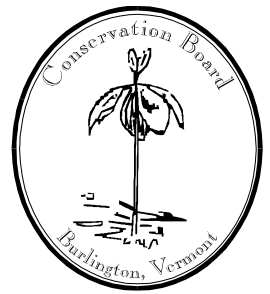


Burlington Conservation Board

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Request for Proposals (RFP) for Professional Planning Services Burlington VT, Urban Forestry Plan

Date of Issue: February 27, 2023
Proposal Deadline: 4:00pm March 27, 2023

The City of Burlington is seeking the services of a qualified professional, firm, or team to complete a comprehensive rewrite of the city's Urban Forestry Plan.

I. Project Background

The Department of Parks, Recreation, & Waterfront, in collaboration with the Conservation Board, is looking to address the management and resiliency of its urban forest. The current Urban Forestry Master Plan was adopted in 2002 and focused on city-owned parklands and street trees. This comprehensive rewrite is intended to cast a broader net to encompass all of Burlington's forested landscape, such as intact forested areas, peripheral small canopy zones, backyards, green belts and parklands. The rewrite should evaluate and address ecosystem services provided by our trees and articulate their role in mitigating our urban heat islands. It should include an updated canopy assessment and assess threats to our urban forest.

The rewrite is intended to provide guidance for a collaborative approach among city staff and leaders, local organizations, and citizens that can support our urban forest. It is intended to empower community members to participate in sustaining and strengthening our urban forest through education, volunteerism, and community input. The rewrite should identify potential partners and opportunities to educate residents on the value of trees and resources available to them. It should also articulate projected funding, equipment, and staffing needed to achieve and sustain our goals in the long term. The rewrite will also form the basis for an update of the city's tree ordinance.

The current Urban Forestry Master Plan is online at: [UrbanForestry1.pdf \(burlingtonvt.gov\)](#)

Scope of Work and Final Products

The rewrite will outline and define the role of our urban forests in mitigating climate change, cooling our urban heat islands, and providing other ecosystem services. The rewrite will build upon the foundation of the existing Forestry Plan and will work within the context of the city's Municipal Development Plan and Nature Based Climate Solutions Plan. The

rewrite will incorporate new goals and objectives as to how Burlington can manage its urban forests to contribute to climate solutions with hands-on community engagement. The rewrite will also include an implementation matrix that outlines actions to be taken for implementation of the Plan.

This effort will be led by the Departments of Parks, Recreation and Waterfront and Permitting & Inspections. It will involve the work of the Conservation Board, Conservation Legacy Program, and the Parks Commission. Ultimately, adoption of the re-write will be via the City Council. The Consultant(s) will be working under the direction of the Department Parks, Recreation, & Waterfront and Permitting & Inspections staff throughout the development of the project. The Consultant(s) will also be expected to independently collaborate with other relevant City Departments in order to gather and synthesize relevant information.

A. Anticipated Work Tasks:

Task 1: Public process and outreach

- Mechanisms to solicit, collect and synthesize public comments using a variety of media including but not limited to establishment of online presence with dedicated webpage, social media, and printed materials;
- Informational meetings with Neighborhood Planning Assemblies, stakeholder groups and the general public; and
- Public meetings (in-person and/or remote) with policy-making bodies including the Conservation Board, Parks Commission, & City Council.

Task 2: Draft and Final Document Production

- Assembly of data/information garnered in Task 1 and production of a final product in the form of a rewritten Urban Forestry Plan suitable for adoption by the City Council as the guiding document for management of the city's urban forests.
- Collaboration with other experts hired as part of the process may be required.

B. Responsibilities of the City:

- i. Provide access to all available relevant geographic information, databases, plans, reports, studies and maps;
- ii. Provide assistance and oversight of analysis as necessary; and
- iii. Assist with coordination and execution of public process and outreach, including, but not limited to, translation and advertisement as needed.

C. Schedule:

- i. *Responses to this RFP must be received no later than 4:00 pm, March 27, 2023*
- ii. Selection of the consultant(s) will be complete by April 10, 2023.
- iii. Public outreach (not including adoption process) should be completed by September 30, 2023.
- iv. All data development and analysis should be completed by November 30, 2023.

