HLC and the City before commencing removal.
    c. Tree removals shall comply with professional standards and best practices, and local, county, state, and federal regulations, standards, and recommendations.
    d. Any trees intersecting with utilities or within above-ground utility easements shall be reviewed by the utility, receive clearance pruning by the utility, and the Contractor shall receive the utilities' approval prior to the

Contractor proceeding with any removals. It is the responsibility of the Contractor to train and properly supervise all employees to safely work within these areas, and to arrange with the utility for clearance pruning or other protective measures prior to tree removal or site access by the Contractor.

e. During removal operations, proper personal protective equipment and proper signs, barricades, and other warnings and protections shall be in place to protect employees, the public, and public and private property.
f. Any stump left from removing a tree shall not exceed a height of 6 inches above the ground, and be free of any sharp and splintered protrusions. If a tree removal takes place and the stump is not immediately removed in an area where people may interact with the cut stump, e.g., park, tree pit, etc., the site must be secured and barricaded to prohibit access.
g. All debris and materials associated with the tree removal or stump grinding smaller than 3 inches in diameter shall be removed, cleaned up, reused, recycled, and/or legally disposed of, including sweeping and raking, immediately after the removal or stump grinding has taken place.
h. For material larger than 3 inches that cannot be removed immediately, the Contractor shall contact HLC and receive permission for any staging of this material or debris. All material or debris must be property secured and barricaded to prohibit any interaction with people or vehicles, and shall be removed, cleaned up, and properly disposed of by the Contractor within 5 days of the tree removal or stump grinding.
i. Tree removals shall be on a unit price basis, measured Diameter at Breast Height (DBH), in the classifications as follows:
    i. Up to and including 12” (DBH)
    ii. 13” up to and including 24” (DBH)
    iii. 25” up to and including 36” (DBH)
    iv. 27” and over (DBH)
j. The Contractor shall take all precautions to protect lawns, curbs, sidewalks, vehicles, structures, and other public and private property from any damage related to tree removal operations. At no time shall any equipment, debris, or materials be stored in the critical root zone of any tree. If any damage occurs, HLC shall immediately be notified. Any and all damage shall be the responsibility of the Contractor.
k. The Contractor shall remove all equipment at the end of each workday.

l. All expenses are included in the unit price cost and include all expenses related to the Work, e.g., labor, equipment, site restoration, disposal of debris, etc.

8. Stump Removal (Grinding):
    a. Prior to any stump grinding, the Contractor shall request utility locates (JULIE's toll-free number at **(800) 892-0123**) to identify potential underground utilities where stump grinding is to take place. Additionally, the Contractor shall contact the adjoining property owner to request locations or removals of in-ground irrigation or other private utilities to avoid damage. In all instances the Contractor may not proceed with any work until approvals and permission to proceed has been received from the utility, adjoining property owner, and HLC.
    b. All stump grinding shall comply with professional standards and best practices, and local, county, state, federal, and national regulations and recommendations.
    c. All stumps to be ground will be on City of East St. Louis/ Park District property and limited to the locations identified on the accompanying Site Map, the Tree and Stump Removal Address List, and the Standalone Stump Removal Address List provided. All trees to be removed shall have their stumps ground.
    d. Stump grinding may be accumulated, for economy of scheduling, for a maximum of 10 days from the date of tree removal or assignment of an existing stump. All stumps located in areas where people may interact must be properly barricaded and secured until they are properly removed.
    e. Stumps shall be ground to a minimum of 10 inches below the existing grade. Stump removal shall include the grinding of the stump and surface roots, removal of all chips, and filling of the stump hole with black soil, raked and compacted to grade. All stump grinding located in a turfed area shall also be seeded with appropriate, compatible grass seed within the same workday. If the conditions are not appropriate for seeding, seeding shall take place as soon as the conditions are appropriate. The Work is not considered complete until all seeding has been completed. All sidewalks, streets, and other paved surfaces shall be swept, and all turf or planting areas shall be raked. At no time shall a hole be left unfilled.

f. For stump grinding and standalone stump grinding, all expenses related to the work shall be included in the unit price cost and would include, e.g., all equipment, labor, site restoration, soil for backfill, disposal of debris, etc.
g. For standalone stump grinding, payment shall be made on a unit price basis, per stump, in four classes, and will include all expenses related to the stump grinding, e.g., equipment, labor, soil for backfill, disposal of debris, site restoration, etc.:
    i. Up to and including 12" (diameter, measured 3" above ground)
    ii. 13" up to and including 24" (diameter, measured 3" above ground)
    iii. 25" up to and including 36" (diameter, measured 3" above ground)
    iv. 27" and over (diameter, measured 3" above ground)
h. The Contractor shall take all precautions to protect lawns, curbs, sidewalks, vehicles, structures, and other public and private property from any damage related to stump grinding operations. In the event of any damage, HLC shall be notified immediately. Any and all damage shall be the responsibility of the Contractor.

