

Request for Proposals (RFP)

Tree Planting and Care Program for School Sites

Overview

The Mountain View Whisman School District invites qualified organizations to submit proposals for a comprehensive Tree Planting and Care Program. The program will include planting trees at every school site within the district (Bubb Elementary excluded), providing professional care and maintenance for a minimum of three years, and engaging the community through educational assemblies and activities.

Scope of Services

The selected contractor will be responsible for the following tasks:

1. Tree Planting:

- Partner with Google or similar organizations to secure free trees for the project.
- Plant an appropriate number of trees at each school site in consultation with district staff to align with site-specific needs and conditions.
- Use tree species native to California and suited to the local climate, soil conditions, and the educational objectives of the district.

2. Tree Care and Maintenance:

- Replace any trees that die within the three-year maintenance period to ensure the program's long-term success.
- Provide professional arborist services to ensure proper tree health and growth, including pruning, mulching, and pest control, as needed.
- Ensure adequate watering for three years, either through installed irrigation systems or scheduled watering services.
- Coordinate with the City to address irrigation needs and align with local water management practices.

3. Community Engagement:

- Organize community planting events to involve students, parents, teachers, local stakeholders, and members of the broader community.
- Manage community input and feedback on tree placement, including input from the City of Mountain View, recreation leagues, students, and parents, to ensure alignment with the needs and preferences of all stakeholders.
- Provide workshops or other engagement opportunities to promote the long-term benefits of urban forestry.

4. Educational Services:

- Conduct assemblies, classroom workshops, or similar educational activities for students to learn about trees, ecology, and environmental stewardship.
 - Develop age-appropriate materials to complement the district's sustainability and science curriculum.
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Proposal Requirements

Interested organizations must include the following in their proposal:

1. **Organizational Information:**
 - Description of the organization, including relevant experience in urban forestry, tree planting, and community engagement.
 - Resumes of key personnel, including certified arborists.
 2. **Technical Approach:**
 - Detailed plan for tree selection, planting, and care.
 - Description of strategies for engaging the school community and broader community, delivering educational programs, and managing feedback.
 3. **Timeline:**
 - Proposed schedule for planting, maintenance activities, and educational events.
 4. **Budget:**
 - Comprehensive budget, including costs for tree procurement, labor, maintenance, watering, and program delivery.
 5. **References:**
 - Contact information for at least three previous clients with similar projects.
 6. **Professional Service Agreement**
 - The proposer should agree to utilize the District's Professional Service Agreement attached. If there are portions they wish to change they must be submitted in writing.
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Response Timeline

- **RFP Release Date:** December 23, 2024
- **Questions Due:** January 6, 2025
- **Answers Posted:** January 8, 2025
- **Proposal Submission Deadline:** January 17, 2025
- **Selection Notification:** January 31, 2025
- **Project Start Date:** TBD

Proposals must be submitted electronically to Rebecca Westover at rwestover@mvwsd.org no later than January 17, 2025 at 5:00 pm. Late submissions will not be considered.

Evaluation and Scoring Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Maximum Points
Experience and Qualifications	20
Technical Approach	20
Community Engagement Plan	20
Educational Program Design	20
Cost and Budget Reasonableness	10
Professional Service Agreement	10
Total	100

The district reserves the right to request additional information, conduct interviews, and negotiate terms with the selected organization.

Contact Information

For questions or clarifications, please contact:

Name: Rebecca Westover

Title: Chief Business Officer

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