- v. All materials, data, and documents prepared under this project should be provided to the City by December 15, 2023.

II. Response Format

This information must be RECEIVED by 4:00 PM March 27, 2023 to be considered. Proposals MUST be submitted in digital format (PDF) to the email address below. Applicants will receive a confirmation email once the proposals are received. Please ensure that the document is easily printable, so use regular paper formats (8 X 11, 8 X 14 and/or 11 X 17).

For questions contact:

Sophie Sauve, Parks Comprehensive Planner
 Direct Phone: (802) 865-7248
ssauve@burlingtonvt.gov

III. Consultant Selection

In selecting the Consultant, the City will use the following criteria:

Review Criteria	Weight	Max Points	Points * Weight
Overall quality of the Scope of Work	5	5	25
Qualifications/Expertise of Proposed Staff	4	5	20
Experience on similar projects	4	5	20
Ability to meet Project Schedule	3	5	15
Understanding of the Project	2	5	10
Proposal Cost	2	5	10
TOTAL			100

IV. Submission Requirements

Responses to this RFP should contain the following:

- A. A Technical Proposal (not more than 15 pages) consisting of:
 - i. A cover letter expressing interest in working with the City including identification of the principal individual(s) that will provide the requested services;
 - ii. A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
 - iii. A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
 - iv. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task;
 - v. A proposed schedule that indicates project milestones and overall time for completion;
 - vi. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list; and
 - vii. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

- B. A Cost Proposal consisting of:
 - i. A composite schedule by task of direct labor hours; and
 - ii. An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.

V. EXHIBITS

- A. Exhibit A: Draft Contract
- B. Exhibit B: Burlington Standard Contract Conditions
- C. Exhibit C: Burlington Livable Wage Ordinance Certification
- D. Exhibit D: Burlington Outsourcing Ordinance Certification
- E. Exhibit E: Burlington Union Deterrence Ordinance Certification

Bid documents include this main body of the request for proposals and all exhibits.

VI. CONTRACTING

The consultant must qualify as an independent contractor and, prior to being awarded a contract, must apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web

site: <https://www.sec.state.vt.us/>. The contract will not be executed until the consultant is registered with the Secretary of State's Office.

Prior to beginning any work, the consultant shall obtain Insurance Coverage in accordance with the Burlington Consultant Conditions (Exhibit B in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any person or entity, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

VII. AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited to those in the Burlington Consultant Conditions (Exhibit B) and the attached Draft Agreement.

VIII. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this Request for Proposals.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

XI. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XIII. DUTY TO INFORM CITY OF BID DOCUMENT ERRORS

If a bidder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any of the bid documents, including but not limited to unit prices and rate

calculations, the bidder shall immediately give the City written notice thereof. Consultants shall not cause or permit any work to be conducted that may related to the error or omission without first receiving written acknowledgment from the City that City representatives understand the possible error or omission and have approved the requested modifications to the bid or contract documents or that the consultant may proceed without any modification being made to the bid or contract documents.

XIV. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XV. PUBLIC HEALTH EMERGENCIES [Is this still needed? Check with legal.]

Bidders are advised that public health emergencies, as declared by the City, the State of Vermont, or the Federal Government, including the current pandemic of Novel Coronavirus (COVID-19), may introduce significant uncertainty into the project, including disruption of timelines or revised practices. Consultants shall consider public health emergencies as they develop project schedules and advance the work.

The City may require a public health emergency plan be submitted as part of the bid. This plan will contain:

- 1) Measures to manage risk and ensure that potential impacts to safety and mobility are mitigated in accordance with health and safety standards and guidelines proposed by local, state, and federal agencies (see attached Draft Contract, Sections 21)
- 2) A schedule for possible updates to the plan in advance of the start of work (see attached Draft Contract, Section 15); and
- 3) Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

The City will have sole discretion to approve, deny, or require changes to this plan as a condition of consideration of the bid, will retain the right to inspect all work to ensure compliance with health and safety standards, and may at any time require the consultant to stop work because of the emergency.

If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to public emergencies, including the current pandemic of Novel Coronavirus (COVID-19), will be excusable, but will not be compensable.