



**Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-023-24

Project Name: Boulder County Urban Forestry Pilot

Background:

The Boulder County Office of Sustainability, Climate Action, and Resilience (OSCAR) has conducted extensive analysis of climate change trends and has determined that communities within the county will face increasing risks due to extreme heat and other global warming related impacts.

One of the ways our communities can prepare for these changing climatic conditions is to enhance urban landscapes in ways that aid in buffering these extremes. Expanding urban forests has been demonstrated to be one of the most beneficial of these nature-based climate solutions. While local municipalities have made significant investments in the care and maintenance of trees on public lands and right of ways, this often represents less than 30% of the urban landscape area that could be utilized for enhancing this natural infrastructure.

To date, there has not been a coordinated effort to develop and support expanding urban forests on private lands and lands owned or controlled by other institutions such as school districts. This solicitation is intended to initiate the development of an ongoing community-based infrastructure to develop and maintain greater urban forest activity on lands outside the direct ownership or control of local municipalities. At the same time, it is intended to create a coordinated approach to urban forest development and maintenance that enhances the collaboration between public and non-public (residential, commercial, institutional) urban forest owners and managers.

The overall goal of this project is to increase the coverage and ecological health of urban forests in ways that enhance social, economic and environmental resilience of communities within the county, particularly in historically under-served/under-resourced areas and areas with high vulnerability to climate change impacts.

Instructions:

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [5 minute training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.