

REQUEST FOR QUALIFICATIONS – URBAN FORESTRY

Cuyahoga Soil & Water Conservation District (SWCD) is requesting **general statements of qualifications (SOQ)** for urban forestry and arboricultural services to implement various aspects of the Cuyahoga County Healthy Urban Tree Canopy (HUTC) Program and other Cuyahoga SWCD Urban Forestry Programs. Cuyahoga SWCD administers the HUTC program in partnership with the Cuyahoga County Department of Sustainability, Cuyahoga County Planning Commission and Cuyahoga County Board of Health.

This RFQ is available at www.cuyahogawcd.org. Qualified firms and independent contractors are to submit a digital copy to jbartley@cuyahogawcd.org no later than 4:00 PM on May 23, 2025.

SOQ are requested by the time and date specified and must clearly indicate the name, address, phone number and e-mail address for a primary contact person.

The **categories** under which the SOQ for urban forestry and arboricultural services are being requested are:

- **Category 1: Community Urban Forestry Plan Development**, including tree inventory and assessment, urban site index, and master planting design.
- **Category 2: Community Tree Planting**, including right of way, public parks, and private yards. Activities include nursery stock selection/acceptance, site preparation and finishing, soil amendment, mulch application, watering (at installation and for up to one year), staking, any initial required pruning and/or root care, installation of tree protection measures, coordination with communities.
- **Category 3: Urban Tree Canopy Maintenance**, including risk mitigation pruning, crown thinning and raising, hazardous tree removal, pest and disease prevention and treatment, and young tree training.

Cuyahoga SWCD will evaluate the submitted SOQs to determine which firms and independent contractors will be considered qualified for work under the HUTC Program. A separate Request for Proposals will be issued to qualified firms and independent contractors during the summer of 2025 for specific projects in the stated categories within Cuyahoga County, for implementation beginning in Fall 2025. Cuyahoga SWCD intends to award multiple contracts under this future RFP, with total awards ranging from \$250,000 to \$900,000.

SOQ Contents

- Each SOQ should contain a summary page indicating the following (limited to one page):
 - Name and address of firm or independent contractor
 - Name, address, phone number and email address of the primary contact person
 - An indication of which project category or categories under which qualifications are being submitted for consideration
 - Minority Business Enterprise (MBE)/Women Business Enterprise (WBE)/Disadvantaged Business or Small Business Enterprise (DBE/SBE)/Edge Certified and Veteran Owned Business (VBE) status
 - Number of offices in Cuyahoga County and number of offices in Counties adjacent to Cuyahoga County (Lorain, Medina, Summit, Portage, Geauga, Lake)
 - A brief narrative summarizing the firm's or independent contractor's history and areas of expertise

- For *each category* under which qualifications are being submitted, please provide the following:
 - Resume/qualifications and certifications (i.e. ISA, TRAQ, etc) of key staff, including home office location (up to one page each) and their capacity/availability between August 2025 and July 2026.
 - Example projects completed in the past 3 years that demonstrate the firm's or independent contractor's ability and expertise in the specified project category. Please include total project cost, a list of any subcontractors, and reference contact information for each project (up to five pages)
 - A narrative describing the firm's approach to addressing projects in the specified project category, and any other information the firm would like to provide (up to one page)

- For the following categories, provide the indicated items for those categories under which you are submitting qualifications:
 - **Category 1: Community Urban Forestry Plan Development**
 - Link to three Urban Forestry Plans completed by the firm or independent contractor in the past 3 years.
 - Indicate what software or platform is utilized for assessment.
 - **Category 2: Community Tree Planting**
 - A copy of the tree planting specifications utilized/recommended by the firm or independent contractor.
 - Indicate equipment utilized in the planting process and whether it is owned, rented or provided through a subcontract.
 - List preferred nurseries for tree stock for both ball and burlap trees and container trees.
 - **Category 3: Urban Tree Canopy Maintenance**
 - Indicate equipment utilized for tree maintenance activities and whether it is owned or rented.
 - Describe how spoils from tree maintenance activities are disposed of.

Any questions regarding this RFQ and request for prequalification applications should be submitted to jbartley@cuyahogawcd.org. Questions and answers will be posted at cuyahogawcd.org/hutc.

A pre-proposal meeting will be hosted on Zoom on April 23 at 10:00AM. Register for the pre-proposal meeting at cuyahogawcd.org/hutc.