



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

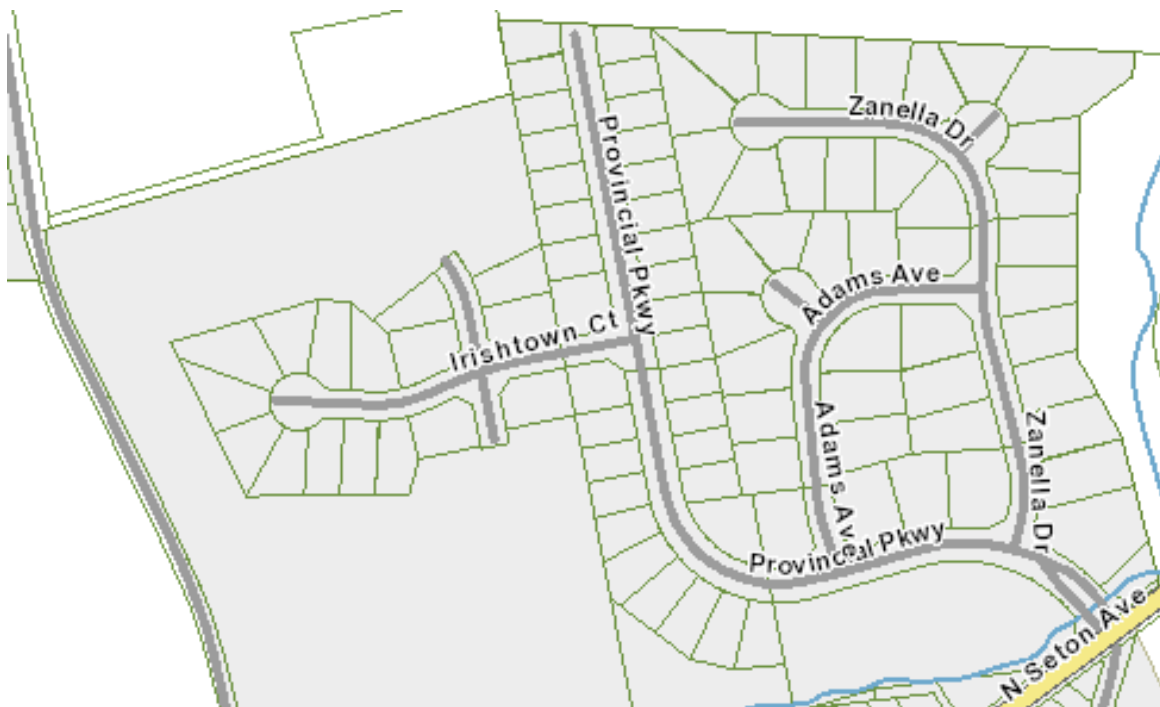
REQUEST FOR PROPOSAL STREET TREE LANDSCAPING PLAN

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from a qualified landscape architect in order to 1) create a street tree landscaping plan for six (6) residential developments throughout the Town of Emmitsburg; and 2) create request for proposals documents to bid and implement the plan. Sealed proposals are due by 3:00 pm on Monday, February 15, 2021. Proposals will not be accepted via email. Please boldly note on sealed bids **“Street Tree Landscape Plan Bid, Do Not Open.”** Please direct any questions to Zach Gulden, Town Planner, at (301) 600-6300 or zgulden@emmitsburgmd.gov.

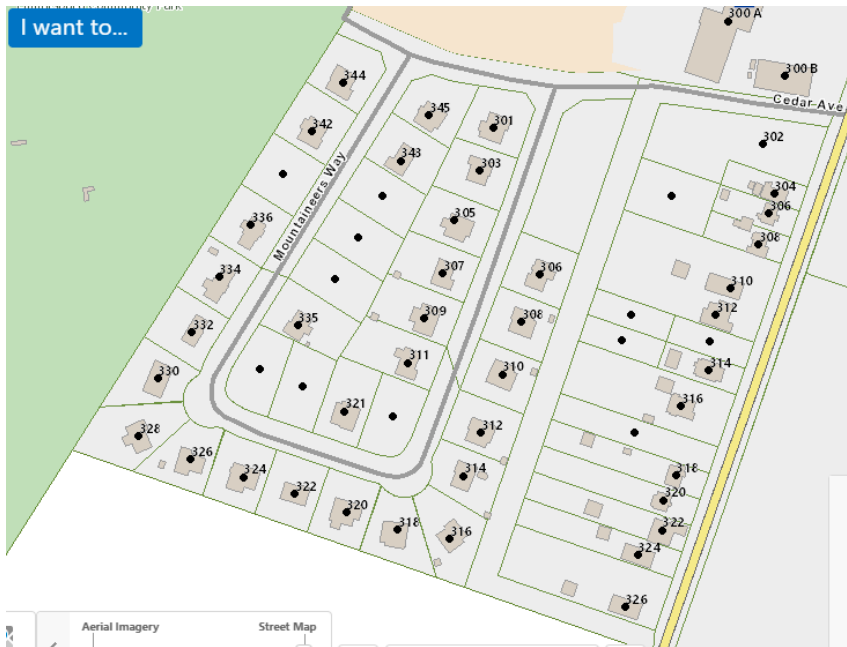
I. SCOPE OF WORK

The Town of Emmitsburg (“Town”) is seeking a qualified landscape architect (the "Landscape Architect") to 1) create a street tree landscaping plan for six (6) residential developments; and 2) create request for proposal document for the Town to bid and implement the plan. The request for proposal template shall be provided to the Landscape Architect by the Town. The landscaping plan shall include the following residential developments:

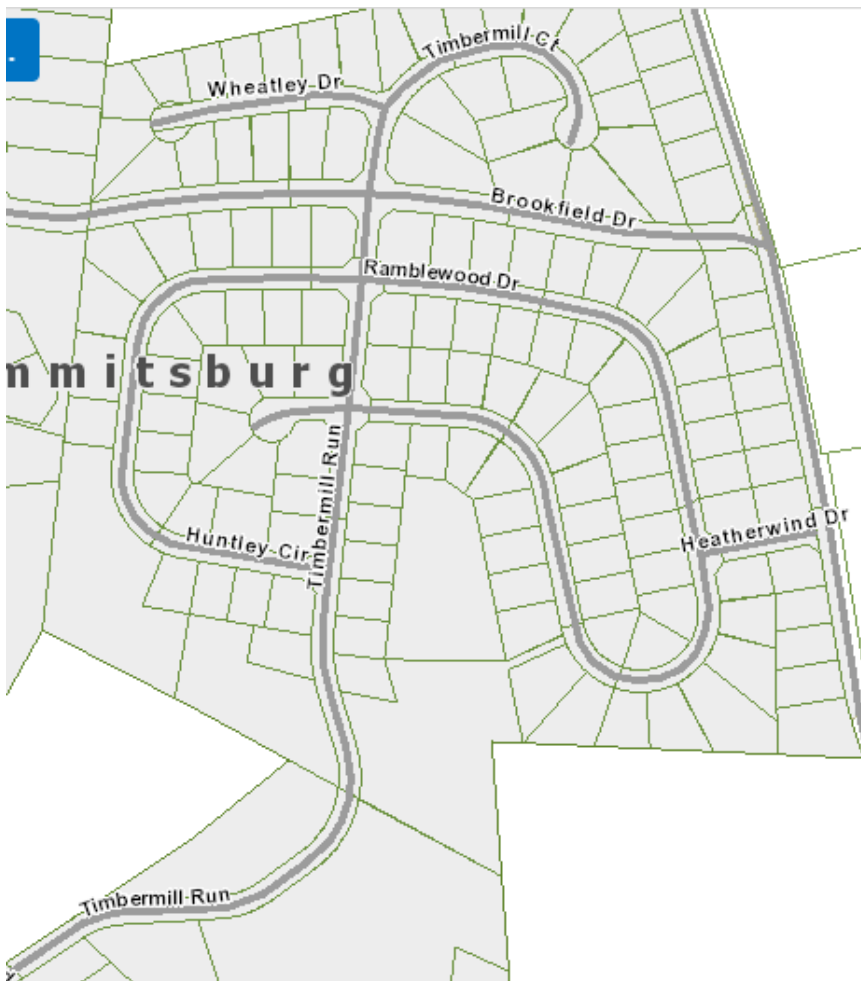
Northgate – to include Irishtown Court, Provincial Parkway, Zanella Drive, and Adams Avenue:



Southgate – to include Cedar Avenue and Mountaineers Way:



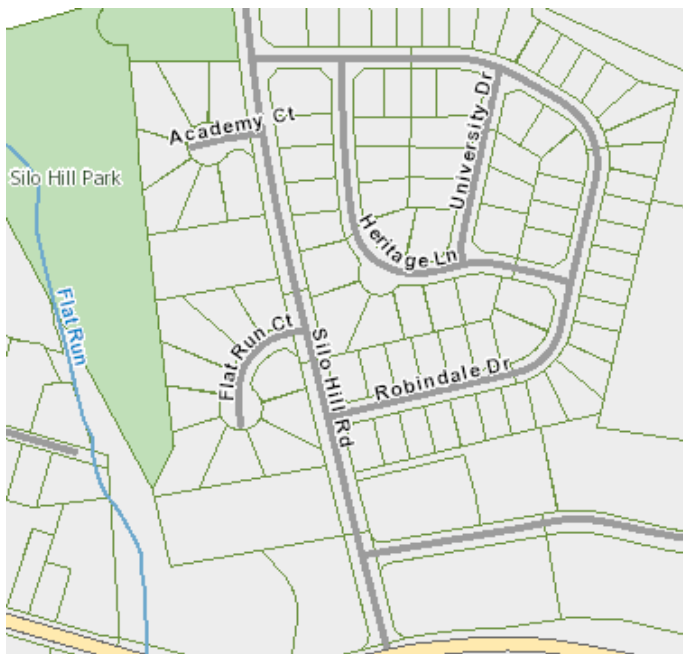
Brookfield – to include Timbermill Run, Huntley Circle, Ramblewood Drive, Heatherwind Drive, Brookfield Drive, Wheatley Drive, and Timbermill Court:



Pembroke Woods – to include Brookfield Drive, Stonehurst Court, Stonehurst Drive, Pembroke Court, and Carrick Court:



Silo Hill – to include Academy Court, Flat Run Court, Silo Hill Road, Robindale Drive, Heritage Lane University Drive, and Silo Hill Parkway:



Emmit Gardens – including Emmit Gardens Drive / East Main Street (from 600 East Main Street to US 15 ramp), First Avenue, Second Avenue, and Park Drive:



The landscaping plan shall include the following:

1. Landscape species (including size at time of planting, and planting details).
2. Tree species shall be recommended by the Landscape Architect and approved by the Town. Street trees shall be chosen from the species outlined in Town Code §8.20.020. No one species shall comprise more than twenty-five percent (25%) of the entire number of street trees in a particular development.
3. Trees to be shown on each side of street (including location, number and spacing).
 - A. Street trees shall be placed a minimum of forty feet (40') apart along the right-of-way and shall be located so as to maximize the growth potential of the plant material, minimize the potential for root interference with public infrastructure, and enhance the quality of the development. The Town will provide the Landscape Architect location data of the Town's sewer, water, and storm sewer infrastructure to ensure street trees are not proposed on or near these utilities.
 - B. Street trees shall be planted within the street right-of-way, typically between the curb and sidewalk. The tree's growth shall not interfere with clear sight triangles. Typical branching shall not be within ten feet (10') of ground level after ten (10) years of growth;

4. Metal tree grates shall be included with each street tree. Grate types to be recommended by the Landscape Architect and approved by the Town.
5. The landscaping plan shall conform with the Maryland Roadside Tree Law, as amended. The Landscape Architect shall consult with the Maryland Forest Service Western Region Department during drafting of the landscaping plan to ensure compliance. The finalized plan shall be suitable for the Town to successfully obtain a roadside tree permit from Maryland Department of Natural Resources.
6. The final landscaping plan shall be signed and sealed by a Maryland licensed landscape architect and/or engineer.
7. Notes to be included:
 - A. Trees shall be nursery grown in a climate similar to that of the locality of the project. Varieties of trees shall be subject to the approval of the Town of Emmitsburg.
 - B. All trees shall have a normal habit of growth and shall be sound, healthy, and vigorous; they shall be free from disease, insects, insect eggs, and larvae.
 - C. The trunk diameter, measured at a height of six inches (6") above finish grade, shall be a minimum of two inches (2").
 - D. All planting shall conform with good nursery and landscape practice and to the standards established by the Town of Emmitsburg.
 - E. Requirements for the measurements, branching, grading, quality, balling and the burlapping of trees shall follow the code of standards recommended by the American Association of Nurserymen, Inc., in the American Standard for Nursery Stock, current edition, as amended.
 - F. Street trees are to be maintained and guaranteed via financial security, in the form of a bond, an irrevocable letter of credit, or other security approved by the Town, for a minimum of two (2) years by the contractor. Planting of trees shall occur within the standard planting season (March through November). Replacement of trees shall conform to all requirements of the landscaping plan and shall be maintained and guaranteed for a minimum of two (2) planting seasons.
 - G. The contractor shall be a Maryland Licensed Tree Expert in accordance with the Maryland Roadside Tree Law.
8. The Landscape Architect shall include any other recommended information that can reasonably be required in order successfully implement the landscape plan

The request for proposal documents shall include any information that would be required to successfully bid the project to implement the landscape plan.

The Landscape Architect shall also provide the Town a cost estimate in order to implement the landscape plan.

II. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Planner, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, “**Street Tree Landscape Plan Bid, Do Not Open.**” At the minimum, all bids must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.

B.) References

Provide client references, pictures, and detailed actual cost sheets for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the contact person(s) for the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

C.) Sample Landscaping Plan.

Provide colored copies of at least one sample landscaping plan completed by the applicant that are similar to the requirements of this RFP.

D.) Detailed Cost Estimate:

Provide a detailed cost estimate in order to meet or exceed the requirements as set forth in this RFP.

III. PROPOSED TIMELINE

Wednesday, January 6, 2021

RFP available on the Town of Emmitsburg’s website.

Wednesday, January 6, 2021

RFP advertised in the Frederick News Post.

Monday, February 15, 2021

DEADLINE: Bids due by 3:00 p.m.

Monday, March 1, 2021

Tentative: Term review/approval by the Board of Commissioners.

IV. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*