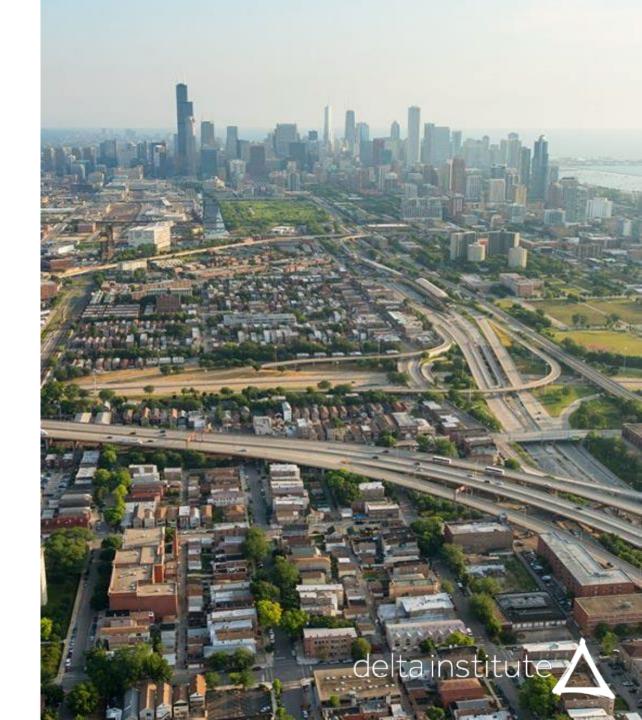


MISSION & VISION

Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest. We address Midwestern environmental, economic, and climate challenges today, so that our home and region are more resilient, equitable, and innovative tomorrow.



WHY WE EXIST

Delta Institute exists because environmental, economic, and climate issues hit communities—urban and rural—through disinvestment, systemic inequity, and policy decisions. We collaborate at the community level to solve our home region's new and legacy issues, by focusing on the self-defined goals and needs of our partners.

Our work takes us to population centers like Chicago, St. Louis, and Detroit; to mid-sized cities such as Gary and South Bend, Indiana; to Great Lakes coastal towns like Michigan City, Indiana and Muskegon, Michigan; and to rural communities and watersheds with tens of thousands of acres of farmland and waterways across our region. It's quite likely that you—or someone you know—lives, works, or passes through a community that Delta Institute has helped since our founding in 1998. Delta Institute is proud to serve as the EPA's Environmental Finance Center for Water Infrastructure for the next five years, which means that we may be supporting a community near you right now. We are a trusted 501(c)(3) nonprofit organization with a Platinum Seal of Transparency from Candid/GuideStar, a recognition received by fewer than 1% of all 1.5 million registered nonprofits in the United States.

Acting now is not only a pressing climate change issue, but also an issue of equity and environmental justice.



NATURE-BASED CLIMATE SOLUTIONS

Delta Institute assists municipalities by integrating natural climate solutions and Green Infrastructure (GI) to reduce climate change impacts by capturing 100 million stormwater gallons and leveraging \$100 million in municipal GI investment. We focus on communities that are disproportionately affected by flooding and climate change, to collaboratively improve their environmental indicators, mitigate local impacts of climate change, and strengthen their neighborhoods' resilience.



HAMMOND GREEN CANOPY INITIATIVE PRE-PROPOSAL MEETING AGENDA

- Project Overview
- Scope of Work
- Request for Proposal Guidelines
- Submission & Review Process
- Question & Answer Session



PROJECT OVERVIEW

PROJECT BACKGROUND

This project seeks to revitalize green spaces for underserved residents, promote equitable access to nature, and strengthen community resilience through the creation of a city-wide urban forestry management plan, tree planting initiative, and robust community engagement.

These efforts address Hammond's industrial pollution challenges and social vulnerabilities, contributing to a greener, more sustainable urban environment.



RFP SUMBISSIONS

Qualified Contractors will enhance urban forestry in Hammond by:

- 1. **Procuring 46 trees** for planting from an Indiana Department of Natural Resources approved nursery;
- 2. Planting 100 trees (54 of which have already been secured) in Harrison Park and around the 3rd and 2nd districts of Hammond; and
- 3. Maintaining 100 trees for one year after planting.

All three Tasks shall be completed no later than December 31, 2026 and not exceed a budget of \$43,900.



