



Main Street York dba Downtown Inc

**REQUEST FOR PROPOSALS (RFP)**

**Downtown York Tree Inventory & Urban Forestry  
Management Plan**

**ISSUED:  
July 23, 2025**

**DUE:  
August 22, 2025  
4:00 P.M. (EST)**

Email PDF Submission to: Bronley Martin  
Urban Revitalization Manager  
[bmartin@downtownyorkpa.com](mailto:bmartin@downtownyorkpa.com)

Prepared by Downtown Inc  
An affiliate of York County Economic Alliance  
144 Roosevelt Ave, Suite 100  
York, PA 17401-3333

**REQUEST FOR PROPOSALS (RFP)**

## **Tree Inventory & Urban Forestry Management Plan**

Downtown Inc is accepting proposals for a one-time contract to perform certain professional services work for a Tree Inventory & Urban Forestry Management Plan. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals should be delivered digitally and received by Bronley Martin at [bmartin@downtownyorkpa.com](mailto:bmartin@downtownyorkpa.com) no later than:

Friday, August 22, 2025, at 4:00 P.M. (EST).

If additional information is needed, please contact Bronley Martin, Urban Revitalization Manager at Downtown Inc/York County Economic Alliance at [bmartin@downtownyorkpa.com](mailto:bmartin@downtownyorkpa.com) or call (717) 771-4589

TABLE OF CONTENTS

**RFP For Downtown York Tree Inventory & Urban Forestry Management Plan**

Main Street York dba Downtown Inc

- Section 1. BACKGROUND**
  - Section 2. DESCRIPTION OF WORK**
  - Section 3. GENERAL TERMS**
  - Section 4. SCHEDULE AND BUDGET**
  - Section 5. SCOPE OF WORK**
  - Section 6. SUBMISSION REQUIREMENTS**
  - Section 7. EVALUATION OF PROPOSALS**
  - Section 8. CONTRACT FOR PROFESSIONAL SERVICES**
  - Section 9. CONTRACT FOR PROFESSIONAL SERVICES (Form)**
- APPENDICES TO CONTRACT**

NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

## SECTION 1. BACKGROUND

Downtown Inc is the trade name for a joint venture between the York Business Improvement District Authority (the “BID Authority”) and Main Street York, a 501(c)(3) not-for-profit corporation.

Together, these entities work to enhance and foster reinvestment in Downtown York. Downtown Inc is an affiliate of the York County Economic Alliance. Through this strategic partnership, Downtown Inc is able to leverage the resources and expertise necessary to further drive its mission.

This Project is funded by a grant from the Community Conservation Partnerships Program (“C2P2”) administered by the Pennsylvania Department of Conservation and Natural Resources (“DCNR”), Bureau of Recreation and Conservation (“Bureau”), using funds received through the federal Inflation Reduction Act (“IRA”). The Bureau has certain requirements and standards that must be met by Downtown Inc and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards and the successful firm must comply with all requirements and standards. The Bureau will monitor the project, and certain documents will be subject to Bureau review and approval.

## SECTION 2: DESCRIPTION OF WORK

Name: Tree Inventory & Urban Forestry Management Plan (the “Project”)

Location: York, Pennsylvania

Scope of Services:

- A. The Inventory: The selected firm will conduct a comprehensive inventory of the trees located along streets within:

Base Proposal: the boundaries of the York Business Improvement District (“BID”) and the major arterial streets within the corporate limits of the City of York (excluding US Rte. 30 and Loucks Rd). The major arterial streets (“MAS”) outside of the BID and within the corporate limits of the City of York are listed and mapped on Appendix B.

Alternate Add: Include an alternate quote for the additional cost to complete a comprehensive inventory of the trees located along all streets within the corporate limits of the City of York in its entirety.

- B. Create an Urban Forest Management Plan (the “UFMP”) based on the data collected in this inventory. The selected firm shall also assist Downtown Inc in creating a communication, education, and engagement strategy to involve the community in the execution of the UFMP.

