

Request for Proposals (RFP): Howell Woods Urban Forest Restoration

Project Title: Howell Woods Tree Removal and Maintenance

Location: Howell Elementary School (Erlanger-Elsmere School District), Elsmere, KY

Issue Date: **January 30, 2026**

Proposal Due Date Extended: **February 6, 2026 by Close of Business (COB)**

1. Project Overview

The **Kenton County Conservation District (KCCD)** has been awarded a grant through the Kentucky Division of Forestry's Urban and Community Forestry Program, with funding provided by the USDA Forest Service.

The goal of this project is to restore approximately **1.5 acres of urban forest** in Elsmere, KY. This restoration will enhance the urban corridor's greenspace and create safe environmental education opportunities for students at the adjacent Howell Elementary School.

2. Scope of Work

Work must be performed in strict accordance with the **Tree Health Assessment and Inventory (“The Report”)** completed by Urban Canopy Works (attached as Appendix A).

Task 1: Tree Removal

- **Quantity:** Total of forty-four (44) trees.
- **Identification:** Each tree is marked with an orange spray paint dot at eye level.
- **Condition:** 34 dead trees; 10 live trees slated for removal due to safety/risk concerns or poor condition.
- **Specifications:** Stumps must be cut flush with the ground and what material can be mulched will be stockpiled for future use, all other material removed.

Task 2: Pruning

- **Quantity:** Twelve (12) trees.
- **Specifications:** Most trees are under 24" DBH. Work involves removing dead limbs or hanging branches identified as safety/risk concerns in The Report.

3. Project Management & Site Access

- **Site Visits:** Proposers requiring a site visit must schedule an appointment with KCCD staff. **A KCCD representative must be present for all site visits.**
- **Supervision:** Urban Canopy Works staff will provide on-site management during the removal process.

4. Minimum Qualifications

To be considered, proposers must meet the following criteria:

- **Insurance:** Commercial General Liability coverage with minimum amounts of \$1,000,000 and workers' compensation in accordance with statutory limits.
- **Safety Rating:** An **Experience Modification Rate (EMR)** of less than or equal to 1.0.

5. Timeline & Submission Instructions

Milestone	Date
Deadline for Written Questions	February 3, 2026
Response to Questions Posted	February 4, 2026
Proposal Submission Deadline	February 6, 2026 at COB
Public Bid Opening	February 11, 2026, 2PM

Submission Method

Proposals must be submitted in a **sealed envelope** via U.S. Postal Service or courier and post-marked by **February 6, 2026**, COB. Electronic submissions will not be accepted.

Mailing Address:

Kenton County Conservation District
ATTN: RFP Howell Woods
P.O. Box 647
Independence, KY 41051

6. Selection Criteria

KCCD will convene a public bid opening **Wednesday, February 11, 2026, 2PM**, at 5272 Madison Pike, Independence, KY, 2nd Floor meeting room of the Kenton County Courthouse where they will award the contract to the **lowest responsive bidder** who meets all technical and safety requirements outlined in this RFP. The KCCD Board of Supervisors reserves the right to accept or reject any or all proposals.

Questions? Please submit all inquiries in writing to Matt Wooten at matt.wooten@kccdky.org.

BID FORM

Howell Woods Urban Forest Restoration

Kenton County Conservation District (KCCD)

1. Proposer Information

- **Company Name:** _____
- **Primary Contact:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email:** _____
- **Federal Tax ID (EIN):** _____

2. Qualifications & Compliance

- **Liability Insurance:** Do you carry a minimum of \$1,000,000 liability? [] Yes [] No
- **Workers' Comp:** Do you have active Workers' Compensation insurance? [] Yes [] No
- **EMR Rating:** Please state your current Experience Modification Rate: _____
(Must be ≤ 1.0 to qualify)

3. Pricing Schedule

Please provide a firm, fixed price for the tasks described in the RFP and The Report.

Task Item	Description	Lump Sum Price
Task 1: Tree Removal	Removal of 44 marked trees (34 dead, 10 poor condition). Includes debris removal/cleanup/mulching.	\$
Task 2: Pruning	Pruning of 12 trees for safety/risk mitigation.	\$
Other Fees	List any mobilization, equipment, or permit fees here:	\$
TOTAL BID AMOUNT	Combined total for all services.	\$

4. Proposed Timeline

- **Proposed Start Date:** _____
- **Estimated Days to Complete:** _____

5. References

Please provide two recent professional references for similar municipal or forestry work.

- **Client:** _____ **Contact/Phone:** _____
- **Client:** _____ **Contact/Phone:** _____

6. Signature & Authorization

By signing below, the proposer acknowledges they have read the **Tree Health Assessment and Inventory**, visited the site (if required), and agrees to the terms of the RFP.

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

Suggested Attachments:

- A copy of **Certificate of Insurance (COI)**.
- Proof of **EMR rating** from insurance provider.

Appendix A



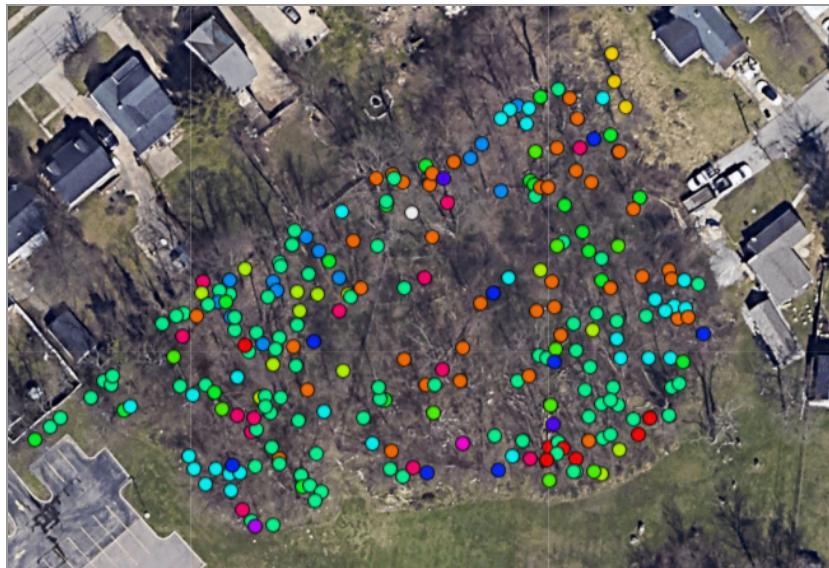
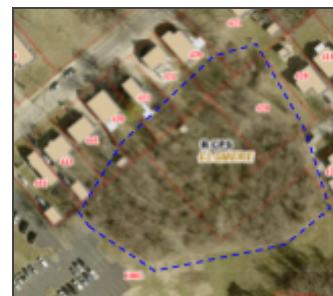
Howell Elementary School Summary Report

The following is a brief summary of the findings from the tree inventory performed in July 2025 for the Kenton County Conservation District at the 1.5-acre Howell Elementary School site in Elsmere (shown below).

The tree inventory data was collected on all trees 8" DBH or greater by UCW's ISA Certified Arborist staff, joined by KCCD staff.

Data was collected in TreePlotter, an online GIS-based tree software program. Read-only data is available to KCCD here:

<https://pg-cloud.com/UrbanCanopyWorks/?scenario=Howell>.



<input checked="" type="checkbox"/>	ash spp. (7)
<input checked="" type="checkbox"/>	boxelder (40)
<input checked="" type="checkbox"/>	catalpa (3)
<input checked="" type="checkbox"/>	cherry, black (13)
<input checked="" type="checkbox"/>	elm, American (10)
<input checked="" type="checkbox"/>	hackberry (20)
<input checked="" type="checkbox"/>	locust, black (88)
<input checked="" type="checkbox"/>	maple, silver (29)
<input checked="" type="checkbox"/>	maple, sugar (13)
<input checked="" type="checkbox"/>	mulberry (9)
<input checked="" type="checkbox"/>	oak, pin (2)
<input checked="" type="checkbox"/>	pear, callery (2)
<input checked="" type="checkbox"/>	sycamore, American (1)
<input checked="" type="checkbox"/>	walnut, black (13)
<input type="checkbox"/>	Not Specified (1)

A full spreadsheet and shapefile of inventory data has been provided. Highlights of data collected and maps are found in the following pages.

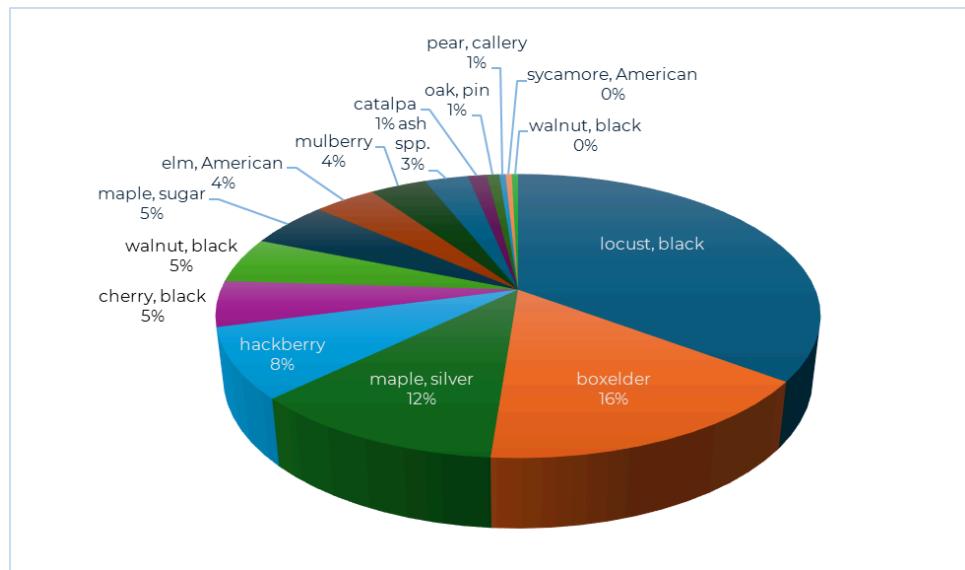
Main Findings:

Finding 1 - Inventory Count and Condition: Inventory data was collected on 250 trees, 33 (13%) of which are dead, though most (80%) are in fair condition.

Finding 2 - Species

Diversity: The tree population collected contains 14 species, over half of which (52%) is boxelder and black locust (both native trees), as shown in the chart and tables here.

Finding 3 - Invasives: The only invasive found was one pear, though there is a substantial amount of honeysuckle present that was not inventoried, as instructed. * Mulberry was not included in invasives, as instructed.



SPECIES COUNT	Count	Percent of Population Inventoried
locust, black	88	35%
boxelder	40	16%
maple, silver	29	12%
hackberry	20	8%
cherry, black	13	5%
walnut, black	13	5%
maple, sugar	13	5%
elm, American	10	4%
mulberry*	9	4%
ash spp.	7	3%
catalpa	3	1%
oak, pin	2	1%
pear, callery (invasive)	1	0.4%
sycamore, American	1	0.4%
walnut, black	1	0.4%
Total	250	

Finding 4 - Size: Most trees (86%) are 18" DBH or smaller, as shown in the table below.

GENUS by SIZE	Less than 12in	12-18in	18-30in	>30in	Total
Pyrus (pear)	1	0	0	0	1
Platanus (sycamore)	0	0	1	0	1
Not Specified	0	1	0	0	1
Quercus (oak)	2	0	0	0	2
Catalpa	3	0	0	0	3
Fraxinus (ash)	7	0	0	0	7
Morus (mulberry)	4	4	1	0	9
Ulmus (elm)	6	4	0	0	10
Prunus (cherry)	9	2	2	0	13
Juglans (walnut)	8	2	3	0	13
Celtis (hackberry)	13	2	4	1	20
Acer (maple)	49	23	8	2	82
Robinia (locust)	44	33	9	2	88
Totals	146	71	28	5	250
	58%	28%	11%	2%	

Next Steps in Maintenance Work

Overall, there are 58 trees that need attention out of the 250 trees inventoried. A summary of these needs is listed below, with a map and list of all trees (and their ID numbers) requiring maintenance following.

- 1. REMOVALS.** 44 trees were slated for removal, and marked with an orange spray paint dot on the trunk, at eye level. 34 of these trees are dead, 10 are alive but slated for removal due to safety/risk concerns or overall poor condition.

Map of Removals



2. PRUNING. 12 trees require pruning, most of which are under 24" DBH. These trees have a dead limb or hanging branch that should be addressed for safety/risk concerns.

Map of Trees to be Pruned



3. VINES. 5 trees are covered with vines (largely wintercreeper) and should be addressed to reduce weight on the tree's structure.

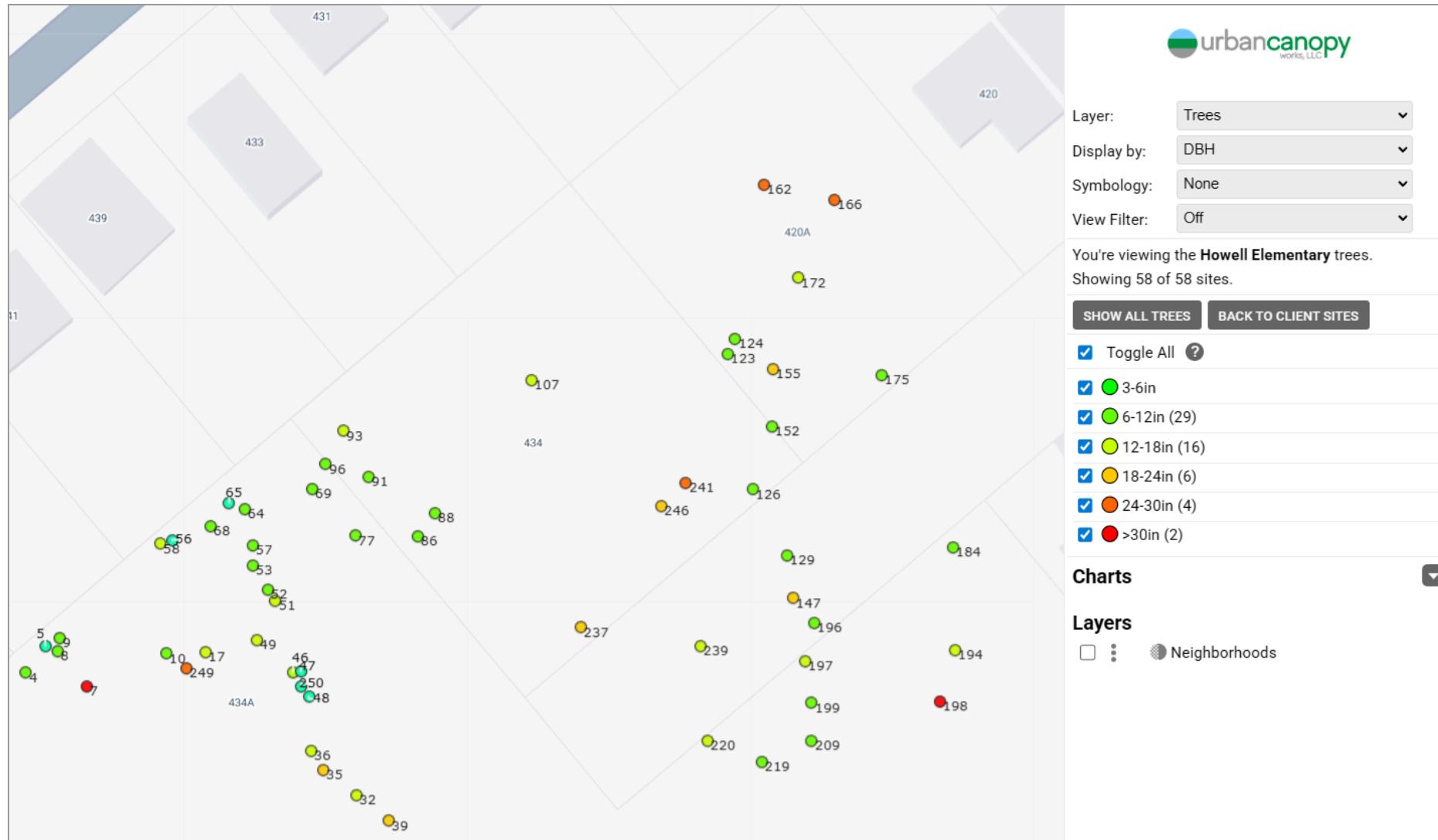
4. WORTH NOTING FOR PRESERVATION. There were two pin oaks noted in this woodland area that are considered a higher-value species. One is 6" DBH, and one is 9" DBH. Locations are noted in the map below. UCW recommends care and preservation efforts around these trees when planning trail work.

Map of Oak Trees for Preservation



Tree Maintenance Map - Howell Elementary

This map can also be made available to the contractor while on site by using this link: <https://pg-cloud.com/UrbanCanopyWorks/?scenario=HowellMaintenance>



Full Maintenance List by Tree Number

Tree ID	Status	Common Name	Condition	DBH	Primary Maintenance	Maintenance Comments
4	Alive	locust, black	Fair	11	Remove Vines	Remove large winter creeper vines
5	Dead	locust, black	Dead	10	Removal	
7	Alive	maple, silver	Fair	33	Prune, Priority Need	
8	Dead	locust, black	Dead	6	Removal	
9	Alive	locust, black	Fair	11	Remove Vines	Remove English ivy vines
10	Alive	locust, black	Poor	11	Removal	
17	Dead	locust, black	Dead	13	Removal	
32	Dead	locust, black	Poor	13	Removal	
35	Alive	boxelder	Fair	19	Prune	
36	Alive	locust, black	Poor	14	Removal	
39	Alive	locust, black	Fair	18	Prune	Monitor after pruning
46	Dead	cherry, black	Dead	5	Removal	
47	Alive	locust, black	Poor	15	Prune, Remove Vines	Remove large winter creeper vines; potential removal instead of prune, but difficult to tell with current vine coverage
48	Dead	locust, black	Dead	8	Removal	
49	Alive	maple, silver	Fair	14	Remove Vines	Remove large winter creeper vines
51	Dead	locust, black	Dead	13	Removal	
52	Dead	ash spp.	Dead	11	Removal	
53	Dead	locust, black	Dead	11	Removal	
56	Alive	locust, black	Poor	15	Prune, Remove Vines	
57	Dead	locust, black	Dead	10	Removal	
58	Dead	locust, black	Dead	13	Removal	
64	Dead	locust, black	Dead	8	Removal	
65	Dead	locust, black	Dead	15	Removal	
68	Dead	locust, black	Dead	10	Removal	
69	Alive	maple, sugar	Fair	9	Prune	Remove dead branch hanging
77	Alive	cherry, black	Poor	8	Removal	
86	Dead	walnut, black	Dead	7	Removal	
88	Dead	locust, black	Dead	7	Removal	
91	Dead	locust, black	Dead	10	Removal	

93	Alive	locust, black	Poor	13	Prune, Remove Vines, Removal	Remove large winter creeper vines, and dead hanging branches; possible removal
96	Alive	locust, black	Poor	8	Removal	
107	Dead		Dead	13	Removal	
123	Alive	locust, black	Fair	11	Prune	Remove dead tree leaning against side
124	Alive	boxelder	Fair	6	Prune	Remove dead tree leaning against trunk
126	Alive	boxelder	Poor	7	Removal	
129	Alive	locust, black	Poor	10	Removal	Falling over, marked for removal
147	Alive	locust, black	Fair	20	Prune	Remove dying tree leaning against trunk
152	Dead	locust, black	Dead	8	Removal	
155	Dead	hackberry	Dead	19	Removal	
162	Dead	locust, black	Dead	29	Removal	
166	Alive	maple, silver	Fair	24	Prune	Prune to make safe
172	Dead	walnut, black	Dead	12	Removal	
175	Alive	boxelder	Poor	8	Removal	
184	Dead	boxelder	Dead	10	Removal	
194	Dead	locust, black	Dead	16	Removal	
196	Dead	locust, black	Dead	11	Removal	
197	Dead	locust, black	Dead	12	Removal	
198	Dead	locust, black	Dead	35	Removal	
199	Dead	locust, black	Dead	9	Removal	
209	Dead	boxelder	Dead	6	Removal	
219	Dead	locust, black	Dead	8	Removal	
220	Alive	locust, black	Fair	14	Removal	Conditional removal- only if by the trail
237	Dead	walnut, black	Dead	18	Removal	
239	Dead	locust, black	Dead	14	Removal	
241	Dead	maple, silver	Dead	27	Removal	
246	Alive	mulberry	Fair	21	Prune	Remove dead hanger in tree
249	Alive	maple, silver	Poor	28	Removal	
250	Dead	locust, black	Dead	10	Removal	

Arborist Disclaimer

Certified Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, assess their condition, and recommend measures to enhance the beauty, health, and longevity of trees, while attempting to determine and reduce risk. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the failure of a tree. Trees are living organisms that fail in ways that cannot always be predicted. Conditions are often hidden within trees and below ground, and can develop quickly after an inspection. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.

Important: Know and understand that this assessment (as defined by and following the protocols of ANSI A300, Part 9) is confined to the designated subject tree(s), and that this consultation was performed in the interest of facts of the tree(s) without prejudice to or for any other service or any interested party. No persons working on the site should rely on this inspection to assume that any trees are safe. The purpose of this work is not to provide any assurance or guarantee of absolute safety, or to allow the transfer of liability to the contractor. Rather, it is an effort to use available procedures and tools to evaluate observed deviations from the optimal and/or acceptable shape, form, and structure of trees. Although each tree was inspected per industry protocols given the client's directives, it can reasonably be assumed that other defects can remain undocumented, either concealed or out of view.

Limited Warranty Statement

Urban Canopy Works, LLC (UCW) provides this Limited Warranty as a condition of providing the services outlined in the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the "Services"). UCW provides the Services utilizing applicable standard industry practices and based on the facts and conditions known at the point in time the Services are performed. Facts and conditions related to the subject of the Services may change over time. UCW cannot predict or determine developments concerning the subject of the Services and will not be liable for any developments, changes, or conditions that occur, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, conditions not discoverable using the means and methods used to perform the Services, or acts of God or nature or otherwise. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis. UCW will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that items will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition. To the extent permitted by law, UCW does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness, accuracy, or current nature of the information contained in the Services or the reports or findings resulting therefrom beyond that expressly contracted for by UCW in the agreements between the parties, including but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using applicable standard industry practices. UCW disclaims any warranty of fitness for any particular purpose. UCW's warranty is limited to one year from the date Services are performed. UCW's liability for any claim, damage, or loss, whether direct, indirect, special, consequential, or otherwise, caused by or related to the Services shall be limited to the Services expressly contracted to be performed by UCW.