

February 23, 2023

The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk

**RE: TREE PLANTING SERVICES  
RFP #DPW23-001  
DUE 2.23.23 @ 1:00PM**

Dear Laura Reams:

Casey Trees is pleased to submit the following Tree Planting Services Proposal for the City of Hyattsville. We have 20+ years of experience conducting similar work in Washington DC, Takoma Park, Montgomery County, Prince George's County and Fairfax County, VA. Of particular note, for several years Casey Trees has worked with Ms. Dawn Taft, Supervisor of Environmental Programs/Arborist, conducting tree plantings in Hyattsville identical in scope to this RFP.

Based on Casey Trees' similar work in jurisdictions throughout the District, Maryland and Virginia, we feel strongly that we are extremely well qualified to deliver the services specified in a professional, reliable and cost-effective manner. If you have any questions about our proposal, feel free to reach out at your convenience.

Sincerely,



Matt Hansen  
Business Manager

Enclosure: Exhibit 1: Certificate of Insurance

Formats: One Bound Proposal Copy  
Four Unbound Proposal Copies  
One Digital Copy – USB drive

cc: File

## PROPOSAL DOCUMENTS

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

### **CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name	Casey Trees
Address	3030 12 <sup>th</sup> Street Northeast
City, State, Zip	Washington, DC 20017
Contact Person	Matt Hansen, Business Manager
Phone Number	202-349-1908
Email Address	mhansen@caseytrees.org

### **PROPOSAL RATE SHEET**

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment, and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Approx. Quantity	Unit	Position	Unit Rate	Proposal Amount
1	150	EA	<b>Overstory Tree</b>	\$350.00	\$52,500.00
2	150	EA	<b>Understory Tree</b>	\$350.00	\$52,500.00
3	1	EA	<b>Optional – Tree watering per tree (min 25 trees)</b>	See footnote A below Rate Sheet	N/A
4	As / if needed	EA	<b>Optional – Tree Diaper per tree (min 5 trees)</b>	See footnote B below Rate Sheet	N/A
5	300 - 500	EA	<b>Informational Tree Care door hangar brochure</b>	See footnote C below Rate Sheet	\$0.00
6	As needed	EA	<b>E-mail Watering Alerts</b>	See footnote D below Rate Sheet	\$0.00
7	300	EA	<b>Species List &amp; Lat/long Coordinates for each Tree</b>	See footnote E below Rate Sheet	\$0.00
				<b>Total Proposal</b>	<b>\$105,000.00</b>

**A** Watering must occur under this contract, even if not specified, to ensure that tree survives the one year warranty period. If awarded, watering will be scheduled based on rainfall and associated weather data.

**B** We do not recommend use of this device.

**C** We recommend, and will provide at no additional cost, 300-500 door-hanger type brochures to be distributed to residents near the tree planting site, to encourage watering and care of the tree. We have found that this type of engagement not only increases survival for the first and subsequent years after planting, but it also helps to build a constituency around trees and their importance for the community.

**D** If the City wants Casey Trees to distribute door hangars as noted in item #5 above, within each door hangar is a link that will allow the resident to sign up for watering alerts that we distribute weekly during the summer and fall. Again, we strongly recommend use of the door hangar brochure and watering alerts for the reasons explained above..

**E** Casey Trees will generate and provide to the City, a list of trees planted referenced by latitude / longitude coordinates at the end of each planting season for its reference and future management needs.

**PROPOSAL FORM PRICE AUTHORIZATION**

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

- That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.
- That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus, and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.
- The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Casey Trees

Authorized Signature 

Name and Title of Signatory Mark Buscaino, Executive Director

Date 2/21/2023

Type of Organization (circle One): Corporation Partnership Proprietorship  
(non-profit)

SEAL:

CASEY TREES, WASHINGTON, DC  
(If corporation)

### **INSURANCE REQUIREMENT**

Submit a certificate of insurance (COI) from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit 1.

