



## REQUEST FOR PROPOSALS

### **Urban Forestry Management Plan, Planting Implementation, & Community Engagement**

**Project Number:** RFP202601-87145

**Issue Date:** April 20<sup>th</sup>, 2026

**Proposal Due Date:** May 18<sup>th</sup>, 2026, at 12:00 PM local time

The City of Beech Grove (the "City") is seeking proposals from qualified consultants or teams to complete the remaining phases of the Urban Forestry Program funded by the USDA Forest Service and the Inflation Reduction Act (IRA) via the Indiana DNR (IDNR).

The selected respondent will provide expert services in urban forest management, GIS-based data maintenance, native tree planting implementation, and community outreach. All work must comply with the Grant Agreement between the City and the State of Indiana.

#### CONTACT FOR QUESTIONS

Tim Cochran

Director – Department of Public Works

[tim.cochran@beechgrove.com](mailto:tim.cochran@beechgrove.com)

#### RESPONSE DUE DATE AND TIME

**May 18th, 2026, at 12:00 PM local time**

SUBMIT TO

Audra Stanfield

[audra.stanfield@beechgrove.com](mailto:audra.stanfield@beechgrove.com)

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Project #:	RFP,,87145
Project Name:	Urban Forestry Management Plan, Planting Implementation, & Community Engagement
Estimated Cost:	\$86,000
Start Date:	May 2026
Project Scope:	The City of Beech Grove is seeking a qualified consultant (ISA Certified Arborist) to develop a long-term Urban Forestry Management Plan, review and update policies, and oversee the planting of 50 native trees. The project focuses on Climate and Economic Justice Screening Tool (CEJST) priority areas.  Proposers must demonstrate expertise in GIS inventory management, i-Tree ecosystem analysis, and community outreach. All tree plantings must comply with IRA Addendum A standards and Indiana native species requirements.
Funding	Federal (USDA Forest Service / Inflation Reduction Act)
Project Type:	Urban Forestry & Community Outreach
Service Type:	Consulting, Planning, and Implementation
Required Certifications	ISA Certified Arborist and/or Municipal Specialist
Service Start Date	May 2026
Number of Consultants	1

Contract Award	June 2026
Management Plan & Policy Review Complete	October 1, 2026
Fall Tree Planting Window	Sept 15 – Dec 1, 2026
"Going Green in the Grove" Event	April 2027
Final Grant Inspection & Report	December 31, 2027

## 1.0 REQUIREMENTS

### 1.1 SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically to Audra Stanfield at [audra.stanfield@beechgrove.com](mailto:audra.stanfield@beechgrove.com). Responses are due May 18th, 2026, at 12:00 PM local time.

### 1.2 PROPOSAL CONTENTS

- **Letter of Interest** detailing methodology for meeting the specific IDNR/IRA requirements.
- **Technical Approach on all three components:**
  1. **Urban Forestry Management Plan & Ordinance/Policy Review:** The first component involves the development of an Urban Forestry Management Plan and a review and update to the City of Beech Grove's existing tree-related ordinances and policies. This work will focus on Climate and Environmental Justice Screening Tool (CEJST) areas. Additionally, the proposer will assist the city to publicly present the inventory, management plan, and update ordinance and policies to the Beech Grove community.
  2. **New Tree Planting Plan and Implementation:** This component involves developing and completing the planting of 50 trees within the CEJST priority areas identified during the Tree Inventory Review. This work includes finalizing the tree planting plan, coordinating tree selection and site preparation, and overseeing or conducting tree installation. This will also include correspondence and coordination with the IDNR Community and Urban Forestry (CUF) office to ensure full compliance with Inflation Reduction Act (IRA) grant guidance and requirements.
  3. **Community Engagement Event (Going Green in the Grove):** The final component consists of planning and facilitating a community engagement event based on urban forestry and tree planting at the Going Green in the Grove event in April 2027. The contractor responsibilities will include development and implementation of inclusive outreach strategies to ensure broad and diverse participation, development of event materials and activities, facilitation support during the event, and documentation of community input and recommendations to inform future actions.
- **Personnel:** Resumes of the ISA Certified Arborist(s) and Project Manager(s).
- **Cost Proposal:** Itemized budget not to exceed the grant allocations.

### 1.3 EVALUATION CRITERIA

Category	Weight	Evaluation Factors
Technical Approach & Grant Compliance	25%	Evaluation of the proposer’s methodology for meeting strict grant mandates, including the Climate and Economic Justice Screening Tool (CEJST) focus , the i-Tree ecosystem analysis requirements , and adherence to the native-species-only and Acer (Maple) restriction rules.
2. Key Personnel Expertise (Arborist/PM)	20%	Demonstrated experience of the ISA Certified Arborist and project team in municipal forestry and GIS data maintenance. Prior experience with USDA or IDNR grant-funded projects is highly preferred.
Cost Proposal & Budget Alignment	20%	The reasonableness and detail of the itemized budget. The total cost must not exceed the \$86,000 grant allocation.
Community Engagement Strategy	15%	The quality and feasibility of the plan to facilitate the "Going Green in the Grove" event and meet mandatory outreach requirements.
Project Schedule & Milestone Feasibility	15%	Ability to meet the grant’s targeted completion dates, specifically the October 1, 2026, deadline for the Management Plan and the December 31, 2027, grant expiration
Administrative Responsiveness and Organizational Transparency	5%	Completeness of the proposal, including all required notarized affidavits, conflict of interest disclosures, and proof of insurance capability. Full disclosure or existing or past relationships with the City of Beech Grove.

### 1.4 Selection

Proposals will be reviewed and scored. Selection will be announced at the Board of Public Works & Safety on June 1<sup>st</sup>, 2026.

## 2.0 GENERAL CONDITIONS

**2.1. Contract Term:** The base term of this agreement shall be from proposal selection, through December 31<sup>st</sup>, 2027.

**2.2. Insurance:** The successful bidder must provide a Certificate of Insurance naming the "City of Beech Grove" as an additional insured, with minimum coverage of \$1,000,000 as required by City policy.

**2.3. Title VI & Non-Discrimination Compliance:** Proposers must covenant not to discriminate against any employee or applicant based on Protected Characteristics. Proposers must review Exhibit A and sign Exhibit B to be returned with the proposal.

**2.4. General Compliance:** During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the City of Beech Grove 2026 Title VI Implementation Plan. The contractor shall comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**2.4.1. Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

**2.4.2. Pertinent Non-Discrimination Authorities (Appendix E):** The contractor agrees to comply with all pertinent non-discrimination authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), prohibiting discrimination on the basis of race, color, and national origin.
- The Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.), prohibiting discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), prohibiting discrimination on the basis of disability.
- The Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), prohibiting discrimination on the basis of age.
- The Civil Rights Restoration Act of 1987, which broadened the scope and coverage of Title VI.
- Executive Order 12898 regarding Environmental Justice and Executive Order 13166 regarding Limited English Proficiency (LEP).

**2.4.3. Sanctions for Noncompliance:** In the event of a contractor's noncompliance with these provisions, the City of Beech Grove will impose such contract sanctions as it, the INDOT, or the FHWA may determine to be appropriate, including withholding payments or cancelling/terminating the contract in whole or in part.

**2.4.4. Incorporation of Provisions:** The contractor will include the provisions of paragraphs 2.4 through 2.4.4 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto.

**2.5 Indemnification:** The Contractor shall defend, indemnify, and hold the city harmless from all claims, liabilities, and costs, including attorney's fees, arising from the Contractor's performance of the Agreement, except for claims caused by the City's sole negligence.

**2.6 Dispute Resolution:** In the event the Parties reach a dispute on the terms of this Agreement, the Parties shall meet and confer to resolve any dispute. If these further discussions do not resolve the dispute, the Parties agree to engage in mediation prior to initiating any legal proceeding is initiated.

**2.7 Entire Agreement:** This Agreement and its sub-parts constitute the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

**2.8 Forum Selection/Choice of Law:** Any and all disputes arising from this Agreement shall be decided solely and exclusively by a state or federal court of competent jurisdiction located in Indiana. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana.

**2.9 E-Verify:** Pursuant to IC 22-5-1.7, the Contractor shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program. The Contractor shall sign an affidavit (Exhibit C), to be included in the bid submission, affirming that they do not knowingly employ an unauthorized alien.

**2.10 Conflict of Interest and Organizational Transparency:** Disclosure of Relationships: Any proposer currently serving as an on-call consultant, agent, or representative for the City of Beech Grove must disclose their role in relation to the administration or technical review of IRA Grant #87145.

- **Competitive Integrity:** The proposer certifies that they have not had access to non-public information that would provide an unfair advantage in responding to this RFP. \* **Agent Compliance:** In accordance with the Grant Agreement, all agents of the City shall abide by the ethical requirements set forth in IC § 4-2-6 and IC § 4-2-7.
- **Ex parte contacts with City Officials:** Proposer shall refrain from any ex parte contacts with any City officials regarding this RFP. This includes but is not limited to elected officials and any appointed members of any city boards. Any such contacts could lead to disqualification. Any questions regarding this RFP should be directed to the Director of Public Works.
- **Right to Disqualify:** The City reserves the right to disqualify any proposal where a material, undisclosed conflict of interest is found to exist that compromises the "full and open competition" required by federal procurement standards.

### 3.0 Scope of Work

#### 3.1 Tree Inventory Management & Management Plan (Budget: Up to \$16,500)

- Inventory Update: Prioritize tree removals within city limits based on condition, risk, and potential benefits to canopy equity. Update the existing inventory for new plantings/removals and format data for GIS and city asset management systems.
- Management Plan: Develop a comprehensive Urban Forestry Management Plan in partnership with the Greenscape Commission and DPW.
- Data Analysis: Perform i-Tree analysis to quantify ecosystem services, including carbon sequestration, air pollution reduction, stormwater interception, and economic values .
- CEJST Focus: All planning must prioritize areas defined by the Climate and Economic Justice Screening Tool (CEJST).

#### 3.2 Tree Planting Plan & Implementation (Budget: Up to \$63,500)

- Implementation: Oversee the purchase and planting of 50 trees within CEJST priority areas.
- Species Standards: All trees must be native to Indiana.
- Maple Restriction: The grant cannot be used for trees of the genus Acer (Maple) unless the total population is <10% of the canopy; even then, Maples cannot exceed 10% of new plantings .
- Planting Standards: Installation must meet IRA Addendum A standards and be inspected by CUF staff.
- Location Limits: No more than 50% of trees may be planted on private property.
- Provide three (3) years of post-planting watering and maintenance (including structural pruning and mulching) for all 50 trees to ensure survivability, as budgeted in the grant.

#### 3.3 Community Engagement (Budget: Up to \$6,000)

- Going Green in the Grove: Plan and facilitate the April 2027 engagement event .
- Mandatory Language: All distributed materials must state: "This institution is an equal opportunity provider".
- Grant Acknowledgement: All materials must display the DNR and USDA Forest Service logos and acknowledge the Inflation Reduction Act as the funding source .

**Exhibit A: Title VI Plan – Policy Statement**

**Nondiscrimination Program Policy Statement**

The City of Beech Grove does not discriminate on the basis of race, color, national origin, disability, limited English proficiency (LEP), as provided by Title VI of the Civil Rights Act of 1964, as amended. and related Nondiscrimination statutes, regulations, or other authorities.

The following nondiscrimination statutes and authorities include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C § 2000d et seq.);
- Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.);
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.);
- Americans With Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.);
- The Civil Rights Restoration Act of 1987 (29 U.S.C. . §784);
- 49 CFR Part 21;
- 23 CFR Part 200;
- 49 CFR Part 303;
- USDOT Order 1050.2A;
- Executive Order # 13166 (Limited-English-Proficiency).

No person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Beech Grove program or activity. Every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The City of Beech Grove sub-recipients, grant recipients, and contractors must also comply with this policy.

The City of Beech Grove Civil Rights Officer and program areas must work closely to implement their mutual Title VI nondiscrimination program responsibilities. Therefore, each program area will take full responsibility for preventing discrimination and ensuring nondiscrimination compliance in all of the City of Beech Grove programs and activities.

The Mayor signs assurances and delegates full authority to the Title VI/ADA Program Coordinator to oversee and implement Title VI regulations.

**Dated:** 1/5/2026  
**By:** James W. Coffman  
James W. Coffman  
**Title:** Mayor

**Exhibit A End**

**Exhibit B: Title VI Plan – APPENDIX A & E**

**Appendix A:**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to: a. withholding payments to the contractor under the contract until the contractor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may

direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## Appendix E:

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex).
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- The Civil Rights Restoration Act of 1987 (29 U.S.C. . §784), , (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not).
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited

English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100).

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**CONTRACTOR ACKNOWLEDGEMENT**

By signing below, the Bidder acknowledges that they have received and reviewed the Title VI Policy Statement (Exhibit A) and agree to comply with the Contractor Compliance (Appendix A) and Non-Discrimination Authorities (Appendix E) as set forth in this RFB and the City of Beech Grove 2026 Title VI Implementation Plan.

Contractor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit B End**

**Exhibit C: E-VERIFY AFFIDAVIT**

Pursuant to **Indiana Code § 22-5-1.7-11**, the Contractor entering into a contract with the **City of Beech Grove** is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn upon his/her oath, states:

1. Contractor does not knowingly employ an unauthorized alien.
2. Contractor has enrolled and is participating in the E-Verify program as defined in **IC 22-5-1.7-11.2**.
3. Contractor shall provide documentation to the City of Beech Grove that Contractor has enrolled and is participating in the E-Verify program.
4. Contractor shall maintain such enrollment and participation in the E-Verify program throughout the term of the Urban Forestry Management Plan, Planting Implementation, & Community Engagement contract.

**Contractor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**STATE OF INDIANA SS:** Marion County

Before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_,  
*who, being first duly sworn, acknowledged the execution of the foregoing E-Verify Affidavit on behalf of*  
\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

**Exhibit C End**

Monday, April 13th, 2026

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**Exhibit D: Non-Collusion Affidavit**

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

**Contractor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**STATE OF INDIANA SS:** Marion County

Before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, who, being first duly sworn, acknowledged the execution of the foregoing non-collusion affidavit on behalf of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

**Exhibit D End**