

Request for Quote DPCD-RFQ-2023-01

Fall 2023 Park / Street Tree Planting Project Town of Bel Air Issue Date October 11, 2023

SECTION I

Project Description

The Town of Bel Air Department of Planning and Community Development, with oversight by the Town of Bel Air Tree Committee, received requests for planting street trees along public streets/roads in the Town of Bel Air. Additionally, replacement trees are needed in certain park locations within Town. Installation is to be completed between **October 27, 2023, and November 22, 2023**. A detailed schedule must be submitted along with the quotation.

Each lot or parcel is depicted on a separate map contained in Exhibit A. **See specific Site Plan for notes specific to that planting location.**

Tree species, size, and quantities for the project are listed in Attachment C. Planting specifications and requirements are noted in Section II.

The awarded contractor is responsible for requesting and coordinating markings by Miss Utility prior to stakeout for installation of the trees.

Location

For the purpose of this project, the planting locations are the various locations depicted on the included maps in Exhibit A. Memorial Grove is as depicted as Exhibit B. After the lot/parcel is marked by Miss Utility, then the exact tree installation locations will be determined in the field with the assistance of the Town Staff. The contractor is responsible for coordinating any necessary sign postings and any traffic calming and/or lane restrictions with the Town of Bel Air Public Works Department during site preparation / installation.

Cost Quotes – Cost Proposal Form (Attachment C-1)

Cost Quotes shall be based on plant material included in this request for Quote. All cost Quotes must be submitted on the attached cost Quote form. The RFQ

response must identify in the Quote any planned soil amendments including fertilizer, imported topsoil and/or sludge. The cost Quotes shall be used as a summary to show the lump sum fixed fee is inclusive of all expenses.

Evaluation of Quotes

Quotes will be evaluated based on the applicant's ability to comply with the planting requirements specified in Section II, the proposed planting schedule, as well as the quoted cost.

The Director of Planning and Senior Planner will serve as the Evaluation Committee.

Questions regarding this RFQ must be submitted in writing, email is allowed, no later than noon **Friday, October 20, 2023**.

Quotes must be submitted in triplicate to the Town of Bel Air Planning Department no later than 4:00 P.M. on **Thursday, October 26, 2023**. No Quotes will be accepted after this time.

Award of Contract

One (1) contract for the project will be determined on or about **October 27, 2023**. The Town reserves the right to decline all quotations and make no award of contract.

Payment

Payment to the business awarded the contract shall be made within thirty (30) days of submission of invoices and satisfactory completion of all sitework. **Separate invoices may be required.** The contract awardee will be notified in writing of any delay in payment.

Inquires and Questions

All questions and inquiries are to be directed to:
Rowan G. Glidden, Senior Planner
Town of Bel Air
Dept. of Planning & Community Development
705 East Churchville Road, Bel Air, Maryland 21014
410-879-9500

SECTION II

PLANTING REQUIREMENTS

Quality Assurance

2.1 Stock

- A. All stock supplied by the contractor is to be regionally grown and in good health. Stock grown in a root bag is encouraged, although not required. The Town representative shall inspect all material prior to installation for quality and condition. The Town reserves the right to reject any plant material deemed unhealthy or of poor quality.
- B. All plant material shall be guaranteed from the date of planting to approximately **November 30, 2024**. Any trees that fail to leaf or are otherwise determined by the Town to be unhealthy or dead must be replaced at the contractor's sole expense.

Execution

2.2 Preparation

- A. **The contractor shall** request marking of the planting sites by "Miss Utility of MD," in accordance with the "Miss Utility of MD" requirements, prior to excavation.
- B. Individual tree locations will be flagged/marked at the site by the Town staff. A Town Department of Planning representative must approve any minor adjustments that may be required prior to planting.
- C. Any proposed soil amendments including fertilizer, imported topsoil and/or sludge is to be provided by the contractor.
- D. Tree-planting areas must be disturbed sufficiently to encourage root growth a minimum of approximately two (2) times the width of ball diameter.
- E. Some of the tree locations require removal of an existing dead tree before installation of a new tree. **See specific Site Plan for notes.**
- F. All trees at both Shamrock and Rockfield Park must be pruned to remove dead, dying or conflicting branches. All trees must be limbed up to provide for a proper canopy and reduce conflicts with maintenance.

2.3 Planting Trees

- A. Excavate root flare from root ball as necessary so that root flare is visible and located at or slightly above finished grade.

- B. Remove any burlap and any wire baskets from tops and sides of balls. Backfill and water trees as necessary until no more water can be absorbed. Stake trees, as necessary.
- C. Each mulch ring shall be a minimum 2.5' radius with raised lip. Average depth of ring shall not exceed three (3) inches, and **mulch shall be pulled away from the trunk/root collar**. If the mulch is not properly installed, the **contractor** is responsible for repairing it before payment will be made.

Planting Completion

- 2.4 Inspection
 - A. **The contractor** is responsible for contacting the Town Department of Planning representative for site inspection once all planting and site cleanup has been completed.
 - B. **One month prior to the end of the warranty period, the contractor** shall remove all stakes, guy wires and/or weave from plant material unless otherwise directed by the Town representative. Removal and disposal of such shall be at the contractor's expense.

SECTION III

SITE WORK

- 3. Plant Inspection
 - A. The contractor shall inspect the existing memorial trees and create a list of maintenance requirements.
 - B. The contractor shall provide an estimate for the maintenance requirements to include pruning.
 - C. The contractor shall remove tree stakes from all existing previously planted trees in the two memorial groves.
- 4. Mulch
 - A. The contractor shall add mulch to all the existing memorial trees at the Shamrock Memorial Grove, in a minimum 2.5' radius around each tree trunk with an average depth of three (3) inches. **Mulch shall not be mounded at the trunk/root collar.**
 - B. The contractor shall add mulch to all the existing memorial trees at the Ewing Park Pet Memorial Grove, in a minimum 2.5' radius around each tree trunk with an average depth of three (3) inches. **Mulch shall not be mounded at the trunk/root collar.**
- 5. Concrete bed for memorial markers at both memorial groves.
 - A. The contractor shall excavate an area around and under each memorial marker sufficient to set the marker on top and within a concrete pad to

protect the marker from moving and settling and within mulch circle to protect from mowing.

- B. The contractor shall pour a concrete pad and set the marker block within the concrete to provide a minimum of 2-inch and no greater than a 3-inch ring around the marker.