



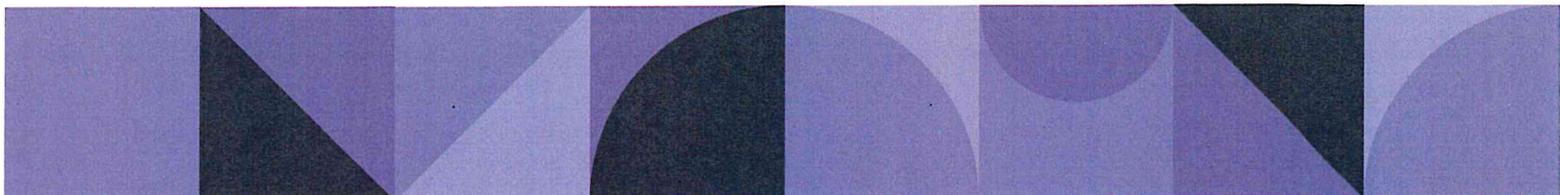
**DOWNTOWN DENVER BUSINESS IMPROVEMENT DISTRICT (DDBID)  
REQUEST FOR PROPOSAL FOR  
DISTRICT-WIDE PROFESSIONAL TREE CARE SERVICES**

The Downtown Denver Business Improvement District (DDBID), an improvement district funded by commercial property owners to enhance the environment of Downtown Denver, is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms to manage and maintain trees throughout the DDBID service area. Proposals are **due by 4:00 p.m. MST on May 7, 2021**, and should be submitted to the DDBID in care of the Downtown Denver Partnership (DDP), the organization contracted by the DDBID to manage District operations. DDBID will accept proposals based on the scope of work matrix referenced in Table 2 of the RFP and its Exhibits A through H. The RFP contains two separate tables that will aid respondents in completing their proposal narrative, execution plan, and budget. Table 1 makes quick reference to topics to discuss in the three sections of the proposal: Opening Narrative, Execution Plan for the Scope of Work/Service Calendar, and the Budget Plan. Table 2 offers a quick break down of the overall Scope of Work based on the District/Area and the expectations of work. Respondents may use the format in Table 2 to present their overall budget.

A selection team of four members, made up of representatives from the DDBID Board of Directors and DDP staff, will evaluate each of the proposals based on the following criteria:

1. Demonstrated ability of the firm in general and in managing and maintaining a large number of trees, including coordinating, scheduling, monitoring, reporting, and attention to detail;
2. Ability of the firm to assume contract responsibilities and to perform them in a timely and cost-effective manner;
3. Flexibility to provide services in an environment of complicated networks of transportation systems and a continually evolving public realm.
4. Background knowledge relating to the scope of work and arboricultural practices, and demonstrated ability and experience of management and employees;
5. Demonstrated commitment to incorporate carbon-reducing and environmentally conscious practices including but not limited to prioritizing Plant Health Care (PHC), Best Management Practices (BMPs), and organic products;
6. Demonstrated ability to be in possession of sufficient staff and equipment necessary to fulfill the provisions of this proposal;
7. Responsiveness to the RFP, capability of performing all required tasks. This includes evaluating any suggested changes to methods of operation or modifications to this RFP which might allow for cost savings during the term of the Agreement;
8. Willingness to provide transparent reporting and metrics of materials and resources used for evaluating progress toward year over year goals;
9. Overall cost for the provision of services.

Questions regarding the proposal may be submitted in writing by e-mail by March 10, 2021, end of business, to [vmartinez@downtowndenver.com](mailto:vmartinez@downtowndenver.com). The question(s) and response(s) will be shared with all who request to be notified.



Finalists may be invited to interview with the selection committee. The interviews are scheduled to be conducted the week of June 7, 2021. Notification of contract award is expected to be completed by June 30, 2021.

Due to the uniqueness and scale of this contract it is strongly recommended that all Proposers visit the 16<sup>th</sup> St Mall, 14<sup>th</sup> St GID, California St, as well as the rest of the DDBID area prior to submitting a proposal. A "Pre-BID" meeting will be held virtually on February 24, 2021, beginning at 1:00 p.m. The meeting will include an overview of the DDBID and the Tree Health Program. The Operations Manager will conduct this meeting and be available to answer questions. You can register for the meeting here: <https://www.cvent.com/d/2jqOpj>

Please be advised that the Board of Directors of the Downtown Denver Business Improvement District reserves the right to reject any and all proposals.