### SECTION 3: GENERAL TERMS

1. The RFP may be obtained online at: <https://downtownyorkpa.com/request-for-proposals-tree-inventory-urban-forestry-management-plan-in-downtown-york/>
2. All questions must be submitted in writing to Bronley Martin, Urban Revitalization Manager at Downtown Inc/York County Economic Alliance at [bmartin@downtownyorkpa.com](mailto:bmartin@downtownyorkpa.com) prior to 5:00 p.m. on Wednesday, August 20, 2025. All questions received after such date and time will not be addressed. Answers to inquiries will be issued in writing via addendum to all interested parties requesting the RFP. When responding to this RFP, interested firms shall rely on written addenda only and shall not be entitled to rely upon verbal responses to inquiries.
3. All data collection must be overseen by an ISA Certified Arborist (ISA Certification Number) with local knowledge of Pennsylvania tree species and at least five (5) years of experience in the field. The successful firm shall have at least one (1) Tree Risk Assessment Qualified, Certified Arborist as designated by the International Society of Arboriculture on the team. The successful firm shall submit proof of required certifications with their proposal. Interns, volunteers, or apprentices may be involved with the data collection on this project, provided that they are supervised by an ISA Certified Arborist and the data is checked for accuracy.
4. Downtown Inc reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of Downtown Inc and the City of York, in Downtown Inc.'s sole discretion.
5. Proposers are bound by the deadline and submittal requirements for submittals in response to this RFP as stated above.
6. Proposals will remain effective for Downtown Inc's review and approval for a period of 180 days from the deadline for submitting proposals.

Each firm is encouraged to use creative approaches that it may deem appropriate to develop a high-quality plan at the lowest possible cost for the benefit of Downtown Inc and the City of York. All proposed approaches should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated herein.

### SECTION 4: SCHEDULE AND BUDGET

1. It is anticipated that the commencement of services will be authorized by December 31, 2025, following Notice to Proceed from Downtown Inc, unless extended by Downtown Inc. Notice to is anticipated to occur by September 15<sup>th</sup>.
2. Proposals should clearly set forth in detail the cost and expense for labor, material, and equipment necessary to complete the Project. Consultant proposals should factor up to five (5) meetings that may arise throughout the process.

## SECTION 5: SCOPE OF WORK

### **INTRODUCTION**

This Request for Proposals (“RFP”) is issued to qualified interested parties for proposals for the Inventory and the UFMP.

- A. The Inventory: The selected firm will conduct a comprehensive inventory of the trees located:

Base Proposal: the boundaries of the York Business Improvement District (“BID”) and the major arterial streets within the corporate limits of the City of York (excluding US Rte. 30 and Loucks Rd). The major arterial streets (“MAS”) outside of the BID and within the corporate limits of the City of York are listed and mapped on Appendix B.

Alternate Add: Include an alternate quote for the additional cost to complete a comprehensive inventory of the trees located along all streets within the corporate limits of the City of York in its entirety.

- B. Create an UFMP based on the data collected in the Inventory.

The Inventory will allow Downtown Inc catalogue and document the public tree population, provide a better understanding of Downtown Inc’s trees, and improve long-term management and growth of the local tree population within City of York. The Inventory is intended to also identify trees which should be removed and to identify smaller-scale health problems of trees in order to take proactive measures to improve the overall health of Downtown Inc’s urban forest in the most cost-effective way possible. The Inventory should identify and avoid, where possible the following, including, but not limited to: invasive species, over-used species, and other such trees which do not promote a varied and healthy urban tree population. Information must be provided using TreeKeeper and also in Excel.

The UFMP is intended to provide staff with guidance on how to proceed with the information presented in the Inventory, including but not limited to, a prioritized list of planting and removal locations and an annual pruning schedule and map. For planting information should include, but limited to, to species hardy enough for city rights-of-way strips (drought tolerant, pollution tolerant, etc.). Planting information should include length and width of planting spaces when appropriate for trees in right- of-ways strips, individual pits and boulevards or indicate a lawn area. The UFMP will also allow for a more coordinated attempt at improving tree diversity within the City of York, as the UFMP will outline a list of preferred species and species that should be prohibited. The selected firm shall also assist Downtown Inc in creating a communication, education, and engagement strategy to involve the community in the execution of the UFMP.

