



Request For Proposal: Augering Services for Community Tree Planting Events in the City of Richmond, Virginia

Introduction: The James River Association, a 501(c)(3) nonprofit organization, is soliciting bids from qualified contractors for augering services associated with community tree planting events to be held in the City of Richmond, Virginia in the fall of 2026 and spring of 2027. The James River Association invites qualified contractors to submit proposals by 5:00 pm on Wednesday, September 30, 2026. Proposals should be emailed to Justin Doyle at jdoyle@jamesriver.org in PDF format.

Project Description: With financial support from the Mid-Atlantic Community Forestry Fund (managed by the Chesapeake Bay Trust), the James River Association is collaborating with Church Hill Trees to organize community tree planting events in Richmond's East End in an effort to expand tree canopy. A total of 150 15-gallon street trees will be planted in neighborhoods around East End Branch Library, located at 1200 N. 25th Street, Richmond, Virginia, during the fall of 2026 and spring of 2027.

Scope of Work: Services to be provided by the selected contractor include the following tasks. All tasks are anticipated to be completed by June 30, 2027.

- Coordinate with James River Association staff members to ensure Tree Planting Permits and Work In Streets Permits necessary for augering a total of 150 holes are secured.
- Secure equipment necessary to successfully provide augering services.
- Coordinate with James River Association staff members to auger holes large enough to accommodate 15-gallon street trees prior to five community tree planting events. One community tree planting event will be held in November 2026 and four will be held in March and April of 2027.

Proposal Requirements & Evaluation: A cover letter, summary of qualifications, and detailed budget should be included in proposals submitted to the James River Association. Proof of the following insurance requirements should also be included:

- General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate
- Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident
- Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence
- Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate

Proposals should respond to the requirements of this RFP in a straightforward and concise manner. Proposals will be evaluated based on contractor qualifications, relevant experience, project cost, and approach to bringing the project to a successful completion. The James River Association will employ good faith efforts to engage disadvantaged/minority/women business enterprises by reaching out to DBE/MBE/WBE firms to submit proposals. This RFP is not a contract or commitment and the James River Association is not responsible for any expenses that may be incurred during the preparation of a proposal responding to it. Submitted proposals become the property of JRA. Proposal evaluation will consist of representatives from the James River Association and Church Hill Trees.

Contractor Selection Schedule: Proposals for augering services should be sent to Justin Doyle via email (jdoyle@thejamesriver.org) in PDF format no later than 5:00 pm on Wednesday, September 30, 2026. The selected contractor will be notified via email and letter via a "Notice of Intent to Award." It is the intent of the James River Association to make a selection no later than October 2, 2026. The following outlines the procurement and project schedule:

- August 26, 2026: RFP is issued, sent to prospective contractors, and posted to the James River Association's website (www.thejamesriver.org)
- September 30, 2026: Proposals received
- October 1 – 2, 2026: Proposals reviewed
- October 2, 2026: Determination of contract award and Notice of Intent to Award sent

Contact Information:

James River Association
16 S. 17th Street, Suite 100, Richmond, VA 23219
Contact: Justin Doyle, Director of Community Conservation
Phone: (804) 543-5479
Email: jdoyle@thejamesriver.org

The James River Association's programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation. An equal opportunity/affirmative action employer.

Support for this project comes from the Mid-Atlantic Community Forestry Fund, through the Chesapeake Bay Trust in partnership with the US Forest Service. This funding supports projects using forestry to address Environmental Justice issues in the Mid-Atlantic Region.