9. Site Clean Up: The Contractor shall clean up each site where a tree has been removed and/or stump ground at the end of each removal or grinding. Clean-up includes:
    a. Proper removal and disposal of stump chips, sawdust, small twigs, leaves, trunks, and limbs.
    b. The filling of all holes with black soil and compacted to grade.
    c. All impacted areas located in turfed areas shall be seeded with appropriate, compatible grass seed within the same workday. If the conditions are not appropriate for seeding, seeding shall take place as soon as the conditions are appropriate. The Work is not considered complete until all seeding is complete.
    d. The site shall be returned to the same or better condition than it was in prior to commencement of the Work.
    e. In the event of snowfall, cleanup shall take place immediately after the tree has been removed or the stump ground.
    f. All sidewalks, streets, and other paved surfaces shall be swept, and all turf or planting areas shall be raked.
    g. At no time shall a hole be left unfilled.

10. Wood and Debris Disposal: The Contractor is responsible for the disposal of all wood and other debris from the site and returning the site to its original or better condition after tree removal and stump grinding.
    a. At no time shall wood or debris materials be in the roadway or create a safety hazard.
    b. At no time are holes or open areas where stumps have been ground to be left unfilled.
    c. It is the responsibility of the Contractor to know and comply with all USDA Animal and Plant Health Inspection Service and Illinois Department of Agriculture quarantines and required actions when encountering a tree that may be quarantined or impacted by a pest or pathogen. This would include the proper handling or disposal of any associated wood or sanitization requirements.
    d. Disposal, and any costs related to disposal and site repair, are the responsibility of the Contractor.

11. Final Report: The Contractor shall provide a final full report of all trees removed and stumps ground. Should also be updated in the Tree Inventory data as early action items completed in the CFMP.
    a. The report shall be in Excel and shall be ESRI, or other nationally recognized GIS system, compatible.
    b. The report shall include:
        i. The GPS location
        ii. Relative address
        iii. Size
        iv. Species
        v. Action taken
        vi. Any outstanding issues
        vii. Any reason the Contractor believes this location would not be appropriate for a replacement tree

12. Final Inspection and Substantial Completion Acceptance:
    a. At the completion of the Work, the Contractor shall provide HLC with a Notification of Substantial Completion.
    b. This notification shall be in writing and at least 5 business days before the anticipated date for final inspection.

c. HLC will inspect the Work and will provide to the Contractor, in writing, notification of any deficiencies.
d. The Contractor will have 10 calendar days to resolve these deficiencies and submit a written Notification of Completion to HLC.
e. If the deficiencies have been resolved, HLC shall certify in writing that the Work has received final acceptance.

13. Payment: Payment of the contract amount shall be made to the Contractor after final inspection and Substantial Completion Acceptance. Grant Funder will also conduct final inspection and approve payment.

SCHEDULE OF UNIT PRICES

Included in the Unit Price and Combined Total Cost of tree removals and stump removals is the cost of all logistics, staff, materials, equipment, and incidentals required to complete the Work as outlined in the Specification. This entire section should be attached to the Proposers Form.

UNIT PRICE TREE REMOVAL AND STUMP REMOVAL (GRINDING)

Tree Size Classes	Size of Trees	Estimated number of trees in each size class to be removed and stumps ground	Unit Price Per Tree and Stump	Extended Cost
1	Up to and including 12" DBH	25		
2	13" up to and including 24" DBH	10		
3	25" up to and including 36" DBH	17		
4	37" and over DBH	3		
Total of Tree Removals with Stumps Ground		75		

UNIT PRICE STANDALONE STUMP REMOVAL

Stump Size Classes	Size of Stumps	Estimated number of standalone stumps in each size class to be ground	Unit Price Per Stump	Extended Cost
1	Up to and including 12" (diameter, measured 3" above ground)	3		
2	13" up to and including 24" (diameter, measured 3" above ground)	5		
3	25" up to and including 36" (diameter, measured 3" above ground)	2		
4	37" and over (diameter, measured 3" above ground)	0		
Total Standalone Stumps Ground		10		

Combined total cost of tree removals with stumps ground and standalone stumps ground $_____

Dated this _____ day of _____, 2024

Respectfully submitted by,

Company_____

By: _____

Title:_____

Attachment E

REQUEST FOR PROPOSAL (RFP)

Federal Terms and Conditions / Required Contract Clauses

Applicability

This Attachment applies to all contracts, subcontracts, purchase orders, and lower-tier agreements issued under this RFP to the extent applicable. The selected Contractor shall comply with all applicable federal, state, and local requirements, as well as pass-through, funder, and grant agreement requirements. The Contractor shall include all applicable federal clauses in subcontracts and shall ensure subcontractor compliance.

Federal Award and Pass-Through Funding Notice

This project is funded in whole or in part with federal financial assistance passed through The Morton Arboretum. Federal funding originates from the USDA Forest Service Urban and Community Forestry Program under the Inflation Reduction Act. The Contractor shall comply with all applicable federal requirements, including applicable requirements under 2 CFR Part 200 and the applicable award and pass-through agreement terms.