

Issue Date: September 19, 2025

CITY OF WESTMORLAND
REQUEST FOR PROPOSAL
FOR

CITY OF WESTMORLAND City Hall Park Tree Planting

Notice is hereby given that proposals will be received at the City of Westmorland for performing all work necessary in accordance with the "REQUIREMENTS" and other related documents provided herein. Please carefully read and follow the instructions.

Proposals shall be presented under sealed cover with the Proposal Title and the Proposal Submittal Close Date clearly marked on the outside and forwarded to:

City of Westmorland
355 South Center Street
Westmorland, CA 92281
Attention: L. Fischer

Any Bidder who wishes their proposal to be considered is responsible for making certain that their proposal is received in the City of Westmorland Administration Office by the closing date and time.

PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND WILL BE RETURNED TO THE BIDDER UNOPENED.

CLOSING DEADLINE DATE:
Friday, October, 10, 2025 at 2:00pm

REQUEST FOR PROPOSALS

CITY OF WESTMORLAND City Hall Park Tree Planting

Purpose for the Request for Proposals

City of Westmorland is requesting proposals from qualified landscape contractors to complete the project that includes the planting of 45 trees, which includes 15 each 24" Bottle Tree, 15 each 24" Royal Poinciana Tabachin, and 15 each 24" Shoestring Acacia.

Information about City of Westmorland

The City of Westmorland is located in the northwestern section of the County of Imperial along Highway 86 just north of the City of Brawley. The proposed project site is located at 355 South Center Street in Westmorland and intersects on the west at "J" Street; the north at Second Street; the east at Center Street; and the south at First Street. The City Hall Park is owned by the City of Westmorland and is within a residential community. The parcel size is approximately 3.6 acres. There is minimal landscaping, however, the proposed landscaping will provide additional shading and beautification to the existing park. The park receives visitors on a daily bases as County Aspire program uses the Youth Hall directly to the north on "J" Street for after school programs.

The City Hall park is open 24 hours per day with public restrooms open from dawn to dark. Approximately 2,400 residents use the park are live a mile or less from the location.

Project Overview

CITY OF WESTMORLAND park has some trees with minimal irrigation. The project will include the planting of 45 trees, which includes 15 each 24" Bottle Tree, which are drought tolerant and easy to maintain and a very beautiful tree; 15 each 24" Royal Poinciana Tabachin that was recommended by the County Agriculture department again drought tolerant, beautiful and many varieties to choose from; and 15 each 24" Shoestring Acacia which are drought tolerant, pretty and many varieties to choose from.

The project may require some new irrigation system updates. City Hall Park currently has an overhead irrigation system that waters the entire park, but the system is in need of repairs and may require a drip watering system for the newly planted trees. The City may add upgrading irrigation system as needed to ensure the newly planted trees have the necessary water to flourish. This is will be an addendum to this contract if and when needed.

The selected company must be willing to sign an agreement with the prevailing wages terms and conditions shown in the attached CITY OF WESTMORLAND model Agreement

for Professional Services, included as Attachment 2.

This project not only includes the planting of 45 trees, but also watering and maintenance over one year after planting. The contract will be paid in full over the one-year period with 75% paid to contractor upon completion of planting. The remaining amount (25%) will be paid in equal monthly payments after watering and maintenance of planted trees. Full payment will be made one year after planting, after CITY OF WESTMORLAND approval.

Project Purpose

The CITY OF WESTMORLAND is seeking contractors whose combination of experience, personnel and equipment will provide environmentally sound, timely, and cost-effective professional services to the CITY OF WESTMORLAND. Consideration will be given only to proposals from firms that are properly licensed, experienced in the class of work, and that can refer to projects of similar magnitude and character that have been completed.

Mailing Instructions

All Proposals shall be mailed, or hand delivered to:

City of Westmorland
355 South Center Street
Westmorland, CA 92281
Attention: L. Fischer

Inquiries

The Bidder must carefully examine the specifications, terms and conditions provided in this Request for Proposal and become fully informed as to the requirements set forth herein. If anyone planning to submit a proposal discovers any ambiguity, conflict, discrepancy, omission, or error in the proposal, has any questions shall immediately notify the contact person of such concern in writing and request clarification or modification of the document(s) no later than the deadline, October 10, 2025, at 2:00pm, as set forth in this RFP.

City of Westmorland
355 South Center Street
Westmorland, CA 92281
Attention: L. Fischer

No further requests for clarification or objections to the proposal will be accepted or considered after this date. Any oral communication by the city's designated contact person or any other City staff member concerning this proposal is not binding on the City and shall in no way modify this proposal or the obligations of the City or any Bidders.

Please note that the CITY OF WESTMORLAND will not be responsible for mailing any addendums. All addenda and notifications will be made available on the CITY OF WESTMORLAND's website: www.cityofwestmorland.net.

Contractors are encouraged to check the website regularly since each contractor will bear sole responsibility for having the RFP and all addenda.

Submittal Deadline

Proposals are due no later than 2:00 PM, Friday, October 10, 2025, and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit three (3) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under "Mailing Instructions" above.

CITY OF WESTMORLAND is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. CITY OF WESTMORLAND reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of CITY OF WESTMORLAND.

Disclaimer: The CITY OF WESTMORLAND reserves the right to accept, reject, and evaluate any and all proposals for a period of 30 days from submittal date, and to change the scope of this RFP if warranted by changing conditions. Any proposal submitted during this RFP process becomes the property of the CITY OF WESTMORLAND. The CITY OF WESTMORLAND will not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved including travel.

Required License: Selected contractor must possess a valid C-27 Landscaping Contractor license issued by the California State License Board at the time of submitting the proposal. A copy of the license must be attached to the proposal

A complete set of the Request for Proposal can be found on our website at: www.cityofwestmorland.net

Schedule

To the extent achievable, the following schedule shall govern the review, evaluation, and award of the proposal. CITY OF WESTMORLAND reserves the right to modify the dates below in accordance with its review process.

a. Availability of the Request for Proposal

September 19, 2025

b.	Deadline for submission of interpretation and/or written questions in relationship to the Request for Proposal.	October 10, 2025
c.	Closing date for the Request for Proposal	October 10, 2025 2:00 PM
d.	Commencement of review of the Request for Proposal submissions by the evaluation committee	October 13, 2025
e.	City Council approval	October 15, 2025

- All dates are tentative and subject to change.

Planting Schedule

Based on the parks uses, tree planting must be completed at no later than November 15, 2025.

Location and Existing Conditions:

The City park is an open public area and safety of CITY OF WESTMORLAND employees, and the public is a primary concern. All construction material, equipment and supplies must be secured and stored in a safe manner before, during and after work hours. Our parks are not fenced, and the public will have access during all hours. Work hours are permitted from 7am to 7pm Monday through Saturday. No open holes or loose dirt will be allowed to remain at the end of each workday.

The city shall select the types of trees that are appropriate (Listed below).

- Royal Poinciana (Tabachin)
- Shoestring Acacia
- Bottle Tree (Brachychiton populneus)

SCOPE OF WORK

The selected contractor's responsibilities include:

- Site preparation
- Purchase and plant approximately 45 trees at CITY OF WESTMORLAND park. Trees must meet Nursery Tree Quality and County of Imperial Agricultural Commissioner tree purchase guidelines as outlined in Attachment 8.
- Purchase and install mulch and stakes as outlined in the Tree Planting Guideline in Attachment 9.
- Photographic documentation after planting.
- One year of post-installation care and maintenance of planted trees.
- Water all trees planted during this project for a period of one year. Each tree must receive a minimum of 3 gallons of water per inch of trunk diameter to the root ball 3

times per week.

- Replace dead trees at no cost to the Heber PUD within one (1) year period.
- Contractor shall pay all sales, use, and other taxes associated with purchases for this project.
- Worker's Compensation Requirements. As required by Section 1860 of the California Labor Code and in accordance with the provisions of section 370 of the Labor Code, every Contractor will be required to secure the payment of workers' compensation to its employees. Contractor must complete, sign, and submit Attachment 10 Certificate of Workers' Compensation Insurance.
- The bidder to whom the contract award is made shall furnish to the CITY OF WESTMORLAND, at the time of execution of the Agreement, deliver to the CITY OF WESTMORLAND two copies of the insurance certificates, on the carrier's forms, attesting to the fact that the required policies of insurance have been obtained. Insurance certificates must name the Heber PUD and Imperial County Air Pollution Control as insured.
 - Insurance Requirements- As outlined in Attachment 14.
- The Public Works project is a multi-agency funded project and requires compliance with both California's department of Industrial Relations requirements and the California Labor Codes for a Public Works project. Contractor must provide a Contractor License Number from the Contractors State License Board.
- Contractor shall furnish all supervision, labor, material, and equipment necessary to successfully complete the project. In cases where issues or questions arise the contractor shall notify the Office Manager or their designee.
- Contractor shall repair irrigation line/equipment damaged during planting.
- Contractor to make a watering basin around trees planted to be used during establishment period.
- Contractor shall be responsible for proper disposal of debris.
- Contractor shall call 811 or Underground Service Alert of Southern California and follow their guidelines before any digging.
- Contractor shall, through the course of his work, comply with the rules, ordinances, regulations, etc. set forth by agencies having jurisdictions, which apply to the work site, the contractor, and their employees.
- All work to be completed within forty-five (45) days of contract award, but no later than November 8, 2025.

RESPONSE REQUIREMENTS

Cover Letter

The RFP shall include a cover letter signed by the team representative authorized to sign contracts stating interest and ability to perform the work.

Experience and Services

The RFP shall list and describe previous experience and expertise with tree planting services at a scale comparable to this RFP.

Timetable

A timetable which identifies the main elements of the project, according to the Scope of Work, and projected completion dates throughout the project period.

Fee Estimates

Each proposal shall include a fee estimate for providing services and must be contained in a seal envelope separate from the proposal. The fee estimate should clearly list all costs associated with providing the service on the Tabulation of Major Material Suppliers Form included as Attachment 13. This form must include all trees by type and size and any other product or material purchases as required.

Non-Collusion Affidavit – Attachment 11

Workers' Compensation Certification – Attachment 10

Certification of Non-Segregated Facilities – Attachment 12

Bit Tabulation Form – Attachment 13

PLEASE NOTE: CITY OF WESTMORLAND does not pay for services in advance. Therefore, do not propose contract terms that call for upfront payments or deposits. This project not only includes the planting of 45 trees, but also watering and maintenance over one year after planting. The contract will be paid in full over the one-year period with 75% paid to contractor upon completion of planting. The remaining amount (25%) will be paid in equal monthly payments after watering and maintenance of planted trees. Full payment will be made one year after planting, after CITY OF WESTMORLAND approval.

SELECTION PROCESS AND EVALUATION CRITERIA

Basis of Award

Award will be made to the Bidder whose proposal demonstrates to be the most qualified, responsive, and advantageous to CITY OF WESTMORLAND. **CITY OF WESTMORLAND shall not be obligated to accept the lowest cost proposal but will make an award in the best interests of CITY OF WESTMORLAND after all factors have been evaluated ("most responsive proposal").**

CITY OF WESTMORLAND RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY OR ALL PROPOSALS OR ANY PART THEREOF, OR TO WAIVE ANY INFORMALITIES IN THE PROPOSAL AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS, TO MAKE AN AWARD ON THE BASIS OF SUITABILITY, QUALITY OF SERVICE(S) TO BE SUPPLIED, THEIR CONFORMITY WITH THE SPECIFICATIONS AND FOR THE PURPOSES FOR WHICH THEY ARE REQUIRED, AND NOT CONFINED TO COST ALONE. CITY OF WESTMORLAND SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER PROPOSAL.

False, incomplete, or nonresponsive statements in connection with the proposal may be deemed sufficient cause for rejection. CITY OF WESTMORLAND shall be the sole judge in making such determination. CITY OF WESTMORLAND reserves the right to cancel or discontinue with the proposal process and reject any or all proposals in the event it

determines that there is no longer a requirement for the furnishing of such items, materials, equipment and/or services, funding is no longer available for this proposal, or it is otherwise in CITY OF WESTMORLAND's best interest to cancel the proposal process.

Selection of Evaluation Committee

An Evaluation Committee consisting of selected personnel will be established to evaluate the proposals. It is the intent of the Evaluation Committee to select an apparent successful Bidder with a recommendation to initiate Agreement negotiations. Selection will not be made on cost alone but will be based upon the most responsive proposal.

Evaluation Criteria

The Evaluation Committee will consider only those proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. Responsiveness includes attention to detail in following the proposal format. The Evaluation Committee may also contact and evaluate the Bidder's and the Sub-Contractors references; contact any Bidder to clarify any response; contact any current users of a Bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The Evaluation Committee shall not be obligated to accept the lowest priced proposal but shall recommend such proposal that is the most qualified, responsive, and cost-effective proposal and in the best interest of CITY OF WESTMORLAND ("most responsive proposal").

Proposals shall be evaluated and awarded points based on the following categories. The highest number of points will be awarded to proposals that demonstrate exemplary understanding and responses to the following categories:

Category	Max. Points
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	25
Experience and qualifications	25
General experience	15
Staffing/resources to perform work	15
Reasonableness of cost	20
Total	100