



TOWN OF CUMBERLAND, RHODE ISLAND  
Department of Planning and Community Development

## Request for Qualifications

# Tree Planting & Management Program

Bid # 2022-0801-01

## Introduction

The Town of Cumberland requests qualification proposals from teams comprised of landscape architects and certified arborists, with demonstrated experience in the planting design and management of installation and establishment of street trees to prepare site preparation specifications, planting plans and management oversight for locations throughout the Town of Cumberland.

The Town has been awarded two separate grants. The first is from the Rhode Island Infrastructure Bank Municipal Resiliency program (\$250,000) to have street trees planted at 26 sites in the Valley Falls and Lonsdale neighborhoods. These sites are specified in the *Valley Falls/Lonsdale (VFL) Urban Forestry Municipal Resilience Project (MRP) Project Summary* (Attachment A).

The second grant is from the US Forest Service for Landscape Restoration to plant 200 trees on public and private sites throughout Cumberland. Cumberland has been awarded this grant along with the Cities of Pawtucket, Central Falls and Woonsocket, and the grant coordinator is Goundwork Rhode Island. Clark University and the Blackstone Watershed Council are also parties to the grant and will be providing technical support. The scope of the grant is detailed in *USDA Forest Service Eastern Region State and Private Forestry Fiscal Year 2022 Landscape Scale Restoration Competitive Process Request for Applications Project Narrative Form* (Attachment B).

Over the course of the fall and winter of 2022-2023 additional sites will be evaluated and selected. The consultant will work with the parties to design a planting plan for each eventual site and draft bid specifications for the planting and project management. The planting is to take place in the fall of 2023.

This project is funded by both grants and are to be managed as two phases of one project. The Town's total budget for these services is \$21,000/year over three years.

Each designated area shall have: site preparation requirements; planting plan; plant selection specifications that are suitable to the area that meets hardiness, appropriateness, and other standards as determined by the Town by location; and plant sourcing to accommodate the plant material and management for the projects at multiple locations. These areas are to be designed and managed by the landscape architect and certified arborist. Designs will be subject to the input of the Town's Conservation Commission and abutters, and at least one public Commission meeting will be required.

The certified arborist shall work with the Town and landscape architect to provide insight during the design process when required and will be responsible for the oversight of the installation process to ensure the proper planting techniques are applied and to ensure the long-term viability of the plantings. This oversight will run for three years from the start of the contract and will also incorporate the following tasks:

1. Technical supervision of site preparation and planting
2. On-going technical support and quality control
3. On-call technical tree services for the Town

The Town's goal with this project is to provide trees and plantings to screen locations and enhance the general aesthetics of the Town, provide shade relief in areas where heat-island effects are problematic, and to enhance the overall environment in some of the most densely populated areas in the Town.

## Scope of Work

### Planting Plans & Plant Selection

The landscape architect shall work with the Town and the certified arborist on the team to develop planting plans, finalize locations, and make plant selections for all work to be conducted throughout the course of this project. The landscape architect's work shall include, but not be limited to, the following:

- Make a public presentation to the Conservation Commission and the public so that questions and concerns can be addressed.
- The presentation should incorporate mapping of locations to be planted, planting plans for areas, graphics to show before and after impacts where appropriate, and information about the plant material that is recommended.
- Work with the certified arborist and Town to create specifications and management plan that can be used for future work and aid in the long-term success of the project.

The certified arborist shall work with the Town and the landscape architect on the team to develop site preparation specifications, planting plans, finalize locations, and plant selections for all work to be conducted through this project. The certified arborist's work shall include, but not be limited to, the following:

- For each project phase, the consultant is to attend one public presentation with the Conservation Commission, grant partners and the public so that questions and concerns can be addressed.
- Supervise and oversee the installation of the plantings throughout the project.

### Project Phases

*Phase 1.* For the VFL Municipal Resiliency Project, final plans, specifications, and meeting shall be completed by September 15, 2022, to ensure that a first round of planting can start in the fall of 2022.

*Phase 2.* At the same time, the Consultant will work with the Town, Groundwork Rhode Island the Blackstone Watershed Council and Clark University to develop the second planting phase consisting of the planting of 200 trees, which is to take place in the fall of 2023.

## Project Term

For three years from the start of the contract, the certified arborist will serve as a temporary tree warden for the Town and will be called upon to review additional work and also have on-call services to assist the Town in any technical capacity in regard to trees and planting.

## RFQ Schedule

RFQ Issued:	July 5, 2022
Last Day for Questions:	July 28, 2022
Proposals Due:	August 1, 2022 @ 2:00 PM
Interviews:	August 3-10, 2022
Award:	August 18, 2021

## Additional Information for Bidders

- Bidders must be licensed to do business in the State of Rhode Island.
- The Town of Cumberland is exempt from the payment of Rhode Island sales tax. Costs proposed must be exclusive of taxes and will be so construed.
- Firms submitting proposals must have been in business under the same name and have successfully undertaking tree design and planting projects for a minimum of five years.
- Interested firms shall provide the following as part of their proposal:
  1. Cover letter that identifies the project manager, firm qualifications, and relevant past projects.
  2. Detailed explanation of the firm's project approach, understanding of the scope of work, as well as the consultant's expectations of assistance and services from the Town.
  3. Qualifications and experience of key personnel who will be assigned to the project, including a list of relevant tree design and planting projects with which they were personally involved.
  4. Availability of key personnel to complete the project.
  5. Example of projects of similar scope and complexity within the last five (5) calendar years including references and points of contact.
  6. If consultant teams are being proposed, a written description and role of any subcontractor and/or consulting member must be provided, including past work and professional certifications.
- Evaluation Criteria Costs are not required for this qualifications-based submittal and will therefore not be considered as part of the evaluation. The Town will select finalists for potential interviews based on the content of their written proposals as judged against the following criteria:

1. General professional landscape architectural experience (10 points)
2. Technical approach and understanding of the project (10 points)
3. Proposed schedule with benchmark dates (10 points)
4. Experience and qualifications of the project manager and assigned personnel (10 points)
5. Evaluation of firm references (10 points)
6. Past project experience specific to historic buildings and consultation with the RIHPHC (10 points)

### Submission and Schedule

Qualification proposals must be submitted in sealed envelopes clearly marked “Tree Planting and Management Program” - Bid# 2022-0801-01” and delivered to the following address:

Cumberland Town Hall, Mayor’s Office  
Attn: Sarah King  
45 Broad Street  
Cumberland, RI 02864

Sealed proposals will be accepted until 2:00 P.M. local time on Monday, August 1, 2021. Any proposals received after the specified time will not be accepted.

Please submit six (6) hard copies of your proposal, along with .pdf version emailed to Sarah King: [sking@cumberlandri.org](mailto:sking@cumberlandri.org).

Based on the results of the interviews, in combination with the Evaluation Criteria, the Town will select a single top-ranked firm to provide a cost proposal. If negotiations with the top-ranked firm are unsuccessful, the process will be repeated with the next highest-ranked firm until a fair and reasonably priced contract can be awarded.

Questions or Addendum Questions concerning this RFP must be submitted in writing to: Mr. Jonathan Stevens, Planning Director, 45 Broad Street, Cumberland, RI 02864. They may be emailed to [jstevens@cumberlandri.org](mailto:jstevens@cumberlandri.org). All questions must be received by 12:00 PM on Thursday, July 28, 2021, to be considered. If any changes are made to this RFP, an addendum will be posted to the Town’s website: <https://www.cumberlandri.org/bids>