

Metro Water Services seeks proposals for a tree canopy funding grant

Request for Proposal: Canopy Funding Grant

Scope

The Metropolitan Council approved BL2021-972 which created a mechanism for providing funds of up to \$2.5M annually for restoring and maintaining the tree canopy in Nashville and Davidson County. The Metropolitan Government of Nashville and Davidson County's ("Metro") seeks a non-profit partner ("NGO") to maintain and restore Metro's tree canopy using funds generated by BL2021-972. Funds generated will be subject to annual appropriation, to qualified NGOs in the form of grant agreements. The current estimated budget is \$1.5M annually and will be paid quarterly starting at the end of the first quarter in fiscal year 2023. The selected NGO will be eligible for grant renewal based on performance to this scope. This NGO will plan and execute planting/canopy restoration projects on private property and provide maintenance in accordance with guidelines developed by Metro Water Services (MWS). MWS' guidelines will also include survivability requirements. The selected non-profit partner will also distribute funds and provide monitoring/oversight to other organizations for the planting of trees on private property. The non-profit partner should leverage the funding provided to generate the most canopy. The partner will provide quarterly reports on the trees planted and distribution of funds.

The selected NGO will provide the following for their canopy restoration projects:

- Tracking of planted trees & survivability study
- Mechanism for two years of watering
- 3rd year prune (unless exempt)
- Replanting of trees

The selected NGO will provide the following for grant distribution:

- Review of grantee proposals and selection of projects for funding
- Tracking of funds
- Tracking of trees planted by grantees & their survivability

Qualifications & Experience (maximum five pages excluding resumes)

- Demonstrate, in detail, an overview of your organization's years performing a related scope of service.
- Demonstrate in detail the team's (prime and sub level) knowledge and project experience in the provision of services related to the project.
- Demonstrate in detail the team's (prime and sub level) capacity to perform work.
- Clearly define project team's organizational structure including defined responsibilities (prime and sub level) and location for duration of the project.
- Provide resumes of "key" individuals that will perform work on the project (each resume shall not exceed two pages). Each resume should clearly demonstrate the expertise performing the scope of services and how it is linked to this specific project.
- Detail experience on a minimum of three (3) projects or programs that demonstrate the organization's ability to perform the work. Identify when and where the work was completed (preference is given to more recent projects of similar scope). Include the following:

- Dates of project, type of project, location, trees planted (if applicable), cost, participants, etc.
- Description of how the scope of the project is linked to the scope of services to the scope of the grant opportunity.

Project Plan & Approach (maximum of ten pages)

- Offeror shall detail the project plan for the implementation of the scope. This plan shall include how the organization will increase capacity, the predicted annual plantings, the selection process for targeting planting projects, and community outreach and engagement. Details should be included on how grantees will be selected.
- Offeror shall demonstrate in detail knowledge of the project objectives/goals and existing conditions/assumptions, identify potential issues/challenges, your approach to minimizing any disruptions to performance, and present a comprehensive plan for completing the specified work in accordance with the scope.
- Offeror shall describe offeror's approach to managing this project including the identification of clearly defined project management process, tasks and deliverables. The proposed approach must provide for insight into the proposer's capability to manage the project, respond to day-to-day problems, manage issues, provide regular status reports, coordinate staff, manage project resources, and project documentation. In addition, describe process controls to be put in place to ensure the work required throughout this project is performed in a timely and accurate manner.
- Offeror shall demonstrate in detail efficient use of manpower, material resources, equipment, and technology necessary for completing the project efficiently within the constraints outlined in the scope.
- Offeror shall provide an annual budget including equipment, staff, materials, and any other resources required to meet the scope.
- The organization shall describe their plan to leverage the funding to increase plantings.

Recipient will be required to enter into an agreement in substantial form as attached Exhibit A.

Submittal:

- All proposals shall be submitted by 5 pm on Monday, February 14th, 2022.
- Proposals shall be submitted electronically to Bonnye.Holt@Nashville.gov.