



REQUEST FOR PROPOSALS

STREET TREE INVENTORY AND MANAGEMENT PLAN

Proposal Deadline	5:00 p.m., September 11th, 2026
Project Contact	Curan VanDerWielen office@villageofmanchester.com +1 (802) 362-1515
Submission Information	Submissions must be received by email at: office@villageofmanchester.com

PURPOSE

The Village of Manchester, Vermont (the “Village”) seeks proposals for the development of a Street Tree Inventory and Management Plan for trees located within Village public rights-of-way. The purpose of the project is to establish a complete inventory of the Village’s street trees, tag each tree, assess their general condition and maintenance needs, and provide recommendations for their future management.

SCOPE OF WORK

- Coordinate with the Village to confirm the inventory area, field methodology, schedule, and desired information.
- Conduct a field survey of all street trees within the agreed inventory area.
- Install a durable, unique identification tag on each inventoried tree and provide a corresponding record.
- Record basic information for each tree, including species, location, size, condition, notable maintenance needs, and relevant site conflicts.
- Identify trees requiring maintenance, monitoring, removal, or replacement and assign reasonable priorities.
- Identify vacant or suitable locations for future street-tree planting.
- Prepare practical recommendations for ongoing, removal, maintenance, and plantings.
- Provide specific replacement-tree species recommendations where appropriate, accounting for site conditions.
- Prepare a concise Street Tree Management Plan summarizing the inventory findings and recommended priorities.
- Prepare useable digital street tree inventory.
- Meet with the Village to review draft/final findings and recommendations.

DELIVERABLES

At a minimum, proposals must provide for the following deliverables:

- A complete field inventory of Village street trees.
- Physical identification tags installed on inventoried trees.
- A usable digital inventory containing the information collected in the field. Proposals should identify the format in which they will provide the digital inventory.
- A map or other readily understandable method of identifying inventoried trees and priority locations, as appropriate to the preparer’s approach.
- A list of priority maintenance, removal, replacement, and planting needs.
- Specific recommendations for future management and replacement species, including site-specific recommendations where feasible.
- A concise final Street Tree Management Plan.
- A final meeting or presentation with the Village Board of Trustees.

PROPOSED SCHEDULE

Proposals must include a schedule of work showing the anticipated timing of project initiation, field inventory and tagging, preparation of recommendations and management plan, Village review, and final deliverables.

PROPOSAL REQUIREMENTS

The Village seeks concise proposals. Proposals should provide enough information for the Village to understand the preparer's qualifications, approach, schedule, deliverables, and cost. At a minimum, include:

- A brief statement of qualifications and relevant experience, particularly municipal or urban forestry work.
- The names and qualifications of the principal personnel who will perform the work.
- A brief description of the proposed methodology for inventorying and tagging the trees.
- A description of the proposed electronic inventory/data format.
- A description of the proposed management recommendations, including the approach to replacement-species recommendations.
- The proposed schedule and specific deliverables.
- An itemized fee proposal and total project cost.

EVALUATION

Proposals will be evaluated by the Board of Trustees on the basis of the preparer's qualifications, usefulness of proposed deliverables, ability to meet the required deliverables, schedule, capacity, cost, and overall value.

BUDGET

The proposed fee must include details on all costs necessary to complete the proposed base scope, including field work, tags, travel, data preparation, meetings, and final deliverables unless clearly identified otherwise. Optional services may be listed separately.

SUBMISSION

Proposals must be received no later than 5:00 p.m. on September 11th, 2026. Submit proposals using the method and contact information below:

Submit To	Curan VanDerWielen
Email / Delivery	office@villageofmanchester.com
Questions	Contact +1 (802) 362-1515 or office@villageofmanchester.com

GENERAL CONDITIONS

- The Village reserves the right to reject any or all proposals and to waive minor informalities.
- The Village may request clarification, interview applicants, check references, and negotiate scope and price with the selected applicant.
- The Village is not required to select the lowest-cost proposal and will consider overall value and qualifications.
- All proposal preparation costs are the responsibility of the preparer.
- The selected consultant will be required to enter into a written agreement with the Village before work begins and to comply with applicable laws and insurance requirements.
- The Village will receive the project-specific inventory data, reports, maps, and other deliverables produced under the agreement for its use.

ADDITIONAL INFORMATION

If additional information is required in the preparation of your proposal, then please reach out to the project contact.