



Sheldon Neeley
Mayor

CITY OF FLINT, MICHIGAN Department of Public Works

Clyde Edwards
City Administrator

Rodney McGaha
Director of
Transportation

ARPA Tree Proposal

Scope of Work:

The following requested information is for the contractual period ending June 30, 2026. Contractor shall provide all labor, materials, equipment, tools, supervision, licenses and insurance required to remove, trim and plant trees located in the City of Flint (COF). The COF Representative for this project is Heather Griffin, Waste Services Coordinator, 810 766-7135, ext 2605.

Equipment shall be operated in a safe and prudent manner in accordance with all Federal, State (MIOSHA), County and Local Ordinances. A list of equipment to be used must be specified by the Contractor that will be assigned to this project as required by this agreement. The COF requires the Contractor to submit an example of how they will perform a tree service on the property, including positioning of equipment, safety precautions and how the Contractor will set up a safety zone that will protect residents and employees from harm as well as prevent property damage.

All tree trimming and removals will be completed in accordance with the **International Society of Arboriculture (ISA) and the Tree Care Industry Association (TCIA)** for health and safety.

Work shall not start before 7:00 am and shall end no later than dusk of 6:00 pm, Monday through Saturday. Work on Sunday or national holidays is prohibited unless approved by the COF Representative of the City of Flint. The Contractor shall notify the City representative no later than noon on Friday prior to the schedule for the next week.

Safety precautions shall be practiced by the Contractor to adequately safeguard all persons and property from injury or damage. All Federal, State (MIOSHA), County and Local ordinances shall apply.

Clean up and disposal of all trimming and debris shall be the responsibility of the Contractor. All work sites shall be left clean and free of trimming debris at the end of each workday. The tree lawn and turf area shall be left in a "lawn raked clean" condition upon completion of each day. Sidewalks, curbs, gutters and pavement areas will be left in a "broom cleaned" condition upon completion of work each day.

Contractor shall furnish all necessary supervision, laborers, vehicles and equipment capable of effective and efficient trim/removal of specified trees. In addition, the Contractor shall maintain onsite at all times work is being performed, a site supervisor who represents the Contractor and can adequately communicate with the City's representative both orally and in writing.

Emergency Tree Removal

The City may request vendor to remove trees that have fallen in major or local streets that impede public travel. The vendor shall be available immediately to remediate these obstacles when contacted by a designated Representative from the COF, or Department of Public Works – Transportation Division Director.

Removal Requirements

- It is the responsibility of the Contractor to contact the City of Flint Traffic Engineering Department for barricading or diversion of traffic (if necessary). Contractor must submit a traffic control plan to Traffic Engineering, along with an insurance certificate naming the City of Flint as an additional insured. No barricading support will be provided until said documentation is provided and approved.
- Contractor shall contact Traffic Engineering at 810 766-7135, ext. 2622 at least three working days prior to tree removal.
- All tree stumps must be ground down 6" – 8" and all chips must be removed. Chip removal is the responsibility of the tree Contractor.
- Please price separately for removal and restoration services (stump grinding, backfill and hydro seed). The City has the discretion to perform the restorative work for this project.

Restoration

After tree removal has been completed, restorative care may be requested. This is to include stump grinding, depressions filled with compacted top soil, fertilized and seeded (hydro seeded).

1. Fertilizer

Fertilizer shall consist of a mixture designated as 12-12-12 or approved equivalent, and shall be applied at the rate of 5 lbs. per 1,000 square feet of the area to be seeded. The fertilizer shall conform to the applicable Michigan fertilizer laws.

2. Seed Mixture and Sowing

Seed mixture and sowing. A Michigan approved Landscaper's mix of grass seed and hydro paper mulch is to be used. All seed shall be labeled according to the United States Dept. of Agriculture rules & regulations under the Federal Seed Act in effect on the date of this proposal.

The seed shall be covered by lightly raking with a steel garden rake or equivalent and rolling with a light lawn roller. The seed shall be evenly spread at the rate of 4 lbs. per 1,000 square feet of the area, or as directed COF Representative. Hydro paper mulch shall be evenly spread on top of the seeded area at a sufficient amount to protect the seed until germination.

Trimming Requirements:

Not all areas require trimming for height. Branching habit, broke and storm damaged limbs, suckers, water sprouts and deadwood are to be removed or corrected on every tree in the assigned area according to the following:

- a. Remove all dead limbs and branches, "hangers", suckers, water sprouts and broken or interfering branches. Flush cut all stubs at the branch collar.

- b. Trees requiring the removal of lower branches shall be trimmed in a manner as to keep the normal balance of height and width by selectively removing branches and limbs.
- c. Raise lower branches to obtain the following clearance heights. Trim height may vary depending upon boulevard width and species of tree. Any variance is to be approved by the Waste Services Coordinator, Heather Griffin.
 - i. Traffic Signs
 - ii. Clearance over curbs and streets – 15 feet
 - iii. Clearance over lawns, walks and drives – 15 feet
 - iv. Clearance from roof and structures – 15 feet
 - v. Provide clearance of all street lighting utility lines, and/or as instructed by the COF Representative.

Street Tree Planting Specs

Species: To promote a diverse and resilient canopy, planted street tree species shall be approved by the City of Flint or its designee prior to planting.

Planting stock: Must be at least 1.5" caliper and at least 6' in height immediately after planting.

Planting requirements: To meet or exceed ISA standards. The contractor is responsible for coordinating with Miss Dig all planting activities. No container material may remain around the root ball when planted. For example, all burlap must be removed, all of the wire basket must be removed. Root collars may need to be excavated from the root ball to determine appropriate planting depth. Trees should be planted to a depth of no deeper than the root collar, remaining level with the native soil, and the root collar shall be no higher than 1" above the native soil. All planting locations must be completely backfilled to the original soil level. Backfill must be native soil or high quality top soil.

Other specs: Sod may not be placed on top of the root ball when planting. All planting will be mulched to a depth of 3-4" of hardwood mulch extending 12" from the base of the tree and watered in with 10 gallons of water at the time of planting. All trash materials, soil, and excess sod are to be removed from the site and the site cleaned by the contractor.

Utilities

Contractor is responsible for contacting utility companies to obtain clearance/location of utilities in any tree service areas.

Contractor is responsible for contacting Miss Dig at 811 prior to proceeding with any work.

SCHEDULE OF COMPENSATION

In conformity with the terms and conditions of the contract, _____
 hereby proposes to the City of Flint the following schedule of compensation:

<u>DESCRIPTION</u>	<u>UNITS</u>	<u>UNIT PRICE</u>
Routine Annual Tree Trimming on Grid Basis	per inch dbh	\$
<u>AESTHETIC OR SERVICE REQUEST PRUNING</u>		
0-6" dbh	per inch dbh	
7-12" dbh	per inch dbh	
12-18" dbh	per inch dbh	
19-24" dbh	per inch dbh	
25-36" dbh	per inch dbh	
37" dbh & over	per inch dbh	
<u>TREE REMOVAL*</u>		
1 – 6 inches	per inch dbh	
7 – 12 inches	per inch dbh	
13 – 24 inches	per inch dbh	
25 – 36 inches	per inch dbh	
37 – 47 inches	per inch dbh	
Over 48 inches	per inch dbh	
Restoration Services (stump removal, backfill & hydro seed)	per inch dbh	
<u>EMERGENCY RESPONSE</u>		
<u>3-person crew with equipment</u>		
(evening, weekend, or holiday call-out)	per hour	

**Tree Removal may include restorative services (grinding of stump, backfill and hydro seeding).*

NUMBER OF CREW MEMBERS:

EQUIPMENT TO BE USED:

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in () days ARO (after receipt of order).

Payment Terms: _____ Delivery Dest.: _____ Fed. ID #: _____
(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

COMPANY NAME (Respondent): _____

(Printed)

ADDRESS : _____

CITY/STATE/ZIP : _____

PHONE : _____ FAX: _____

EMAIL : _____

PRINT NAME and Title : _____
 (Authorized Representative)

SIGNED : _____ DATE: _____
 (Authorized Representative)

LIST OF EQUIPMENT