#### **SEE EXHIBIT 1: CERTIFICATE OF INSURANCE**

Casey Trees' COI conforms to or exceeds the following requirements:

**1. Workers Compensation**

Coverage     Statutory

A:

Coverage     \$500,000     Bodily Injury by Accident for Each Accident

B:

\$500,000     Bodily Injury by Disease for Policy Limit

\$500,000     Bodily Injury by Disease for Each Employee

**2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.**

\$1,000,00     Combined Single Limit for Bodily Injury and Property Damage

0     Liability

**3. Commercial General Liability Insurance**

\$2,000,00     General Aggregate

0

\$1,000,00     Products/Completed Operations Aggregate

0

\$1,000,00     Personal and Advertising Injury Limit

0

\$1,000,00     Combined Single Limit Bodily Injury & Property Damage -  
Each Occurrence

0

\$50,000     Fire Legal Limit

\$5,000     Medical Payment

**4. Umbrella/Access Liability Insurance**

\$2,000,000     Each Occurrence

**COMPANY BACKGROUND**

Company Name	Casey Trees
Main Office Location	3030 12 <sup>th</sup> Street Northeast, Washington DC 20017
Year Founded	2001
Project Manager Name	Robert Shaut
Project Manager Phone	202-349-1904
Project Manager Email	rshaut@caseytrees.org
Years of Experience	17
Has the company ever operated under another name? If yes, what name?	No
Do you have the equipment and staff available to start within 10 days of notice to proceed?	Yes. However, Casey Trees does not recommend planting trees outside the October 15 – April 15 planting window as specified
If no to the previous question, how long would it take to have the equipment and staff available?	N/A
Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.	Yes. Over the past three years Casey Trees has worked with Dawn Taft planting trees in situations identical in scope to that described in this RFP. We have also assisted Ms. Taft in pruning and tree maintenance trainings for her staff.

## **REFERENCES**

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

### **REFERENCE #1: Wayne Lucas, Landscape Architect/Forester, Prince George's County MD**

Name of Project	Prince George's County Right Tree Right Place / Urban Tree Planting Grant
Owner of Project	Wayne Lucas, Prince George's County Forester
Address of Project	Various Locations in Prince George's County
Contact Person	Wayne Lucas, Prince George's County Forester
Phone Number	(301) 883-5705
Email address	<a href="mailto:WPLucas@co.pg.md.us">WPLucas@co.pg.md.us</a>
Description of work	Beginning in the fall of 2022, Casey Trees has partnered with Wayne Lucas and his team at the Prince George's County Department Public Works and Transportation, planting 500 trees per year for three years in various locations throughout the County. These trees have/are being planted in rights-of-way (street trees) as well as directly on resident's private lots to increase canopy cover county-wide.
Comments	This reference list represents a small fraction of Casey Trees' tree planting and community engagement activities. Casey Trees plants over 5,000 trees per year in similar with other partners such as: the DC Department of Energy and Environment, DC Department of Transportation, Maryland-National Capital Parks and Planning, Montgomery County Department Transportation's Tree Maintenance Division, Fairfax County Urban Forest Management Division, Interfaith Partners for the Chesapeake, and others. Additional references supplied upon request.

**REFERENCE #2:** Marty Frye, City Forester/Arborist, City of Takoma Park MD

Name of Project	Takoma Park Tree Planting – Various Locations
Owner of Project	Marty Frye, Takoma Park Forester/Arborist
Address of Project	Various Locations in the City of Takoma Park, MD
Contact Person	Marty Frye, Takoma Park City Forester/Arborist
Phone Number	(301) 891.7612
Email address	<a href="mailto:martyf@takomaparkmd.gov">martyf@takomaparkmd.gov</a>
Description of work	Casey Trees has worked with Marty Frye and his team to install 215 trees in the 2022-2023 season. These trees have/are being planted in rights-of-way (street trees) as well as directly on resident's private lots to increase canopy cover city-wide. Casey Trees is working with Marty to plant an additional 215+ trees for the upcoming 2023-24 planting season.
Comments	This reference list represents a small fraction of Casey Trees' tree planting and community engagement activities. Casey Trees plants over 5,000 trees per year in similar with other partners such as: the DC Department of Energy and Environment, DC Department of Transportation, Maryland-National Capital Parks and Planning, Montgomery County Department Transportation's Tree Maintenance Division, Fairfax County Urban Forest Management Division, Interfaith Partners for the Chesapeake, and others. Additional references supplied upon request.



**REFERENCE #3: Nathan McElory, Staff Forester/Arborist, PEPCO / EXCELON**

Name of Project	Tree Planting – Various Locations in Prince George’s County and Washington, DC
Owner of Project	Nathan McElory, Staff Forester & Arborist, PEPCO / EXCELON
Address of Project	Various Locations in Prince George’s County and Washington DC
Contact Person	Nathan McElory, Staff Forester & Arborist, PEPCO / EXCELON
Phone Number	(240) 508-7968
Email address	<a href="mailto:nhmcelroy@pepco.com">nhmcelroy@pepco.com</a>
Description of work	Casey Trees has worked with Nathan McElory and the PEPCO team for well over a decade, and we have been planting trees for PEPCO for over eight years through their Right Tree Right Place program. Through that program, Casey Trees installs over 200 trees per year for PEPCO in both Washington DC and Prince Georges County. These trees are planted on rights-of-way (street trees) as well as directly on residents’ private lots.
Comments	This reference list represents a small fraction of Casey Trees’ tree planting and community engagement activities. Casey Trees plants over 5,000 trees per year in similar with other partners such as: the DC Department of Energy and Environment, DC Department of Transportation, Maryland-National Capital Parks and Planning, Montgomery County Department Transportation’s Tree Maintenance Division, Fairfax County Urban Forest Management Division, Interfaith Partners for the Chesapeake, and others. Additional references supplied upon request.

## SUPPLEMENTAL INFORMATION

### Key Staff Biographies

#### Robert Shaut – Director of Tree Operations

Rob Shaut was born in Washington, DC. and joined Casey Trees in 2018 for the opportunity to reforest the District's urban forest. He holds a degree in horticulture from Longwood Gardens in Pennsylvania, a Bachelor's of Science in Business Management from Clemson University, and studied at the Royal Botanic Garden in Edinburgh, UK. Rob worked for five years as project manager and garden designer for Shimizu Landscape design, a Maryland based design/build firm, and for two years as project manager and garden designer for Cotswold Gardens in West Grove, Pennsylvania. Rob is a certified arborist and manages a team of 25 professionals in Casey Trees' Tree Operations Department, including skilled field technicians, ISA Certified Arborists/Urban Foresters, Landscape Designers and GIS professionals.

#### Nick Smalley – Field Manager

Nick Smalley is Casey Trees' Field Manager where he started working in 2018. He began his professional horticulture career working for the grounds department while attending Salisbury University. Following graduation, he worked for DA Picco Lawn and Landscape in Howard County, Maryland for nine years. After completing the Master Gardener program and becoming more interested in ecologically conscious land stewardship, he worked for two years at Ecotone Inc., in stream restoration and stormwater management construction across the Mid-Atlantic. He moved to Casey Trees to focus on his passion of planting and maintaining trees. He is ISA, MDE E&S, and CBLP Certified.

#### Michaila Musman – GIS Manager

Michaila Musman is a GIS professional who began work at Casey Trees in 2019 after earning a bachelor's degree in Environmental Studies and Biology from the George Washington University in 2018. Michaila manages a team of two GIS technicians and the geospatial data strategy at Casey Trees, and is the program lead for Casey Trees' partnership with the Bartlett Tree Research Laboratory. She is skilled in ArcGIS Desktop, ArcGIS Online Organization management, and open-source GIS software.

#### Matt Hansen, Business Manager

Matt joined Casey Trees after volunteering for eight years as a Casey Trees Team Leader at community tree planting events. He holds a Bachelor's degree from Michigan State University and a graduate certificate in Nonprofit Management from The George Washington University. Prior to joining Casey, he worked for 12 years as the Director of Operations at the National Wildlife Federation's DC office. Matt leads Casey Trees' eight member Administration Department overseeing finances, audit, grant, human resources and office/facilities management. Matt and his team ensure Casey Trees' contracts, agreements, payments, invoices, billing and related administrative essentials are completed in a timely and documented fashion throughout the Casey Trees network, both in DC and Virginia.

### Project Plan

**Phase I: Planning**

- Obtain tree planting locations, species and related information from the City's representative.
- Reserve / obtain a sufficient quantity of professionally grown, 1.5" - 2.5" caliper trees meeting ANSI Z60.1 standards.
- Develop and print a tree care door hanger/brochure for homeowners (as/if requested) to assist in watering to ensure tree establishment.

**Phase II: Implementation / Planting**

- Submit a Miss Utility locate request ticket for each tree planting location.
- Inform the city of any trees that conflict with the information provided.
- Schedule plantings.
- Plant trees while stock is dormant, between October 1<sup>st</sup> through April 30<sup>th</sup>.
- Planting shall adhere to ANSI A300 Transplanting Standards and Best Management Practices supplement.
- Before planting, trees are pruned to eliminate any damaged/poorly formed branches, and/or to ensure correct form based on species if needed.
- Tree planting hole dug, soil amendment added, trees are planted, watered-in and mulched per the specifications in the RFP.
- Stakes, guys are installed as needed/specified in the RFP.
- 48" rigid plastic mesh deer protection fence installed on all trees.
- Homeowner (if requested by the City) is provided door hangar brochure on proper watering / care procedures.
- Provide the City a list of planting locations, species, and lat/long coordinates for future reference.

**Phase IV: After-Care & Replacement (1-year post-planting)**

- CT waters tree(s) to ensure one-year survival guarantee.
- Trees that are found to be dead/dying after one-year post-planting due to poor stock or insufficient watering are replaced per the specifications in the RFP.
- Trees that have died/been destroyed due to vandalism, vehicle, animal, or other mechanical damage unrelated to stock quality or insufficient watering are not covered under the warranty provisions and will not be replaced.

**Phase V: After-Care & Replacement (2-years post-planting)**

- Any tree replaced due to poor stock or insufficient watering one-year post-planting that again dies will again be replaced per the specifications in this RFP.



CASETRE-01

SPRAK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Rust Insurance Agency, LLC 1510 H Street NW 5th Floor Washington, DC 20005	<b>CONTACT NAME:</b> Emily Van Oudenaren	
	<b>PHONE (A/C, No, Ext):</b> (202) 776-5037	<b>FAX (A/C, No):</b> (202) 776-5035
<b>INSURED</b>  Casey Trees 3030 12th Street, NE Washington, DC 20017	<b>E-MAIL ADDRESS:</b> emily@rustinsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Philadelphia Insurance Companies <b>NAIC #</b> 18058	
	<b>INSURER B:</b> Travelers Indemnity Company of Connecticut <b>25682</b>	
	<b>INSURER C:</b> Travelers Casualty and Surety Company of America <b>31194</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2427279	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 SEX ABUSE MOLES \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2427279	6/30/2022	6/30/2023	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		PHUB819157	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	UB6T576707	6/30/2022	6/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<b>Errors &amp; Omissions</b>		105638632	6/30/2021	6/30/2024	\$5,000 Deductible \$ 1,000,000
C	<b>Cyberrisk Liability</b>		107245947	6/30/2022	6/30/2023	Per Claim \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Evidence of Insurance Only

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE