

NJ Conservation Foundation

Request for Qualifications for Contractor Sidewalk Removal and Citywide Tree Planting within the City of Trenton, New Jersey

To be received by 5 pm on October 17, 2025

Via email: Jay@njconservation.org

or

by mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

RFQ FALL2025-001NJConservation

NOTICE OF REQUEST FOR QUALIFICATIONS

RFQ FALL 2025-001NJCONSERVATION

NJ Conservation Foundation (NJCF) is soliciting proposals for:

Citywide Sidewalk Removal and Tree Planting

For

The New Jersey Conservation Foundation

The NJCF requires submission by **Friday October 17, 2025 at 5pm** at Jay@njconservation.org or via mail at Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

The link to request a copy of the proposal is located at www.njconservation.org/

With the exception of the United States Postal Service, express mail shall be delivered to 170 Longview Road, Far Hills, NJ 07931 Late submissions will not be accepted.

It is the responsibility of prospective respondent's to check the NJCF's website for any addenda issued prior to the request for bid proposal opening at www.njconservation.org/

SCHEDULE

Release Date: October 7, 2025

Questions by email to jay@njconservation.org

Addendum Release Date: October 13, 2025

Proposal Opening Friday October 17, 2025 5:00PM

BID PROPOSAL DOCUMENT CHECKLIST
(REQUIRED WITH SUBMISSION OF BID PROPOSAL)

The following checklist is provided as assistance to the development of the Bid Response. It in no way supersedes or replaces the requirements of the Bid. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your Bid.

Business Registration Certificate to be supplied (Prior To Contract Award)	√
Acknowledgement of Receipt of Addenda	√
Stockholder Disclosure (Mandatory Rejection If Not Included)	√
Affirmative Action Statement	√
Affirmative Action Mandatory Language	√
Americans with Disabilities Act Mandatory Language	√
Non-Collusion Affidavit	√
Certification and Disclosure of Political Contributions	
Disclosure of Invested Activities in Iran (Required To Be Completed And Signed)	√
Detailed Information as Mentioned in this Request for Proposal	√
Original Copy with original signatures	√
Proposal Form with original signature	√

Questions regarding the project shall be send by email no later than October 13, 2025 to jay@njconservation.org

CONTRACTOR SCOPE OF SERVICES

Introduction

The New Jersey Conservation Foundation (NJCF) requests qualifications from qualified Landscape Contractors ("Contractor") for the removal of sidewalk, creation of tree pits, and installation of trees on municipal property within the city of Trenton. This task is a part of the Throwin' Shade grant funded initiative, which intends to plant 1,000 trees across the City of Trenton.

The Contractor shall prepare and dig tree pits within the City of Trenton, which shall also include the removal of sidewalk in relevant locations. The Contractor will be tasked with the purchase, delivery, off-loading, distribution, and planting of an estimated ~91 throughout the designated locations which include street right of way and parks.

Please note that the proposed planting will typically be scheduled for a discrete section of each park and/or several contiguous blocks of a city street. ALL TREES MUST BE SOURCED WITHIN 75 Miles of the City of Trenton, NJ.

This RFQ is being released in conjunction with RFQFALL2025-002NJConservation - Assistance for Sidewalk Removal and Citywide Tree Planting. Estimated workload, timing, and pricing for both jobs will be considered by the NJCF while reviewing prequalification submissions from contractors. The NJCF intends to prequalify 1-2 contractors for both RFQs.

Available Documentation

The following document is made available for reference:

Tree Planting Standards

Fall 2025 **Contractor** Trees

The document can be accessed via this link: <https://spaces.hightail.com/space/mosXtwC3k8>

Protection of the Contents of the Property

The Contractor shall provide guidance and direction to all contractors and subcontractors to preserve and protect the Property before, during, and after any work completed at the Property. Any damage sustained to the property shall be the responsibility of the contractor to repair to the satisfaction of NJCF, at no cost to NJCF.

Scope of Work

The scope of work includes 3 types of work that may be assigned to a particular tree pit location. Any individual tree pit may require 1 or more of the types of work outlined below. Qualified Contractors shall be responsible for having the experience and equipment necessary to complete the following:

- Sidewalk Cutting, Removal and Disposal/Storage
- Tree Pit Preparation and Digging
- Contractor Tree Planting and Watering

Contractors should review the document “Fall 2025 **Contractor** Trees”, which displays the project areas that Contractors may be assigned to.

The scope of work shall provide for the following:

Task 1: Sidewalk Cutting, Removal and Disposal/Storage

- 1.1 - Concrete Saw Cut: The Contractor shall be responsible for saw-cutting concrete sidewalk at various locations throughout the project area. The Contractor shall maintain safe conditions and avoid creating tripping hazards while proceeding with cutting and removal. The concrete sidewalks are typically between 4”- 5” thick and are to be neatly saw-cut. Cuts will form rectangular tree pits of approximately 16-20 sq. feet, with cuts to be clarified by NJCF and Project Partners on site.

Any resultant debris from the saw-cutting will be cleared by the Contractor before leaving the site. Additionally, where there are existing tree grates, they shall require removal and relocation to a designated site within the city of Trenton.

Certain sites may contain existing tree pits to be expanded. These shall be treated in the same manner and expanded according to the direction of NJCF.

Any metallic fixtures such as grates shall be stored by the Contractor at a location determined by the NJCF.

The Contractor, immediately following the removal of the sidewalk material, shall markout pits with 4-5 foot stakes and caution tape unless trees are immediately planted and filled / mulched.

- 1.2 - Brick Saw Cut: The Contractor shall be responsible for saw-cutting brick sidewalk at various locations throughout the project area. The Contractor shall maintain safe conditions and avoid creating tripping hazards while proceeding with cutting and removal. The brick sidewalks are to be neatly saw-cut. Cuts will form rectangular tree pits of approximately 16-20 sq. feet, with cuts to be clarified by NJCF and Project Partners on site.

Any resultant debris from the saw-cutting will be cleared by the Contractor before leaving the site. Additionally, where there are existing tree grates, they shall require removal and relocation to a designated site within the city of Trenton.

Certain sites may contain existing tree pits to be expanded. These shall be treated in the same manner and expanded according to the direction of NJCF.

Any metallic fixtures such as grates shall be stored by the Contractor at a location determined by the NJCF.

The Contractor, immediately following the removal of the sidewalk material, shall markout pits with 4-5 foot stakes and caution tape unless trees are immediately planted and filled / mulched.

- 1.3 - Asphalt Saw Cut: The Contractor shall be responsible for saw-cutting asphalt sidewalk at various locations throughout the project area. The Contractor shall maintain safe conditions and avoid creating tripping hazards while proceeding with cutting and removal. The asphalt sidewalks are typically between 3"- 5" thick and are to be neatly saw-cut. Cuts will form rectangular tree pits of approximately 16-20 sq. feet, with cuts to be clarified by NJCF and Project Partners on site.

Any resultant debris from the saw-cutting will be cleared by the Contractor before leaving the site. Additionally, where there are existing tree grates, they shall require removal and relocation to a designated site within the city of Trenton.

Certain sites may contain existing tree pits to be expanded. These shall be treated in the same manner and expanded according to the direction of NJCF.

Any metallic fixtures such as grates shall be stored by the Contractor at a location determined by the NJCF.

The Contractor, immediately following the removal of the sidewalk material, shall markout pits with 4-5 foot stakes and caution tape unless trees are immediately planted and filled / mulched.

- 1.4 - Concrete and Asphalt Site Debris Disposal: The Contractor shall return to the sites as directed to remove and legally dispose of concrete slabs, asphalt slabs, and resultant debris. The Contractor shall be notified of the date of the removal deadline no later than (3) weeks in advance. The Contractor shall be responsible for adhering to the codes and regulations of the city while completing tasks and disposal of materials.
- 1.5 - Brick Site Storage and Debris Disposal: The Contractor shall return to the sites as directed to remove and store brick pavers and dispose of resultant debris. The bricks shall be safely removed and stored at a site designated by NJCF. The Contractor shall make note of the location that each group of brick pavers was removed from. The Contractor shall be notified of the date of the removal deadline no later than (3) weeks in advance. The Contractor shall be responsible for adhering to the codes and regulations of the city while completing tasks.

Circumstances may allow for the Contractor to remove sidewalk debris from site immediately after cutting material, instead of leaving in place. Early removal shall be verified by the NJCF, and the Contractor shall ensure that any pits with removed materials shall be immediately marked out with stakes and caution tape as described.

Debris, stumps, additional concrete layers, or other materials may be found underneath cut sidewalk. The Contractor shall be responsible for the removal and equipment necessary to restore these pits to tree planting conditions. Removal of these shall be billed to the Contingency line item.

The Contractor may be required to move existing fixtures where trees are scheduled to be planted. These fixtures include but are not limited to trash cans and concrete planters. The Contractor may additionally be required to remove existing fixtures within the planned tree pit areas. These fixtures include but are not limited to parking meter poles, etc.

It is anticipated that there shall be 1060 sq ft of concrete, 220 sq ft of brick, and 0 sq ft of asphalt to cut, remove, and/or store within this project across all sections.

Task 2: Tree Pit Preparation and Digging

2.1 - Site Preparation: The Contractor shall be responsible for preparing the designated sites 1-4 days prior to the determined planting date. The Contractor shall be notified of the planting date a minimum of two (2) weeks ahead of time. The Contractor shall be responsible for clearing the site in preparation for planting. The number of sites prepared shall not exceed the number of trees scheduled to be installed with the following 2 calendar days. Each of the holes shall be staked and provided with caution tape from the time of site preparation until the installation is completed, unless trees are immediately planted and filled / mulched.

The Contractor will ensure the site is free from all debris before proceeding with digging procedures. The Contractor shall be responsible for the removal of all debris resulting from site preparation.

Any metallic fixtures such as grates or other items of note shall be stored by the Contractor at a location determined by the NJCF.

The Contractor may be required to move existing fixtures where trees are scheduled to be planted. These fixtures include but are not limited to trash cans and concrete planters.

2.2 – Dead Tree Removal: Certain sites, as designated by the NJCF, may require the removal of dead trees. The Contractor shall remove these trees before preparing the site as described in Task 2.1 – Site Preparation.

2.3– Stump Removal: Certain sites, as designated by the NJCF, may require the removal of tree stumps. The Contractor shall remove these trees before preparing the site as described in Task 2.1 – Site Preparation. Note that certain sites may be revealed

to have additional stumps to grind underneath the cut sidewalk. The Contractor shall be responsible for having the necessary equipment to remove these stumps at the time.

It is anticipated that 91 sites will require preparation across all sections.

It is anticipated that 0 sites will require dead tree removal, and 2 sites will require stump removal across all sections.

Task 3: Contractor Tree Planting and Watering

- 3.1 - Order and Purchase Trees and Coordinate Delivery and Offloading: The Contractor shall be responsible for the ordering, purchasing and delivery of trees from specified nurseries (within 75 miles of the job site, unless otherwise reviewed and approved by the NJCF) to the designated locations.

Tree species and quantity is to be determined by the NJCF, and the final order shall be reviewed by the NJCF before purchase. All substitutions must be approved by the NJCF. This task includes the off-loading and distribution of the trees to the individual planting sites. The Fall 2025 planting season shall include (~91) trees to be installed by the Contractor(s). The Contractor should be prepared for planting within parks and/or streets. The Contractor plantings shall be directed on location by representatives of NJCF.

The Contractor shall take into account multiple planting dates when coordinating delivery of trees. The number of trees delivered shall not exceed the number of trees planted on any given day.

It is anticipated that the typical tree will range in size from a minimum of 2"-2 ½" caliper, with preference for balled and burlap (B&B) stock. Container stock may be allowed with prior approval of the NJCF if B&B is unavailable. The minimum container size is 15 gallons, with 20 gallons being the preferred stock. Standard arboriculture practices should be followed, including but not limited to the proper handling of the specimens, the complete removal of any wire baskets as directed as well as the top 50% of the burlap to prevent wicking. Container material will include addressing any circling roots to prevent future girdling.

Estimated Tree Species to be purchased are as follows (species and number subject to change):

COMMON NAME	BOTANICAL NAME	QUANTITY
Swamp White Oak	<i>Quercus bicolor</i>	31
London Plane Tree	<i>Platanus × hispanica</i>	43
Thornless Honeylocust	<i>Gleditsia triacanthos f. inermis</i>	10
Princeton elm	<i>Ulmus Americanca Princeton</i>	3
American Linden	<i>Tilia americana</i>	4

For further information on tree planting locations, please see the document Fall 2025 **Contractor** Trees.

- 3.2 – Tree Delivery and Planting: The Contractor shall deliver trees to specified locations and plant trees according to standard arboriculture practices. The Contractor shall be responsible for properly planting trees, reinstalling disturbed mulch, and site cleanup across multiple planting dates.

Additionally, the Contractor shall maintain a proper depth of soil for a pit by pit basis. The Contractor shall provide additional soil when necessary to compensate for removed debris, and remove soil when necessary to compensate for larger disturbances. The Contractor shall be responsible for readying each pit for proper mulch installation, as described in the following task.

- 3.3 – Mulch Purchase and Installation: The Contractor shall ensure that ~1/3 cubic yards of compacted twice-ground composted hardwood mulch is installed on each of their planted trees, according to arboricultural standards, with mulch to be purchased by Contractor. Mulch shall be applied to ensure that the tree pit is covered entirely to a depth of 3".
- 3.4 – Gator Bag Purchase and Install: The Contractor shall purchase and fit each newly planted tree with slow-release watering devices specified by the NJCF. These gator bags and/or tree diapers shall be purchased by the Contractor.

Approved gator bags can be found at the following link:

<https://gemplers.com/products/gemplers-tree-watering-bag-36pk>

Substitutions may be made following NJCF approval.

The NJCF may decide not to install gator bags for the season. Should that occur, purchased gator bags shall be delivered to a location of the NJCF's choosing.

3.5 – Tree Watering: The Contractor shall water trees after gator bags have been installed, which shall be filled with a minimum of 10 gallons of water per tree directly after planting.

Should gator bags not be installed, the Contractor shall water at the base of the tree instead.

- 3.6 – Tree Guard Purchase and Installation: Within park plantings, the Contractor shall wrap trunks of newly planted trees with protective guards directly after planting, specified by the NJCF and to be purchased by Contractor.

Trees will be handled in a manner that prevents damage during all phases of the project.

It is anticipated that 31 cubic yards of mulch shall need to be purchased and installed across all sections.

It is anticipated that 0 tree guards shall need to be purchased and installed across all sections.

The Contractor shall be responsible for adhering to codes and regulations of the city while completing tasks.

The NJCF reserves the right to proceed or not to proceed with any portion of the project, strictly as needed, based solely on the determination of the NJCF.

Schedule

The Contractor shall agree to commence work immediately upon receipt of Notice to Proceed from the NJCF and diligently pursue the work as per a schedule to be determined by the NJCF's Representative and the Contractor prior to the commencement of the work.

The NJCF has established the following goals for the project schedule:

- For the purposes of preparing a project schedule anticipate Notice to Proceed by Monday October 20, 2025

The schedule for the tree planting services of this project will be determined by the Contractor and NJCF.

PRICE FORM

Request for Qualifications for Contractor Sidewalk Removal and Citywide Tree Planting within the City of Trenton, New Jersey

For

The New Jersey Conservation Foundation

Via email: jay@njconservation.org or via mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

An Officer of the Respondent Firm must sign and date this Price Form and return with the proposal.

Description	Unit	Qty.	Unit price (\$)	Total (\$)
Task Item 1.1 – Concrete Saw Cut	PER SQ. FT.	1060		
Task Item 1.2 – Brick Saw Cut	PER SQ. FT.	220		
Task Item 1.3 – Asphalt Saw Cut	PER SQ. FT.	0		
Task Item 1.4 – Concrete and Asphalt Site Debris Removal	PER SQ. FT.	1060		
Task Item 1.5 – Brick Site Storage and Debris Disposal	PER SQ. FT.	220		

Task Item 2.1 – Site Preparation and Digging	PER PIT	91		
Task Item 2.2 – Dead Tree Removal	PER PIT	0		
Task Item 2.3 – Stump Removal	PER PIT	2		
Task Item 3.1 – Order , purchase, deliver and plant trees	LUMP SUM			
Task Item 4.3 – Mulch Purchase and Installation	PER CU. YD.	31		
Task Item 4.4 – Gator Bag Purchase and Install	PER TREE	91		
Task Item 4.5 – Tree Watering	PER GALLON	910		
Contingency / Unforeseen	LUMP SUM			

On the lines below, insert the **Total Price for the entire Scope of Services.**

Total Amount in words

\$ _____

Total Amount in numbers

The undersigned proposes to furnish and deliver the above goods/services pursuant to the PROPOSAL and made part hereof. The price provided in the Price Form shall include all equipment, materials, supplies, labor, subcontractor's fees, per diem, overhead, insurance, profit, taxes, shipping fees, warranties, submittal preparations, conformance with health and safety protocols, compliance with all regulations and other incidentals required to complete the Work as described in the Scope of Services.

Company

Federal ID #

Address

Signature of Authorized Agent

Print Name

Title

Date

Telephone Number

E-mail Address

REQUEST FOR PROPOSALS

The undersigned respondent declares that he/she has read the Notice of the Bid, Instructions to Respondents, Affidavits and Scope of Services, Requirements, that he/she has determined the conditions affecting the proposal agrees, if this proposal is accepted, to furnish and deliver the following:

(SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of

_____ having its principal office at _____

COMPANY:

ADDRESS:

FED. ID No.:

NAME:

TELEPHONE:

FAX:

E-MAIL:

DATE:

