



# **Request for Proposals for Tree Maintenance Removal, Pruning, Stumps & Planting**

Proposals Due: April 3, 2026  
Time: 10:00 a.m.

|            |                      |
|------------|----------------------|
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City of Falls City, NE  
2307 Barada Street  
Falls City, NE 68355

**REQUEST FOR PROPOSALS FOR TREE REMOVAL, TREE PRUNING, STUMP REMOVAL AND TREE  
PLANTING FOR CITY OF FALLS CITY**

**SECTION 1 – GENERAL INFORMATION**

**Intent**

This document solicits Requests for Proposals (RFP) to complete Tree Maintenance (removals, pruning, stump removal) in the public right-of-way and on public properties for the City of Falls City, NE. The certified arborist company chosen for the project will be required to have an International Society of Arboriculture (ISA) professional certification. The City intends to award one contract but reserves the right to award multiple contracts if deemed in the City’s best interest.

**Community Background**

The proposed 2025 Community Forest Improvement project will allow the City to complete needed maintenance of park and street trees on public properties. The project will be managed by the Falls City Parks & Recreation Director and includes proper pruning, removals (including stump grinding), and long-term maintenance. Each diseased or dying tree removed will be replaced with a species selected with guidance from the Nebraska Forest Service to promote diversification.

A recent inventory of municipal street and park trees identified approximately 22 trees requiring removal and 597 requiring pruning or trimming. These trees are shown on the attached maps.

The contractor shall verify tree conditions prior to work. Removal is limited to City-identified trees unless additional hazards are found and approved in writing. One replacement tree must be planted for each tree removed, within designated project sites, though not necessarily at the same location. The City will supply all replacement tree stock in coordination with the contractor, who will be responsible for proper installation and establishment per project specifications.

**Contract Administration**

Address all correspondence regarding this RFP to:

Briar Burr  
Parks & Recreation Director  
2307 Barada St.  
Falls City, NE 68355  
[b.burr@fallscityne.us](mailto:b.burr@fallscityne.us)

Any changes to this RFP will be issued in the form of written addenda and posted on the City’s website. It is the responsibility of proposers to ensure receipt of all addenda prior to submission.

**Submittal of Proposal**

Submittals will be accepted until Friday, April 3, 2026, at 10:00 am. Please provide three (3) paper copies or one (1) electronic pdf copy of the proposal for the evaluation process using the information listed under “Contract Administration”.

**Proposal Validity:** Proposals shall remain valid for ninety (90) days following submission deadline.

**Acceptance of Proposal Contents:** The contents of this RFP will be included as part of the contractual obligations if a contract ensues.

## **SECTION 2 – SCOPE OF SERVICES**

Pruning, Tree Removal, Stump Grinding and Tree Planting project sites:

Site 1: Dallas Jones Park/Promenade Park (77 trees)

- a. Potential Removals – 4 Trees (199036, 199035, 175415, 361399)
- b. Pruning – Remaining trees within project boundaries (Approx. 73 trees)

Site 2: Grandview Park (48 trees)

- a. Potential Removals – 5 Trees (179909, 228130, 228096, 228127, 136341)
- b. Pruning – Remaining trees within project boundaries (Approx. 43 trees)

Site 3: City Hall/Legion Park/Water Tower Mini Park (35 trees)

- a. Potential Removals – 6 Trees (371478, 371479, 125058, 217505, 172375, 203248)
- b. Pruning – Remaining trees within project boundaries (Approx. 29 trees)

Site 4: Prichard Auditorium/Old City Hall/Pioneer Park (41 trees)

- a. Potential Removals – 3 Trees (135998, 213795, 163305)
- b. Pruning – Remaining trees within project boundaries (Approx. 38 trees)

Site 5: Downtown Revitalization Zone/Falls City Library (28 trees)

- a. Potential Removals – 4 Trees (361429-361432)
- b. Pruning – Remaining trees within project boundaries (Approx. 24 trees)

Site 6: Steele Cemetery (368 trees)

- a. Pruning - All trees in project boundary (Approx. 368 Trees)

**Tree Planting:** Planting approximately 22 trees at various locations on municipal properties and public parks at locations determined by the parks board. Species will be provided by the city.

- Trees must be balled and burlapped with adequate soil and roots for healthy growth. All trees must be clearly tagged by the nursery with the common name listed on the proposal. Planting hole must be 2–3× wider than root ball.
- Uppermost structural roots must sit within top 2 inches of soil (NSA pg. 9).
- Mulch 2–3 inches, kept away from trunk flare and stake as necessary.
- Planted in accordance with Nebraska State Arboretum specs for NRA IRA Agreement
- All planted trees shall carry a one (1) year warranty from date of installation; contractor shall replace any tree that fails within that period at no cost to the City.