Proposal can be mailed or delivered by courier or in person\* to:

Vincent Martinez, AICP  
Senior Manager, Downtown Operations  
Downtown Denver Partnership  
1515 Arapahoe Street, Tower 3, Suite 100  
Denver, Co 80202

*\*State and City COVID-19 restrictions may prevent an in-person drop off option. If you plan to drop off, please contact Vince Martinez prior to doing so.*

Proposals must be received at the DDP office no later than **4:00 p.m. MST on May 7, 2021.**

Thank you for your interest in ensuring Downtown Denver continues to be a welcoming and vibrant community asset.



Beth Moyski  
Vice President, Special Districts  
Downtown Denver Partnership  
On Behalf of the Downtown Denver BID Board of Directors

*DOWNTOWN DENVER BUSINESS IMPROVEMENT DISTRICT (DDBID)  
REQUEST FOR PROPOSAL FOR  
DISTRICT-WIDE PROFESSIONAL TREE CARE SERVICES*

*Introduction*

The Downtown Denver Business Improvement District (DDBID) is a public organization funded by commercial property owners. Through annual assessments paid to this quasi-governmental entity, DDBID property owners fund a series of district-wide programs that enhance the environment of Downtown Denver, including cleaning and maintenance efforts, safety initiatives, tree health services, the district-wide flower planting program, targeted visitor marketing, economic development, activation of Skyline Park and holiday programs. The DDBID contracts with the Downtown Denver Partnership for management services. The DDBID's boundaries extend from Colfax Ave and Speer Boulevard to 20<sup>th</sup> Street, and from Wewatta Street to Grant Street.

In addition, the DDBID has contracted to provide these same services, or a portion thereof, to entities that may or may not be part of the DDBID. Examples of this include but are not limited to: the 14<sup>th</sup> Street General Improvement District (14<sup>th</sup> St GID) and the Central Platte Valley Consolidated Metropolitan District. The DDBID is seeking a professional tree care company (hereafter referred to as the Contractor) to provide arboriculture care and treatments for the trees within in the DDBID's boundary and within its "Tree Health Program."

*About the Tree Health Program*

Tree health and growing downtown's urban forest have been priorities for the DDBID since the City and County of Denver, Denver Civic Ventures Inc, and the Downtown Denver Partnership collaborated on a visionary strategic plan, *The Downtown Area Plan* (2007). The plan outlines strategies to move Downtown toward being more prosperous, walkable, diverse, distinctive, and a green city, including the need for a robust tree canopy.

The Tree Health Program began in 2013, originally named the "Elevate your Trees" program, in which property owners within the District could hire the DDBID for tree health services including integrated pest management (IPM), fertilization, organic soil enhancers, watering, and more. The program grew from 15 to 40 clients within three years. The success of the program indicated that trees were a priority for DDBID property owners. In 2018, the DDBID converted the "Elevate your Trees" program to the "Tree Health Program." With this change, the program took over the maintenance and care for all trees in front of commercial properties within the District, allocating annual spending for tree maintenance into its operating budget. According to Denver City Ordinance, tree maintenance is the responsibility of the adjacent property owner, which therefore results in an individualistic approach to maintenance. This change to the program helps to support a healthy tree canopy by putting all downtown trees under a centralized care system. Services in the past have included four (4) yearly IPM (inspections, treatments, treatments as needed), one (1) fertilization treatment, one (1) organic soil enhancer, one (1) soil remediation, and pruning on a five-year cycle; however, for this RFP the Contractor is not beholden to these services and is encouraged to devise a treatment plan best suited to tackle tree health challenges in the urban environment. Property owners can still contract with the DDBID for services above the services provided. Today, the DDBID cares for approximately 1,830 trees in the right-of-way and has over 40 clients that contract for enterprise services.