The scope of work includes the Inventory and an UFMP. These deliverables must include, at a minimum, the following:

### **I. Tree Inventory**

The selected firm shall conduct a comprehensive inventory of all street trees within the scope of the project. The following data shall be collected for each tree:

- GPS location
- Street address and relative location
- Land Use (i.e. residential, business zone, natural area, etc.)
- Growing Space type (i.e. street, boulevard, lawn area, park, etc.)
- Growing space dimensions (i.e. length of width of planting spaces; right-of-way strip, individual pits, boulevards or indicate a lawn area.)
- Species (common and Latin)
- Diameter at breast (standard) height (DBH)
- Single or multi-stem designation
- Condition rating including defects (roots, wounds, rot, deadwood, decay, etc.)
- Risk assessment
- Potential for and signs of root girdling
- Arborist maintenance recommendations
- Comments and notes

The GPS tree data is required to be in ESRI's GIS data format, ie.: Shapefile or Geodatabase (.gdb) format and must be able to be downloaded in an Excel file. Downtown Inc will allow additional attributes to be collected beyond what is required within the system. All data collectors must be ISA Certified Arborists. Interns, volunteers, or apprentices may be involved with the data collection on this project, provided that they are supervised by an ISA Certified Arborist and their data is checked for quality.

### **II. Urban Forestry Management Plan (UFMP)**

The selected firm shall provide the UFMP and shall include, at a minimum, the following components based on the inventory set forth above.

- Recommended and prioritized urban forest management action items based on the inventory including:
  - A description of Downtown Inc's canopy cover and composition
  - Prioritized planting locations, including replacements and new plantings
  - A cyclical pruning schedule and map
  - A list of preferred species, prohibited species, and species to be planted in limited quantities
- Short and long-term urban forest goals for a ten-year period
  - Urban forest management goals and risk mitigation
  - Canopy cover goals

- Climate change response
- Tree pruning schedules
- A plan for replacement and removals
- Mitigation of pests and diseases
- Benchmarks to ensure progress towards long-term goals.
- Specifications for planting, pruning, removals, and protection
  - Specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.)
  - Removal of invasive species, over-used species, etc.
  - Planting, information should, consider and include, species hardy enough for city rights-of-way strips, (drought tolerant, pollution tolerant, etc.)
  - Establishing a pruning and maintenance cycle so that care is regularly scheduled.
  - Protection and standards for trees in construction zones
- Required and recommended certifications, qualifications, and training for staff, contracted labor, and consultants
  - Formulating these requirements to mitigate risk, including climate impacts
- Material and budget projections and considerations
  - Short- and long-term budget projections and needs
  - A plan for replacement of equipment and resources
- Up to three (10) hours of technical assistance to Downtown Inc staff to assist staff in understanding how to use the inventory and the UFMP and to create a communication, education, and engagement strategy for the UFMP.
- The UFMP shall be submitted in Microsoft Word and PDF forms.

## SECTION 6: SUBMISSION REQUIREMENTS

All proposals must contain the following:

### **1. Respondent's Certification Form**

### **2. Letter of Transmittal**

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 5 above).
- The firm's contact person, firm name, physical address, email address and telephone number.

### **3. Profile of Firm/Project Team**

This consists of the following:

- A statement of the project team's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the

specific duties of each in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.

- A reference list of other clients of the firm for similar work completed within the last five (5) years, with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

#### **4. Methods and Procedures**

The proposal must include a detailed description of the methods and procedures the select firm will use to perform the work. Inclusion of examples of similar work is encouraged.

#### **5. Work Schedule**

The schedule must include time frames for each major work element, target dates for engagement, and dates for completion of draft and final documents. Additionally, ongoing coordination with Downtown Inc staff lead shall occur regularly throughout the process.

#### **6. Cost**

- For each major work element, the costs must be itemized showing:
  - For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
  - The reimbursable expenses included.

The itemized costs must be totaled to produce a total contract price. If awarded a contract, the successful firm will be bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs as approved by Downtown Inc.

If awarded a contract, the firm may not change the staffing assigned to the project without the approval of Downtown Inc. However, approval will not be denied if the staff replacement is determined by Downtown Inc to be of equal ability or experience to the predecessor. If approved, the change shall not entitle the firm to additional contract time or contract price.

Work may be invoiced on a monthly basis for work completed during the prior 30 days. Detailed invoices shall be submitted to Downtown Inc on or before the seventh (7<sup>th</sup>) day of the month and will be paid within thirty (30) days after receipt of the invoice. Retainage in the minimum amount of 10% of the DCNR Grant Award must be withheld until the final deliverables are approved by DCNR and all project costs are paid in full.

#### **7. Contract**

The contract form and DCNR “Nondiscrimination/Sexual Harassment Clause” is provided in Appendix A. DCNR requires that the Nondiscrimination/Sexual Harassment Clause, in its entirety be incorporated and/or attached to the contract.

