



REQUEST FOR PROPOSAL (RFP)
**Comprehensive Tree Inventory and Analysis, Canopy Management Plan and
Tree Planting Plan for Goehring Park**

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

**Comprehensive Tree Inventory and Analysis, Canopy Management Plan and Tree
Planting Plan for Goehring Park**

The Borough of West Newton, Westmoreland County, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work in Goehring Park for the development of a tree inventory and analysis, canopy management plan, and tree planting plan. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

One sealed proposal must be received by Ashley Pergola, Secretary, at wnmanager@wnborough.com no later than **September 12, 2025**. If mailed, the proposal should be addressed to: Ashley Pergola, 112 South Water Street, West Newton, PA, 15089.

If additional information is needed, please contact Ashley Pergola, West Newton Borough Secretary at 724-872-6860.

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West Newton Borough

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

The Borough of West Newton is initiating a comprehensive tree inventory and site analysis of Goehring Park as well as a 5-year comprehensive tree management plan and tree planting plan for new trees to improve and develop the existing tree canopy. The project aims to elevate the levels of public use and enjoyment, help control erosion and stormwater runoff into the adjacent pond, improve air quality, help with climate resiliency and enhance the town's aesthetics.

West Newton has a population of approximately 2,600 residents, is an Environmental Justice Community and is a trail town on the Great Allegheny Passage Bike Trail. Goehring Park is an 11-acre park containing open green space, a two-acre pond, walking trail, playground, baseball fields and pavilions. It is the largest public space in an otherwise densely developed historic river town and is owned and maintained by the Borough of West Newton (See Appendix B). Improvements and expansion of the tree canopy and greenspace within Goehring Park will provide needed shade, encourage plant and ecological diversity, improve water quality and aquatic life of the pond and improve wildlife habitat.

This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by the Borough of West Newton and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval.

The DCNR Grant Agreement number is BRC-TV-30-224.

SECTION 2. GENERAL TERMS

- The West Newton Borough reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Borough of West Newton.
- The contract is subject to the approval of the West Newton Borough Council and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for the West Newton Borough review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the West Newton Borough, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be identified with explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

The selected consultant will conduct a comprehensive tree inventory and assessment of the tree canopy in the pond area of the park that will include the playground area, walking trail, fishing dock and pavilion areas. Each tree must be assessed using a Level 1 Risk Assessment based on the International Society of Arboriculture (ISA) Best Management Practices – Tree Risk Assessment to assess risk. The data collected should include GPS location, species, tree size (measured by diameter at breast height - DBH), estimated or measured height, general

condition/health, visible physical defects, visible soil/root problems, disease pathogens and pests and other hazardous damage.

Trees identified as High or Extreme Risk must be assessed by an ISA Tree Risk Assessment Qualified (TRAQ) professional and the assessment will include a risk rating, photographic documentation, and completion of the Basic Tree Risk Assessment form. Any work or costs that exceed the scope of work to evaluate a tree must be identified, reviewed and approved by West Newton Borough Council.

The consultant will prepare a 5-year Tree Canopy Management Plan based on the information obtained during the tree inventory and assessment. The plan should include, but not limited to, information on the general composition and condition of the park trees, routine maintenance tasks such as recommended pruning and pruning cycles, recommended inspections and maintenance strategies, along with a budgetary example for ongoing maintenance. Any tree identified for removal must have the required documentation.

The consultant will also prepare a planting plan for thirty 1.5 – 1.75” caliper trees, with priority given to native trees, site conditions, species diversity (10:20:30 model) and existing infrastructure. The consultant will make recommendations based on observable site conditions, improving the woodland perimeter, reducing runoff and sedimentation into the pond, providing areas of shade, supporting habitat for wildlife and increasing the overall aesthetics of the park.

SECTION 4. CONSULTANT QUALIFICATIONS

These plans require that the consultant have documented experience in developing and recommending policies and procedures on planning, implementation and management of natural, environmental, cultural, historical, and recreational resources as they relate to urban tree canopy assessments as well as having knowledge of DCNR grant-funded projects related to urban forestry. The consulting team must have:

1. At least one team member holding the International Society of Arboriculture (ISA) Certified Arborist and Tree Risk Assessment Qualification (TRAQ) credentials. The consulting firm must also demonstrate experience conducting tree inventories and risk assessment, urban forestry management and tree planting design in parks, municipalities and institutional settings as well as proficiency in GIS-based inventory platforms.
2. Documented experience developing and implementing public participation techniques, such as holding public meetings and conducting key in person interviews. Experience should also include developing and recommending to local government officials the policies and procedures related to providing public recreation and park services as well as the management and operation of these facilities and amenities.
3. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
4. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementations.

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).

- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked
- The reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by West Newton Borough. However, approval will not be denied if the staff replacement is determined by West Newton Borough to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of West Newton Borough is to pay upon completion of the work and receipt of the required report. However, West Newton Borough will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR.

F. Contract

The contract form and DCNR "Nondiscrimination/Sexual Harassment Clause" is provided in Section 7. DCNR requires that the "Nondiscrimination/Sexual Harassment Clause" be incorporated and/or attached to the contract in its entirety.

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

- The number of hours of work to be performed
- The level of expertise of the individuals proposed to do the work.

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, West Newton Borough reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2025, by and between the West Newton Borough, Westmoreland County, 112 South Water Street, West Newton, Pennsylvania, 15089, and _____ ("Consulting Firm").

WHEREAS, the West Newton Borough desires to have certain one-time professional consulting work performed involving a Comprehensive Tree Inventory and Analysis, Canopy Management Plan and Tree Planting Plan for Goehring Park;

WHEREAS, the West Newton Borough desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by the West Newton Borough;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
2. Obtain approval from the West Newton Borough of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the West Newton Borough to be of equal ability or experience to the predecessor.

THE WEST NEWTON BOROUGH WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.
2. Provide the Consulting Firm with reasonable access to West Newton Borough personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the

property of the West Newton Borough. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the West Newton Borough.

2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. The Consulting Firm may terminate this Contract at any time upon giving the West Newton Borough written notice of not less than 30 calendar days. The West Newton Borough may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, the West Newton Borough shall within 90 of calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

WITNESS:

FOR THE West Newton Borough:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

Appendix A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:
 - a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act ("PHRA") and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
 - b. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
 - c. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under this agreement or any subgrant agreement, contract, or subcontract.
 - d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.
 - e. in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act, or National Labor Relations Act, as applicable, and to the extent determined by entities charged with the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.
4. **Notification of Violations.** The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

5. **Cancellation or Termination of Agreement.** The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.

6. **Subgrant Agreements, Contracts, and Subcontracts.** The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

Appendix B

Photographs of Goehring Park



Goehring Park



Goehring Park



Ashley Pergola

From: Delivery@pa1call.net
Sent: Thursday, August 21, 2025 7:15 AM
To: Ashley Pergola
Subject: WNB 00001 POCS 08/21/25 07:15:19 20252330260-000 New Excavation Emergency

Importance: High

WNB 00001 POCS 08/21/25 07:15:19 20252330260-000 NEW XCAV EMER

=====PENNSYLVANIA UNDERGROUND UTILITY LINE PROTECTION REQUEST=====

Serial Number-- [20252330260] - [000] Channel#-- [0713AWEB] [0082] [2019-08]

Message Type-- [NEW] [EXCAVATION] [EMERGENCY]

County-- [WESTMORELAND] Municipality-- [WEST NEWTON BORO]

Work Site-- [234 SUMMIT ST]

Nearest Intersection-- [SCHOOL ST]

Second Intersection-- []

At Intersection-- [N] Between Intersections-- [N] Site Marked in White-- [N]

Subdivision-- []

Location Information--

[PLEASE MARK NEAR CONCRETE STAIRS ON SUMMIT-RIGHT SIDE OF ROAD]

Caller Lat/Lon-- []

Mapped Type-- [C] Mapped Lat/Lon--

[]

Attachments-- [View Attachment]

Type of Work-- [CROSS BORE]

Depth-- [NA]

Extent of Excavation-- [NA]

Method of Excavation-- [DIGGING]

Equip Type-- [NA]

Street-- [X] Sidewalk-- [X] Pub Prop-- [X] Pvt Prop-- [X] Other-- []

Private Front-- [X] Rear-- [] Left-- [] Right-- [X]

Lawful Start Dates-- [] thru [] Response Due Date-- [21-Aug-25]

Scheduled Excavation Date-- [21-Aug-25] Dig Time-- [0730] Duration-- [NA]

Caller-- [DIAMOND BROWN]

Caller Phone-- [724-425-2360]

Excavator-- [COLUMBIA GAS]

Address-- [290 W NATIONWIDE BOULEVARD]

City-- [COLUMBUS]

State-- [OH] Zip-- [43205]

FAX-- []

Caller Type-- [B]

Email-- [PASOUTH811@NISOURCE.COM]

Work For-- [COLUMBIA GAS]

Onsite Contact-- [TONY LUCKETTI]

Onsite Contact Phone-- [724-304-2609]

Best Time to Call-- [ANYTIME]

Onsite Contact Email-- [PASOUTH811@NISOURCE.COM]

Job Number-- [3001288170]

Prepared-- [21-Aug-25] at [0715] by [DCG2023OH]

Remarks--

[]

BD 0 BD =VERIZON PA

CCHO CCH=COL GAS CHAR

JU 0 JU =WSTMLD CMA

KN 0 KN =WEST PENN POWER WNB0 WNB=W NEWTON B/AU

Serial Number-- [20252330260] - [000]