The Tree Health Program is broken down into several areas:

- DDBID managed areas – the 16<sup>th</sup> St Mall from Broadway to Wynkoop, Curtis St between 14<sup>th</sup> St and 16<sup>th</sup> St, California St between 14<sup>th</sup> St and 17<sup>th</sup> St, and Larimer St between 15<sup>th</sup> and

- 16<sup>th</sup>, east side only, 16<sup>th</sup> and 17<sup>th</sup> east side, and ½ block on west side closest to 17<sup>th</sup> St.
- 14<sup>th</sup> St General Improvement District (GID) – 14<sup>th</sup> St from Colfax Ave to Market St.
- DDBID Greater District – all other commercial properties in areas not indicated above.
- Enterprise – individual properties.

Tree care within the DDBID managed areas, 14<sup>th</sup> St GID, and DDBID Greater District are funded through annual assessments paid to the DDBID. Enterprise areas are properties that fall into one of the following categories:

1. A DDBID-assessed property that chooses to pay for additional services above those provided;
2. A property that does not pay DDBID annual assessments – this could be a property outside of the DDBID boundary or a non-commercial property within the boundary – and opts for services through the THP; or
3. A property that chooses to contract with the DDBID for care of trees on private property.

Please see Table 2 “Scope of Work Matrix” for expectations and details pertaining to each area.

The district-wide professional tree care services contract is for one year with the potential for four additional years. The Contractor may subcontract out as they see fit for the contract needs.

### *Performance Standards & Quality Control*

The expectation of the DDBID is one of service and safety with the intent of providing Downtown Denver with a clean, safe, and welcoming place for people to live, work, and visit.

Compliance will be monitored on a regular basis by the DDBID Manager, Downtown Operations and Operations team staff. Contractor will meet with the Manager, Downtown Operations in the DDBID and any other contracted service area as needed to monitor and discuss compliance. The Contractor must perform quality control for all services provided under this contract. The Contractor shall report on the services performed, amount of water used, and amount and type of product used on a quarterly basis. The report will be due 30 days after the end of the quarter.

In the case of deficient work, the DDBID reserves the right to hire external contractors to complete said deficient work and charge back the Contractor.

It is expected that the Contractor will employ team members who are customer service oriented, independent, trustworthy, friendly, and willing and able to interact and converse with those who work, live, and visit Downtown Denver.

### *Proposal Requirements*

The DDBID is asking respondents to this RFP to provide responses in three sections: Opening Narrative, Execution Plan, and Budget. A summary Cover Letter, maximum 2-pages, is encouraged with final proposal. Respondents are also required to acknowledge both the insurance requirements as well as the understanding that payment for services is based on a monthly billing cycle and a 30-day payment period for contracted Scope of Work services. Both acknowledgements can be made in either the Cover Letter or opening narrative of their proposal.

Table 1 below, provides respondents examples of topics to address in each of the sections of their proposal. Respondents are encouraged to provide supporting photos, client quotes from recommendations and hyperlinks to online reviews for services to similar contracts as attachments.

Table 2 outlines the Scope of Work of this contract broken down by district and season. Respondents

are encouraged to use the information as each develops their services calendar and execution plan and discusses their ability to meet the requirements of the contract's scope.

*Important Dates:*

Event	Date
RFP Issued	February 5, 2021
Pre-BID Meeting	February 24, 2021
Last Date for Questions	March 10, 2021
Response to Questions Due	March 17, 2021
Proposals Due	May 7, 2021
Finalists Interviews	Week of June 7, 2021
Contractor Selection	June 30, 2021
Start Services	January 1, 2022

To ensure equal access to all respondents' questions, all questions must be submitted by email by deadline date above to:

Vincent Martinez, Senior Manager, Downtown Operations. [vmartinez@downtowndenver.com](mailto:vmartinez@downtowndenver.com)

The BID will make responses to all questions available by the above deadline date as an attachment to the original RFP.

The final proposal package must include one bound printed copy with all attachments and an electronic copy of the proposal and any supplemental information on a USB drive. **Proposal package is due by 4:00 PM MDT, May 7, 2021.** Proposal packages can be submitted by Mail or in person to\*:

Vincent Martinez, Senior Manager BID Operations  
Downtown Denver Partnership  
1515 Arapahoe Street, Tower 3, Suite 100  
Denver, CO 80202

*\*State and City COVID-19 restrictions may prevent an in-person drop off option. If you plan to drop off, please contact Vince Martinez prior to doing so.*

The contractor may familiarize themselves with our organization and work at [www.downtowndenver.com](http://www.downtowndenver.com).

*Table 1: Proposal Layout Guide*

Section	Description
Opening Narrative	<ul style="list-style-type: none"> <li>• Firm Name and History</li> <li>• Company headquarters location</li> <li>• Contact person for proposal and contact information at local office level.</li> <li>• Ownership and proposed Management Team introductions.</li> <li>• Subcontractor Name and History, if any.</li> <li>• Brief summary of understanding of proposal.</li> <li>• Description and history of similar work experience in the Denver/Front Range region for both contractor and subcontractor(s), including experience in BIDs, municipality, and/or public, large area landscaping and maintenance services.</li> <li>• Please list three most recent contracts and manager of the contract and contact information.</li> </ul>
Execution Plan for Scope of Work Matrix (Table 2)	<ul style="list-style-type: none"> <li>• Team structure (i.e. management team, division of field duties)</li> <li>• List of staff that will be assigned to contract and qualifications/certifications/licenses, including any subcontractor staff.</li> <li>• List of equipment to be used for this contract.</li> <li>• Use of carbon reducing equipment and environmentally conscious products.</li> <li>• Proposed scheduling to ensure health and vigor of trees.</li> <li>• Description of services provided, including product information, understanding of treatment needs and pruning needs of trees in various life stages, and pruning approach.</li> <li>• Acknowledgement of 16<sup>th</sup> St Mall reconstruction project, explanation of understanding of the project, and description of maintenance of a semi-monoculture of trees (see Exhibit H).</li> <li>• Acknowledgement of Urban Forest Initiative and proposed plan for scaling up services as trees are added through the program (see Exhibit G).</li> <li>• Proposed plan to address worker safety and downtown's unique parking constraints.</li> <li>• Acknowledgement of reporting requirements.</li> <li>• Understanding of the City permit processes and rules relating to work in the public right-of-way.</li> </ul>
Budget**	<ul style="list-style-type: none"> <li>• Itemized estimated cost for each service broken down by area outlined in Table 2: Scope of Work Matrix.</li> <li>• Estimated cost to add one tree to the DDBID Greater District.</li> <li>• Cost of individual services.</li> <li>• Cost for tree planting/installation (3" caliper).</li> </ul> <p><i>**DDBID may call on the Contractor to provide documentation of prevailing wage to City auditor</i></p>
Attachments	<ol style="list-style-type: none"> <li>1. Audited or reviewed financial statements for two most recent fiscal years.</li> <li>2. Testimonial promotional material or up to three letters of reference.</li> <li>3. Brief resumes of anticipated management team and staff to be assigned.</li> <li>4. Sample of your agreement for services.</li> </ol>

*Table 2: Scope of Work Matrix*

District/Area	Description and Expectations
<p>DDBID managed areas  (the 16<sup>th</sup> St Mall from Broadway to Wynkoop, Curtis St between 14<sup>th</sup> St and 16<sup>th</sup> St, California St between 14<sup>th</sup> St and 17<sup>th</sup> St and Larimer St, between 15<sup>th</sup> and 16<sup>th</sup>, east side only, 16<sup>th</sup> and 17<sup>th</sup> east side, and ½ block on west side closest to 17<sup>th</sup> St)</p>	<ul style="list-style-type: none"> <li>• An integrated pest management (IPM) during the growing season to monitor and treat trees for damaging insects.</li> <li>• Treatments to flush excess salts that have built up in the soils.</li> <li>• Treatments to increase the amount of organic matter within the soil.</li> <li>• A soil health regimen which includes macro and micronutrient to stimulate soil microbial activity.</li> <li>• Pruning of trees to mitigate risk, provide clearance per City and County of Denver and DDBID requirements, and improve tree structure in accordance with International Society of Arboriculture (ISA) Best Management practices (BMPs).</li> <li>• Ability to provide watering pricing for individual or groups of trees as needed.</li> </ul>
<p>Greater BID Area</p>	<ul style="list-style-type: none"> <li>• An integrated pest management regimen during the growing season to monitor and treat trees for damaging insects.</li> <li>• Treatments to flush excess salts that have built up in the soils.</li> <li>• Treatments to increase the amount of organic matter within the soil.</li> <li>• A soil health regimen which includes macro and micronutrient to stimulate soil microbial activity.</li> <li>• Pruning of trees to mitigate risk, provide clearance, management tree health, and improve tree structure in accordance with ISA BMPs.</li> <li>• Ability to provide watering pricing for individual or groups of trees as needed.</li> </ul>
<p>14<sup>th</sup> St GID</p>	<ul style="list-style-type: none"> <li>• An IPM regimen during the growing season to monitor and treat trees for damaging insects.</li> <li>• Treatments to flush excess salts that have built up in the soils.</li> <li>• Treatments to increase the amount of organic matter within the soil.</li> <li>• A soil health regimen which includes macro and micronutrient to stimulate soil microbial activity.</li> <li>• Pruning of trees to mitigate risk, provide clearance, management tree health, and improve tree structure in accordance with ISA BMPs.</li> <li>• Ability to provide watering pricing for individual or groups of trees as needed.</li> </ul>

*Table 2: Scope of Work Matrix*

District/Area	Description and Expectations
Enterprise	<ul style="list-style-type: none"> <li>• Ability to survey trees at specific properties and provide cost estimates.</li> <li>• Price range of tree watering based on tree diameter at breast height (DBH).</li> <li>• Price range of integrated pest management regimen.</li> <li>• Price range for treatment to flush excess salt from soil.</li> <li>• Price range for organic soil enhancer treatment.</li> <li>• Price range for fertilization treatment.</li> <li>• Price range for tree planting.</li> </ul>
Central Platte Valley Metropolitan Coordination District	<ul style="list-style-type: none"> <li>• An IPM regimen during the growing season to monitor and treat trees for damaging insects.</li> <li>• Treatments to flush excess salts that have built up in the soils.</li> <li>• Treatments to increase the amount of organic matter within the soil.</li> <li>• A soil health regimen which includes macro and micronutrient to stimulate soil microbial activity.</li> <li>• Pruning of trees to mitigate risk, provide clearance, management tree health, and improve tree structure in accordance with ISA BMPs.</li> <li>• Ability to provide watering pricing for individual or groups of trees as needed.</li> </ul>



EXHIBIT B: Map of DDBID Managed Trees

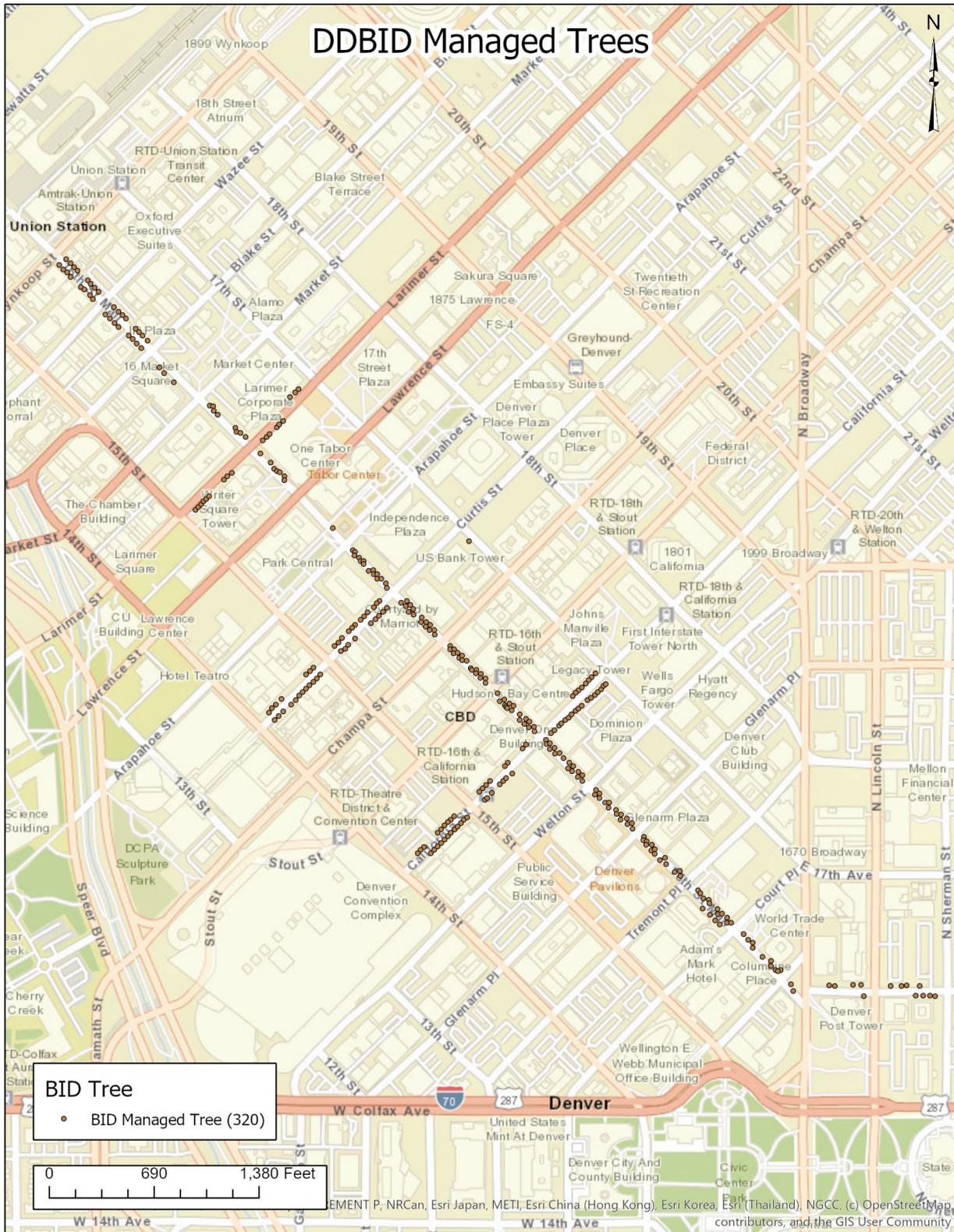


EXHIBIT C: Map of 14th St GID Trees

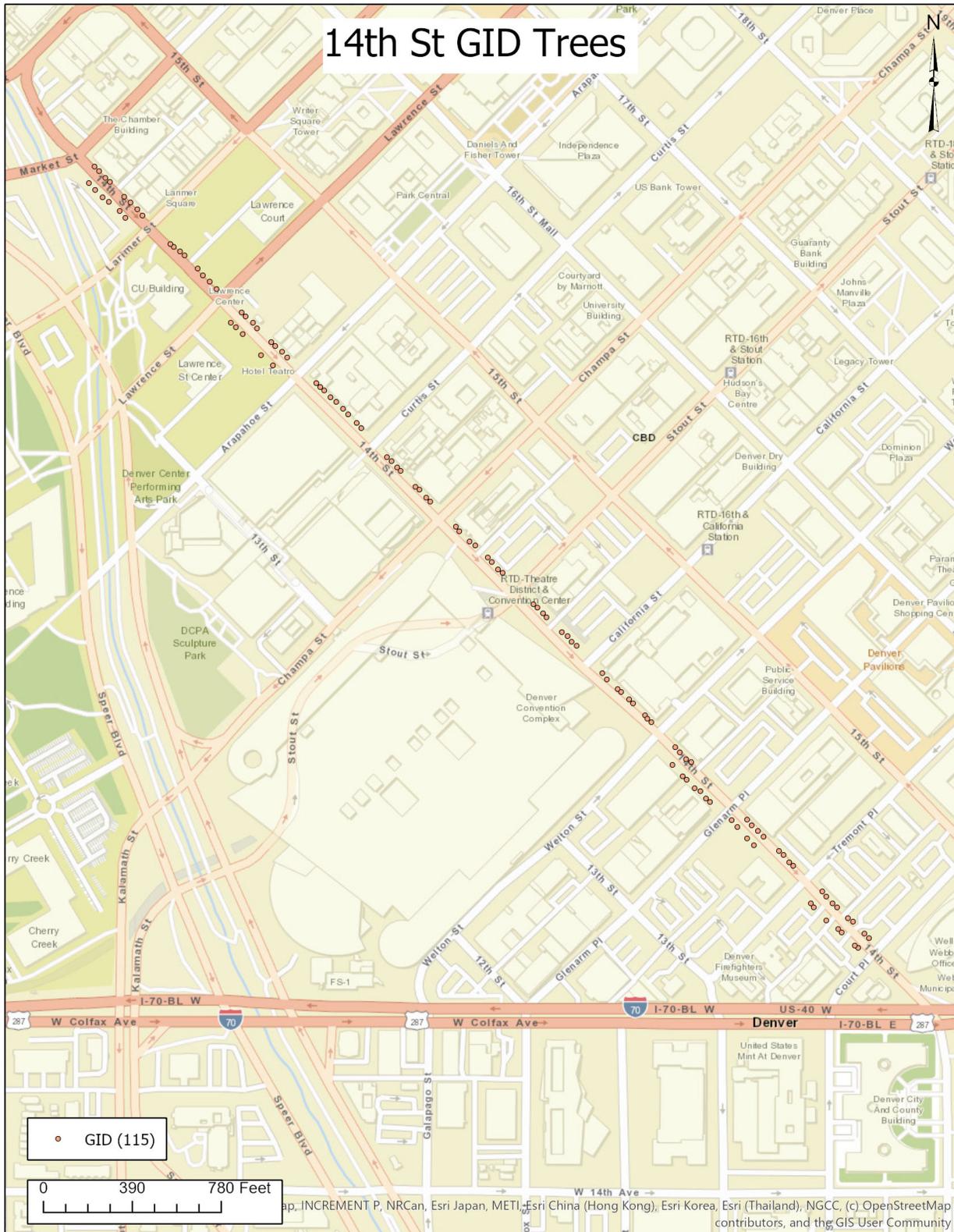
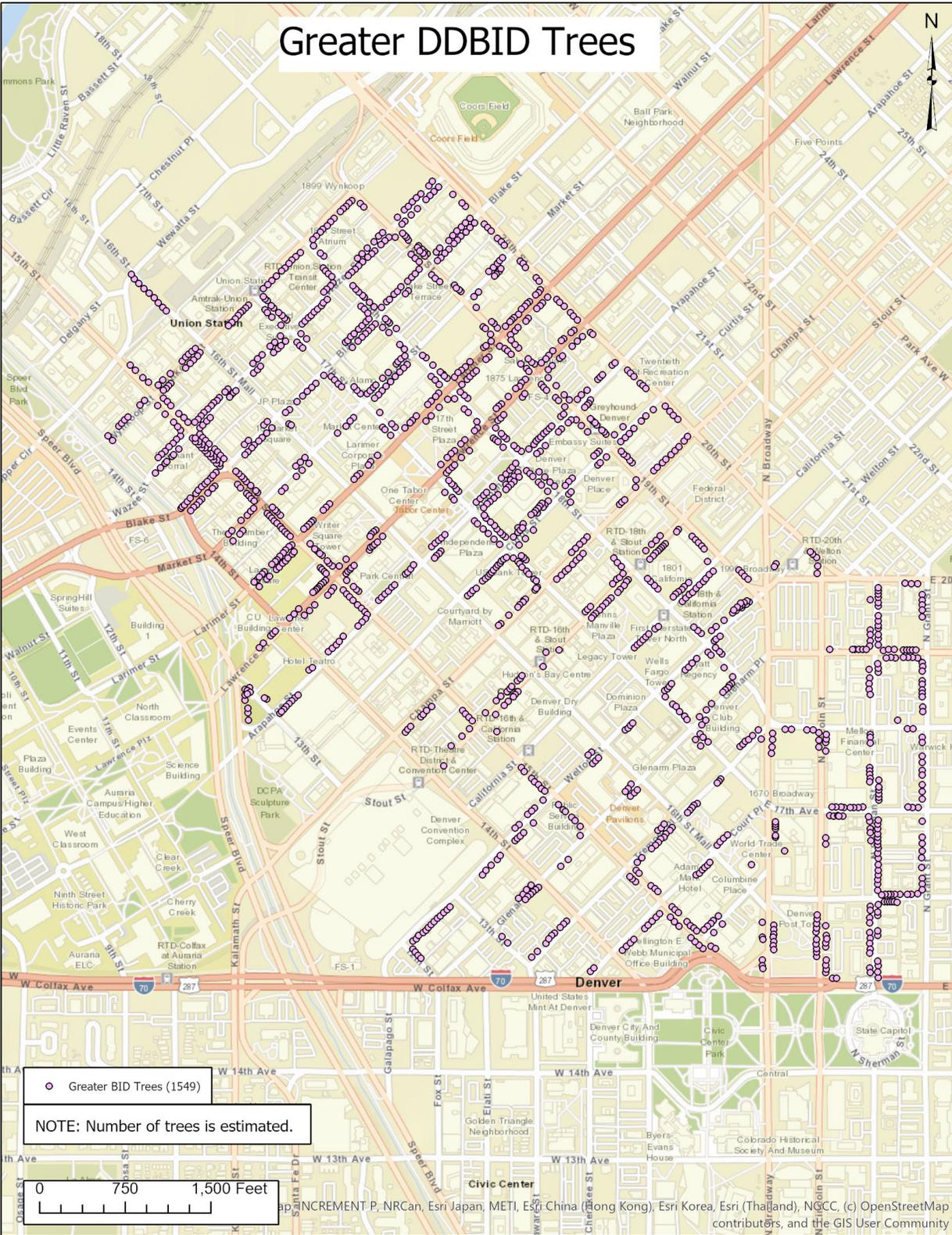


EXHIBIT D: Map of Greater DDBID Trees







### EXHIBIT G: The Urban Forest Initiative

The Urban Forest Initiative was launched by the Downtown Denver Partnership (Partnership), with its partners the Downtown Denver Business Improvement District and the City and County of Denver in January 2019 to address Downtown Denver's need to improve the tree canopy. The initiative has three main goals: 1) Cultivate the culture of trees through education and awareness among property owners, Downtown employees, residents, and visitors; 2) Build the canopy by improving the existing tree infrastructure, installing new tree infrastructure, and planting a diverse palette; and 3) Maintain the forest by providing tree health services to Downtown properties.

Nestled within the Urban Forest Initiative is the Build the Canopy Grant Program, in which property owners within the Downtown Area can apply for funding to install new tree planting areas and/or enlarge existing planting areas to support healthy growth for trees in front of their properties. The Urban Forest Initiative has a goal of improving 500 tree planting areas by January 1, 2025. The number of trees added per year will fluctuate based on the number of grants awarded. The trees planted through this initiative are under the maintenance jurisdiction of the BID; therefore, the Contractor awarded should be aware the number of trees under this contract will grow over the course of the contract period. For additional information on this program please visit [www.downtowndenver.com/UFI](http://www.downtowndenver.com/UFI).

## **EXHIBIT H: 16<sup>th</sup> St Mall Reconstruction Information**

Since its establishment in 1982 the 16<sup>th</sup> St Mall has served as a nationally recognized symbol of Downtown Denver's vitality and civic identity. As one of the longest pedestrian/transit malls in the world, it is the spine of the center city and a main attraction for a rapidly growing number of visitors. The Mall trees have always been a key asset to the mall. Beginning in 2021, the 16<sup>th</sup> St Mall will undergo a major redevelopment, upgrading the infrastructure, furnishings, utilities, landscaping, and more. The reconstruction contractor was recently selected; a concrete project timeline and construction phasing approach will be solidified in the coming months. The rebuild will transform the cross-section of the mall, eliminating the current median and shifting the Free RTD Mall Ride to a center running middle lane with increased amenity zones on either side. The Mall reconstruction will feature four-character zones, each with its own coherent color scheme, planting scheme, amenities, and activations.

Currently there are 144 trees on the mall which are exclusively honey locust except for two red oaks located on the 1200 block. The tree services contractor would only be responsible for existing trees until they are removed for construction and newly installed trees will be under warranty/care of landscape company that installed trees for certain length of time which, at the time this RFP was written, has not yet been negotiated. The redesign will install 246 trees of 9 different species. At the time of installation trees shall be 10-foot clear of branch height from natural ground and shall be a minimum of 20 feet tall measured from natural ground to top of main body, and 5-7" DBH. The trees will be planted in a state-of-the-art planting system which will feature continuous structural cells and provide each tree access to 1000 cubic feet of soil. Depending on the warranty/care contract negotiated with the landscape company, the Contractor shall be prepared to take over the care and maintenance for trees on the 16<sup>th</sup> St Mall.