## SECTION 7: EVALUATION OF PROPOSALS

Downtown Inc staff, and their solicitors, will review all proposals to determine compliance with the Submission Requirements listed in Section 3 of this RFP. Only proposals that comply with these requirements will be considered for further evaluation and Downtown Inc reserves the right to request additional information from any firm submitting a proposal.

Downtown Inc staff reserves the right to contact any party submitting a proposal after proposal opening and arrange an interview with the appropriate representatives of the applicant. As part of any interview, the applicant will be expected to make a 10-minute presentation on the applicant's credentials and planned approach to the Project. The applicant should also be prepared to answer questions at any such interview. The selection criteria and weightings for project selection (out of a total maximum score of 100) are as indicated below.

- Firm Experience (40 points maximum). Qualifications, familiarity, and experience of the firm and proposed team members.
- Technical Approach (20 points maximum). Project understanding and the consultant's approach to the planning, organizing, and execution and management of the project effort.
- Budget and Project Timeline (10 points maximum). Cost of services proposed, average hourly labor costs, and identified cost control.
- Project timeline (10 points maximum).
- Understanding of the overall project and completeness of the proposal (20 points maximum).

## SECTION 8: CONTRACT FOR PROFESSIONAL SERVICES

The selected firm will be required to execute a contract with Downtown Inc. Downtown Inc will have the right to terminate the contract at any time, with or without cause, upon (30) thirty-day notice. The contract period for the services contemplated by this Request for Proposals will commence upon awarding of the contract.

**Award; Terms & Conditions** Downtown Inc reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within (30) thirty days after the award of the proposal. Downtown Inc shall not be liable for any time and expense of preparing a response to this RFP or any information contained in proposals obtained from participating firms. Downtown Inc reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, Downtown Inc shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least twenty (20) working days before the termination date. In the event of a termination, the firm shall be entitled to just and equitable compensation for

any satisfactory work completed. All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

**Execution of the Work and Payments** Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of a consultant by Downtown Inc, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to Downtown Inc, as provided for herein. Payments shall be made to the consultant by Downtown Inc in accordance with the contract after all required services and tasks have been completed to the satisfaction of Downtown Inc.

**Equal Opportunity Employment Statement** Any business that enters into a contract for goods or services with Downtown Inc shall:

- a. Currently have or implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- b. Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- c. Comply with all applicable ordinances, statutes and regulations of the City of York, Commonwealth of Pennsylvania or Federal Government relating to Equal Employment Opportunity.

#### **SECTION 9 SPECIAL CONDITIONS**

- a. The selected firm shall have prior municipal experience in tree inventory data collection and analysis and shall provide a minimum of three (3) municipalities as references.
- b. All data collection must be accomplished by ISA Certified Arborists (ISA Certification Number) with local knowledge of Pennsylvania, Ohio, and New York tree species and at least five (5) years of experience. The successful firm shall have at least one (1) Tree Risk Assessment Qualified, Certified Arborist as designated by the International Society of Arboriculture on the team. The Contractor shall submit proof of certifications with their proposal. A list of degrees, Certifications or other documentation must be submitted by the firm, with its response as competent data collection experts.
- c. The applicant must be licensed and bonded in Downtown Inc prior to starting the project.
- d. All inventory data and draft UFMP should be submitted to Downtown Inc by December

31<sup>st</sup>, 2025 for review and comment, and final deliverables shall be delivered no later than January 20<sup>th</sup>, 2026.

e. . Downtown Inc will communicate any grant extensions with consultants to determine an amended project schedule.

f. **Applicants must submit proposals for both the Inventory and the UFMP. Failure to do so shall disqualify an applicant.**

## APPENDIX A

### NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Granter’s and each subgrantee’s, contractor’s and subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

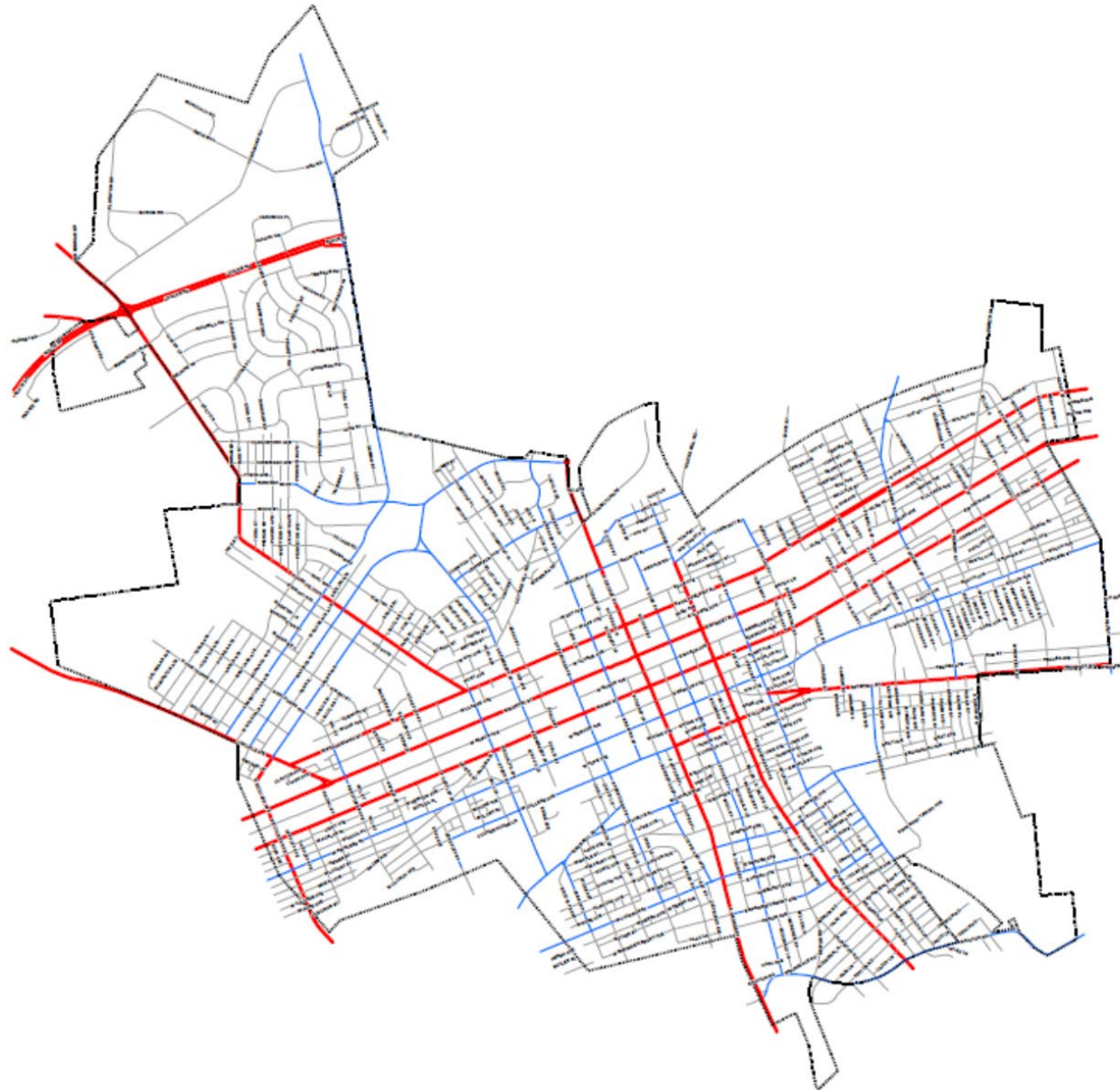
Based on Management Directive 215.16 Amended (8/2/18)

**DCNR-2021-Gen**

**Gen-GPM – 1 Rev. 8/18**

# STREET CLASSIFICATION

*City of York, Pennsylvania*



## Legend

- City Boundary
- Street Classification
- Local Collector
- Collector Street
- Major Arterial

## Major Arterial Streets

- Market St/PA Rte. 462
- Philadelphia St/PA Rte. 462
- George St/US 83BUS
- Carlisle Ave/PA Rte. 74
- Queen St/PA Rte. 74
- King St
- College Ave (from George St. to jct. Boundary Ave
- Boundary Ave
- Richland Ave. through jct. Linden Ave to Carlisle Ave./PA Rte. 74
- Roosevelt Ave (from Philadelphia St to US Rte. 30/Loucks Rd.

A digital, high resolution version of this map can be found at [here](#)

## **Appendix C**

Intentionally left blank for further additions