SCOPE OF WORK

TASK 1. TREE PROCUREMENT

- Source and procure a total of 46 healthy, high-quality trees from Indiana Department of Natural Resources "Acceptable Tree Species" list.
 - Trees must meet applicable size, species, and quality specifications within a fixed budget in accordance with the City of Hammond's urban forestry requirements and Addendum A: Tree Planting Project Requirements.
 - Trees must be between a ½ inch caliper (3-gallon pot size) and 2.5 inches caliper. No tree larger than 2.5 inches caliper will be eligible for reimbursement.
- Coordinate tree delivery logistics to designated planting sites within Hammond's 3rd and 2nd districts and Harrison Park.
- Provide a list of proposed tree species prior to purchase, subject to review and approval by Delta Institute and the City of Hammond.
- Guarantee that trees are sourced in time to align with anticipated planting in October 2025, or as adjusted in coordination with project partners.

Acceptable Tree Species

Common name (s)	Genus	Species				
Aspen		_				
Big-tooth	Populus	grandidentata				
Quaking	Populus	tremuloides				
Basswood, American	Tilia	americana				
Beech, American	Fagus	grandifolia				
Birch						
Gray	Betula	populifolia				
Paper	Betula	papyrifera				
River	Betula	nigra				
Yellow	Betula alleg					
Black gum (sour, tupelo)	Nyssa	sylvatica				
Buckeye						
Ohio	Aesculus	glabra				
Yellow	Aesculus	flava (octandra				
Butternut	Juglans	cinerea				
Catalpa, northern	Catalpa	speciosa				
Cedar						
Eastern red	Juniperus	virginiana				
Northern white	Thuja	occidentalis				
Cherry						
Black	Prunus	serotina				
Chestnut, American	Castanea	dentata				
Coffeetree, Kentucky	Gymnocladus	dioica				
Cottonwood						
Eastern	Populus	deltoides				
Swamp	Populus	Populus heterophylla				
Crabapple						
Sweet, American	Malus	coronaria				
Prairie	Malus	ioensis				
Cypress, bald	Taxiodium	distichum				

Dogwood, flowerin Elm American (White) Rock Slippery (Red) Winged Hackberry

Northern hackberr

Addendum A: Tre



River Birch, Google Creative Commons

TASK 2. TREE PLANTING

Plant 100 trees at identified sites across
 Harrison Park and public rights-of-way
 within the City's 3rd and 2nd districts in
 October 2025 (exact days TBD).

• Of these 100 trees, 54 will be provided by the project team, and 46 will be procured by the Contractor. Already secured trees include...

Species	Available
Shumard Oak	5
Tulip Poplar	1
Swamp White Oak	7
Overcup Oak	16
Swamp Chestnut Oak	11
Chestnut Oak	6
Bur Oak	8
Total	54



• Coordinate planting locations and logistics with Delta Institute, the City of Hammond, and other project partners, ensuring alignment with the tree planting strategy and public infrastructure.





TASK 2. TREE PLANTING

Plant all trees following Indiana Department of Natural Resources Addendum A: Tree Planting
Project Requirements, including, but not limited to:
☐ Species will be selected to fit the planting sites , taking into consideration soils and rooting space,
overhead space, adjacent utilities and buildings, drainage, pollution problems, and other site conditions.
☐ Trees will be located so that they do not block infrastructure such as signs and lights and they do not
reduce critical visibility.
A qualified professional arborist OR trained volunteer OR the Project Coordinator must be ON SITE to supervise all tree plantings.
☐ Holes dug for planting of trees will be at least 2 times the diameter of the root system or root ball.
□ A layer of mulch, 2 to 4 inches thick, and a minimum of 6 inches away from the trunk, will be applied around the tree in a circle 36 inches wide or twice the diameter of the root ball, whichever is larger. Under no circumstances should trees be volcano mulched : do not pile mulch directly against the tree trunk.
 □ Thoroughly water the tree and the entire mulch area to collapse any air pockets introduced during planting. □ And more! ☺



TASK 2. TREE PLANTING

- Participate in two community planting days in October 2025, to be scheduled in coordination with Delta Institute and the City of Hammond.
 - Provide planting leadership, safety guidance, and coordination on-site.
 - Supply appropriate equipment and materials for planting (e.g., shovels, mulch, watering containers, stakes, gloves, safety vests).
 - Ensure that all work is performed in a manner that supports safe and accessible public participation.
- Provide a 1-year warranty for all trees they procure and plant, with replacement required for any tree that fails due to improper planting or care.





TASK 3. MAINTENANCE

- Maintain all trees following Indiana Department of Natural Resources Addendum A: Tree Planting Project Requirements until December 31, 2026, including:
 - Trees must have protection and maintenance in place that meets or exceeds the American National Standards Institute (ANSI) A300 Tree Care Standards.
 - Trees should be inspected regularly by the Subgrantee to evaluate general health and disease and insect problems.
 - Treat disease and insect problems as needed to maintain tree health.
 - Water during the growing season.
 - Trees will be pruned as needed to remove dead, damaged, or poorly located limbs using accepted practices of industry.
- Coordinate post-planting tree care requirements with the City of Hammond, who will be responsible for long-term maintenance starting January 1, 2027. The Contractor must:
 - Provide species-specific tree care guidance for 3 years after planting.
 - Assist in identifying potential maintenance issues based on planting site conditions.
 - Tag and document all tree species, sizes, and locations for inclusion in the City's tree inventory and maintenance system. delta institute

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PROJECT TIMELINE

• Upon execution of the agreement – December 31, 2026

Business Australian		2025											2026											
Project Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Community & Stakeholder Engagement																								
Tree Canopy Assessment UTCC Done by Davey Resource Group																								
Green Infrastructure Fellowship (Indiana University)																								
Additional GIS Assessment of UTCC																								
Tree Inventory																								
Urban Forestry Management Plan Development																								
Urban Forestry Management Plan Implementation																								
Tree Removal																								
Tree Procurement, Planting, and Maintenance																								
Public Unveiling																								



REQUEST FOR PROPOSAL GUIDLINES

PROPOSAL CHECKLIST

☐ Completed Non-collusion Affidavit Form.	☐ Certificate of Insurance.
☐ Completed Official Proposal Pricing Form.	□ Completed Delta Institute Signature Authorization
☐ Proposal narrative (10 pages max) identifying a	Form.
clear understanding of the project scope, the	☐ Completed Delta Institute Questionnaire Form.
contractor's approach to project management, and	☐ Completed Delta Institute Exception Form.
a clear cost breakdown.	☐ Completed Delta Institute Workers' Compensation
☐ Completed References and Qualifications Form.	Certificate Form.
■ No more than three 1-page informational	☐ Completed Acknowledgement of Addendum Form
summaries of referenced projects with pictures and	for all Addendums Form.
graphics from those projects with name of client,	☐ Drug Free workplace policies and procedures.
location, and contact information.	☐ Affidavit and statement regarding E-Verify
■ Description of key personnel with brief bios and	compliance.
their role on this project.	■ No investment in Iranian energy sector
☐ Résumé for project manager with whom Delta will	
interface.	



SUBMISSION & REVIEW

KEY DATES

August 8th (5:00 PM CST): Deadline for Questions

August 22nd (5:00 PM CST): Proposal Submission Due Date

August 25th – 29th: Proposal Review Period

September 2nd: Tentative Award Date

September 8th: Tentative Project Kickoff



SUBMISSION REQUIREMENTS

- The proposal shall be submitted in a sealed envelope with all original pages intact. The following must be submitted:
 - One (1) original proposal, Two (2) hard copies, and One (1) emailed digital copy
- The proposal must be submitted:
 - By mail to: Delta Institute, 35 E. Wacker Drive, Suite 1760, Chicago, IL 60601, and
 - By email to: hmhardy@delta-institute.org and jzouras@delta-institute.org



SCORING RUBRIC

MAXIMUM POINTS	CRITERIA
15	Understanding the scope of work and quality of the Proposal to meet this scope.
15	Qualifications of Team
20	Ability to meet the Project Team's needs, on time and within budget.
50	Price including all costs
100	TOTAL

- Contractors should have at least one ISA Certified Arborist on staff. Contractors should also have familiarity with Indiana DNR tree planting guidance and local permitting processes.
- Disadvantaged Business Enterprises (e.g., Minority-owned business enterprises or MBEs, Women-owned business enterprises or WBEs, etc.) are encouraged to respond to this RFP.

QUESTION & ANSWER



QUESTIONS

Please email additional questions to:

- Helen Hardy (hmhardy@delta-institute.org)
- Deadline for questions: Friday, August 8, 2025, at 5 PM CST

All questions will be answered and issued to all companies that are on the RFP holders list.

 If you are unsure if you are on the RFP holder's list, please contact Helen Hardy (hmhardy@delta-institute.org)



CONNECT WITH US

Social Media

- LinkedIn: /delta-institute
- Instagram: deltainstitute
- Facebook: @DeltaGreatLakes
- YouTube: deltainstitute

Website

- Bookmark us: <u>delta-institute.org</u>
- Keep posted on our events: <u>delta-institute.org/events</u>
- Subscribe to our newsletter: <u>delta-institute.org/get-involved</u>
- Contact us: delta-institute.org/contact



This project is made possible through a grant from the USDA Forest Service. Funding has been generously provided by the Inflation Reduction Act. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this organization is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. These institutions are equal opportunity providers.







