



VILLAGE OF MARTIN'S ADDITIONS  
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112  
[www.martinsadditions.org](http://www.martinsadditions.org)

**Request for Proposal  
Arborist/Tree Care Services  
Village of Martin's Additions**

**INTRODUCTION**

The Village of Martin's Additions (Village or VMA) hereby solicits proposals from individuals or firms with experience in providing arborist/tree care services. Such services will include tree inspection, pruning and removal of trees and limbs, installation and maintenance of trees, pest removal, etc. for Village trees throughout VMA, and in accordance with all State and local laws and regulations. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately.

**BACKGROUND**

The VMA is a small municipality of approximately 89 acres. While most of this land is private property, the Village plants and maintains trees in the public right-of-way (ROW). The Village currently has an inventory of roughly 500 trees of various species and size. An entire chapter of the Village's Code of Ordinances pertains to Village trees, and can be found online at <http://martinsadditions.org/wp-content/uploads/2013/11/Full-Code-Of-Ordinances-July-2016.pdf>.

**SCOPE OF WORK**

The successful bidder would be engaged on an as-needed basis for VMA ROW tree care for one year with option years available. Geographic areas would include the following:

- *Tree Care*
  - Following approval from the Village Manager and in consultation with the Village Tree Supervisor, the arborist/tree service contractor shall provide all tree care services on an as-needed basis for trees located in the Village ROW ("Village Trees"), including but not limited to: pruning; limb removal; tree removal; stump grinding; cabling; bracing; watering; weed management around gators and newly-planted trees; and insect and disease management for trees and shrubbery.
  - The arborist/tree service contractor shall work closely with the Village Manager and the Village Tree Supervisor to address resident concerns regarding Village trees and to be available to meet with residents upon Village request.
- *Inspections and Recommendations*
  - At least once a year, following approval from the Village Manager, and in consultation with the Village Tree Supervisor, the arborist/tree service contractor

shall perform a formal visual inspection of Village trees. If a storm causes damage to Village trees, additional inspections may be required. A designated representative of the Village shall be permitted to accompany the arborist/tree service contractor at all inspections.

- After the annual formal inspection, the arborist/tree service contractor shall provide the Village with recommendations as to any needed tree care, trimming, or removal, with a description of why the work is recommended. Although the arborist/tree service contractor will be expected to make recommendations concerning tree trimming and removal, the final decisions will be made by the Village, and removal may only occur after obtaining any required State tree removal permits. If a tree or limb taken down is suitable for firewood, then it shall be cut into firewood-sized pieces and stacked neatly for removal by residents. All other trees and tree limbs, and any firewood pieces not taken by residents within a reasonable period of time as determined by the Village Manager, must be removed by the arborist/tree services contractor. If a tree is removed, the stump must also be removed, the resultant hole filled, and surrounding area appropriately landscaped.
- *Village Tree Plantings*
  - Annually, following approval from the Village Manager, and in consultation with the Village Tree Supervisor, the arborist/tree service contractor shall make an on-site inspection of the locations on the Village ROW for planting new trees and a recommendation for the species of tree to be planted, with preference for native species (as provided in the Village's [Tree Planting Policy No. 12-15-1](#)).
  - Subject to approval by the Village Manager and the Village Tree Supervisor, the arborist/tree service contractor shall plant the recommended trees. In the two years following a new planting, the arborist/tree service contractor may be asked by the Village to provide watering bags and water the new trees.
  - The arborist/tree service contractor shall fertilize Village trees as necessary, as determined by soil samples, shoot growth, etc..
- *Tree Canopy Program*
  - Following approval by the Village Manager, the arborist/tree service contractor may be asked for arborist services related to Village implementation of a Village program to promote canopy trees on private property.

## **SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work and any equipment that would be used.
- Copy of certificate of liability insurance.
- The name(s) of the designated project manager(s) and a brief summary of their qualifications.
- Cost information, including billable rates and any additional expenses for undertaking this work.
- Two references with contact information.

## **SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions  
Attn: Arborist/Tree Care Proposals  
7013 Brookville Road Suite B  
Chevy Chase, MD 20815-3263

Or

[vmarfp@gmail.com](mailto:vmarfp@gmail.com)

Proposals must be received no later than 5:00pm Friday, December 2nd, 2016. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

*The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

