



# SHADE TREE COMMISSION

## Request for Quote: 5-Year Community Forestry Management Plan

### **Project Summary:**

The Borough of Closter, NJ is soliciting proposals from qualified forestry consultants or forestry consulting firms to prepare its fifth consecutive 5-Year Community Forestry Management Plan for the Borough of Closter.

### **Scope of Services:**

The Plan must reflect the [new Community Forest Management Plan guidelines](#) issued by the New Jersey Department of Environmental Protection, NJ Forest Service on January 2024 and will be informed by the Borough's recently completed Street Tree Inventory.

Two meetings are envisioned:

1. An initial meeting with members of the Shade Tree Commission and staff to collect information, discuss elements of the Plan and tour the Borough to gain insight on needs and opportunities.
2. Following completion of the Plan, an in-house review and implementation training.

The Borough will be provided 10 hard copies of the Plan. A digital copy of the Plan will also be made available for posting on the Borough website.

Once authorized to proceed, the selected firm/consultant will be expected to immediately assist in developing a contractual agreement.

If, for any reason, the selected firm/consultant is not able to move forward with their proposal within 30 days, the Borough reserves the right to contract with another qualified firm/individual. However, firm/consultant extended timetables will be considered, within the NJ Urban and Community Forestry timetable (the Plan must be submitted to and approved by the state by December, 2024).

The Borough shall not be liable for any expenses incurred prior to the contract being signed including the proposal preparation, attendance at interviews or time spent on the oral presentation and/or final contract negotiations. The Borough reserves the right to reject any and all proposals or to request more information from any or all of the firms/individuals.

### **Submission of Request for Proposals:**

- Proposals are due by February 16, 2024. Two printed proposals should be mailed to the attention of James Winters, Borough Administrator, at Borough of Closter, 295 Closter Dock Road, Closter, NJ 07624 and emailed to the attention of James Winters, Borough Administrator at [jwinters@closternj.us](mailto:jwinters@closternj.us).