**Other Project Responsibilities:** The proposer is also required to include the following for this project:

- Before project photo inventory of work area trees.
- Project kick off meeting to be held with the Proposer, Parks & Rec Director, and PlantNebraska/NE Forest Service to walk through timeline and procedures, etc.
- Call Nebraska 811 prior to any stump grinding or planting for utility locates.
- Project arborist to develop recommendations for regular, ongoing general maintenance to ensure long term tree health in the project site.
- Post project photo inventory of work and updating the tree inspection attributes in the Tree Plotter GIS system for the City of Falls City Tree Inventory

**Project Timeline:** April 13, 2026–December 31, 2027. Award is expected April 6, 2026. Project meetings will be held to review the project and coordinate pre- and post-work tree and pruning photos. Upon completion, a PlantNebraska/NE Forest Service representative will inspect the work. After approval, the Contractor must submit required tree planting and/or pruning reports; this reporting is required for project funding.

### **SECTION 3 – PROPOSAL INFORMATION**

The proposal submitted shall include the provided “proposal form” with cover letter containing the information requested below. The submittal should follow the Table of Contents below:

1. **General Information:** Provide info/history about the company/contractor (less than 1 page)
2. **Project Understanding:** Include a summary of the company/contractor’s understanding of what is required (less than 1 page).
3. **Project Approach:** Provide, in detail, specific methods that will be used to complete all tasks.
4. **Proposed Project Team & Experience**
  - a. Identify person(s) involved in this project and what their specific roles will be. An ISA Certified Arborist must supervise the project, please include copy of license or ISA#.
  - b. Describe similar projects completed in the last five (5) years. Please provide individuals specific roles in these projects as well as references and contact information for each.
5. **Schedule:** Provide a schedule from start to completion including a list of tasks and milestones along with approximate dates and deliverables of each.
6. **Additional Information:** Any other relevant information that may be useful for this project.
7. **Cost:** Please provide a breakdown of costs for each specific task and the total cost for the project. The quantities listed in Section 2 are estimates based on the most recent inventory and are provided for pricing purposes. Actual quantities may vary; however, total compensation shall not exceed the awarded “Not to Exceed” amount without written authorization from the City. Proposal form included. Proposals that do not include a “Not to Exceed” cost will be disregarded with no further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time that they will need to spend on the project.
8. **General Conditions:**
  - a. The City of Falls City may reject any proposal that does not clearly demonstrate compliance. Any deviations must be fully explained and will be considered if they align with the intent of the specifications and serve the City’s best interests.
  - b. All proposals received after the time stated in the Notice to Proposers may not be considered and will be returned unopened to the Proposer. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the City. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having their proposal deposited on time at the place specified.
  - c. The submission of a proposal will be construed to mean that the proposer is fully informed as to the extent and scope of work.
  - d. The quantities listed in Section 2 are estimates based on the most recent inventory and are provided for pricing purposes. Actual quantities may vary; however, total compensation shall not exceed the awarded “Not to Exceed” amount without written authorization from the City.

9. **Evaluation Criteria:** Proposals will be evaluated using the following criteria:

- a. Experience and Qualifications (25%)
- b. Qualifications of Project Arborist and Key Personnel (20%)
- c. Project Approach and Methodology (20%)
- d. Project Schedule and Capacity (15%)
- e. Cost Proposal (20%)

10. **Right to Negotiate:** The City reserves the right to negotiate final scope, pricing, and contract terms with the selected proposer prior to final contract approval.

11. **Award:** The City of Falls City reserves the right to waive any informality or to reject any or all proposals. Awards will be made to the proposer whose proposal is determined to be in the best interest of the City. No contract hereunder shall, either in whole or in part, be assigned, transferred, conveyed, sublet or otherwise disposed of to any other person, company or corporation unless approval is first obtained in writing from the City of Falls City. A contract may be cancelled at the successful proposer's expense upon non-performance of contract.

This project is contingent upon grant funding. The City reserves the right to modify scope or cancel the project in whole or in part if funding is reduced or withdrawn. The City reserves the right to terminate the contract for cause or convenience upon written notice.

12. **Work Performance & Site Restoration:** The successful proposer shall remove and dispose of all debris generated under this RFP and leave each site clean and hazard-free. Unless otherwise specified, removed materials become the property of the proposer.

As an alternate, the City requests pricing for a hybrid option in which the City assumes responsibility for debris removal and stump grinding. Under this option, the contractor shall complete pruning, stage debris for City pickup, fell and section removals, and cut stumps flush with grade. The City will perform stump grinding and final debris removal.

On-site storage requires City approval and is at the proposer's risk. Work shall be completed promptly with minimal disruption and coordination as needed. Payment will be made monthly upon itemized invoice, with final payment subject to City and grant administrator approval.

13. **Guarantees by the Successful Proposer:**

- a. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful proposers.
- b. To carry adequate insurance to protect the City from loss in case of accident, fire, theft, etc.

14. **Insurance Requirements:** General Liability Insurance, with limits of no less than \$1,000,000 each occurrence and \$2,000,000.00 annual aggregate limits. The City of Falls City shall be named as an additional insured on the policy. The insurance policy shall be written on a primary and non-contributing coverage basis, including any self-insured retentions. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against the City of Falls City, its assigns, officers, employees, representatives and agents.

Workers' Compensation and Employers Liability Insurance, covering operations in Nebraska State. Policy shall include all employees, volunteers, owners/partners and provide statutory Workers Compensation limits. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against City of Falls City, its assigns, officers, employees, representatives and agents.

Certificates of insurance must be provided prior to contract execution and prior to commencement of work.

**SECTION 4 – PROPOSAL FORMS**

The following documents are attached to and made a Condition of this Proposer:

| Document            | City of Falls City | Proposer             |
|---------------------|--------------------|----------------------|
| Cover Letter        |                    | Return with Proposal |
| Information Sheet   | Provided           | Return with Proposal |
| Insurance Statement | Provided           | Return with Proposal |
| Proposal Form       | Provided           | Return with Proposal |

**INFORMATION SHEET**

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## INSURANCE STATEMENT

### Insurance Requirements

**General Liability Insurance**, with limits of no less than \$1,000,000 each occurrence and \$2,000,000.00 annual aggregate limits. The City of Falls City shall be named as an additional insured on the policy. The insurance policy shall be written on a primary and non-contributing coverage basis, including any self-insured retentions. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against the City of Falls City, its assigns, officers, employees, representatives and agents.

**Workers' Compensation and Employers Liability Insurance**, covering operations in Nebraska State. Policy shall include all employees, volunteers, owners/partners and provide statutory Workers Compensation limits. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against City of Falls City, its assigns, officers, employees, representatives and agents.

**Comprehensive Automobile Policy**, with limits no less than \$1,000,000 Bodily Injury and Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicles. The policy shall be written on a primary and non-contributing coverage basis. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against City of Falls City, its assigns, officers, employees, representatives and agents. The City of Falls City shall be named as an Additional Insured on the policy.

**Umbrella Liability**, with limits no less than listed below, including coverage for General Liability and Automobile Liability. The City of Falls City shall be named as an Additional Insured on the policy. The insurance policy shall be written on a primary and non-contributing coverage basis, including any self-insured retentions. To the extent permitted by Nebraska law, the proposer waives all rights of subrogation or similar rights against the City of Falls City, its assigns, officers, employees, representatives and agents.

| <u>Contract/Project Value</u> | <u>Limit of Umbrella</u> |
|-------------------------------|--------------------------|
| Coverage Up to \$500,000      | \$1,000,000              |
| \$500,001 to \$750,000        | \$2,000,000              |
| \$750,001 to \$1M             | \$3,000,000              |
| \$1M to \$3M                  | \$5,000,000              |
| \$3M to \$5M                  | \$10,000,000             |

Certificates shall provide that thirty (30) days written notice, by registered mail with return receipt requested, prior to cancellation or expiration be given to the City of Falls City. Policies that lapse and/or expire during term of work shall be recertified and received by the City of Falls City no less than thirty (30) days prior to expiration or cancellation.

Proposer agrees as follows – please mark appropriate box:

- Insurance Certificate as requested is attached.
- I certify that I can supply insurance as specified if awarded the proposal.
- Insurance Certificate filed on (date): \_\_\_\_\_

Failure to provide specified insurance shall disqualify proposer

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Authorized Signature

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Date

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Print Name

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Company Name & Title

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Name of Proposal

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Date of Opening

**PROPOSAL FORM**

Note: Unit prices shall include labor, equipment, mobilization, disposal, traffic control, insurance, and incidentals required to complete the work.

| <b><u>Bid Option A</u><br/>Full service completed by contractor</b> | Item for Bid  | Cost per Unit (Rate) |
|---|---|----------------------|
|   | Tree removal dbh < 16"  |                      |
|   | Tree removal dbh 17"-25"  |                      |
|   | Tree removal dbh 26"-30"  |                      |
|   | Tree removal dbh 31"-36"  |                      |
|   | Tree removal dbh 37"-50"  |                      |
|   | Tree removal dbh >50"   |                      |
|   | Tree Pruning - Per Tree (Municipal Maintenance Pruning - ANSI A300) |                      |
|   | Stump Removal - Per Inch (measured at ground line dia.)             |                      |
|   | Tree Planting (B&B, 2-3" dbh)                                       |                      |

**Bid Option A - Not to Exceed Total:** \_\_\_\_\_

| <b><u>Bid Option B</u><br/>(Hybrid) - Falls City completes stump grinding and performs pruning clean-up</b> | Item for Bid  | Cost per Unit (Rate) |
|---|---|----------------------|
|   | Tree removal dbh < 16"  |                      |
|   | Tree removal dbh 17"-25"  |                      |
|   | Tree removal dbh 26"-30"  |                      |
|   | Tree removal dbh 31"-36"  |                      |
|   | Tree removal dbh 37"-50"  |                      |
|   | Tree removal dbh >50"   |                      |
|   | Tree Pruning - Per Tree (Municipal Maintenance Pruning - ANSI A300) |                      |
|   | Tree Planting (B&B, 2-3" dbh)                                       |                      |

**Bid Option B - Not to Exceed Total:** \_\_\_\_\_