



**Request For Proposals:**  
**First Step Toward an Urban Forestry Management Plan for Los Angeles**  
*Submission deadline: January 15, 2018*

**PROJECT:** First Step Toward an Urban Forestry Management Plan for Los Angeles

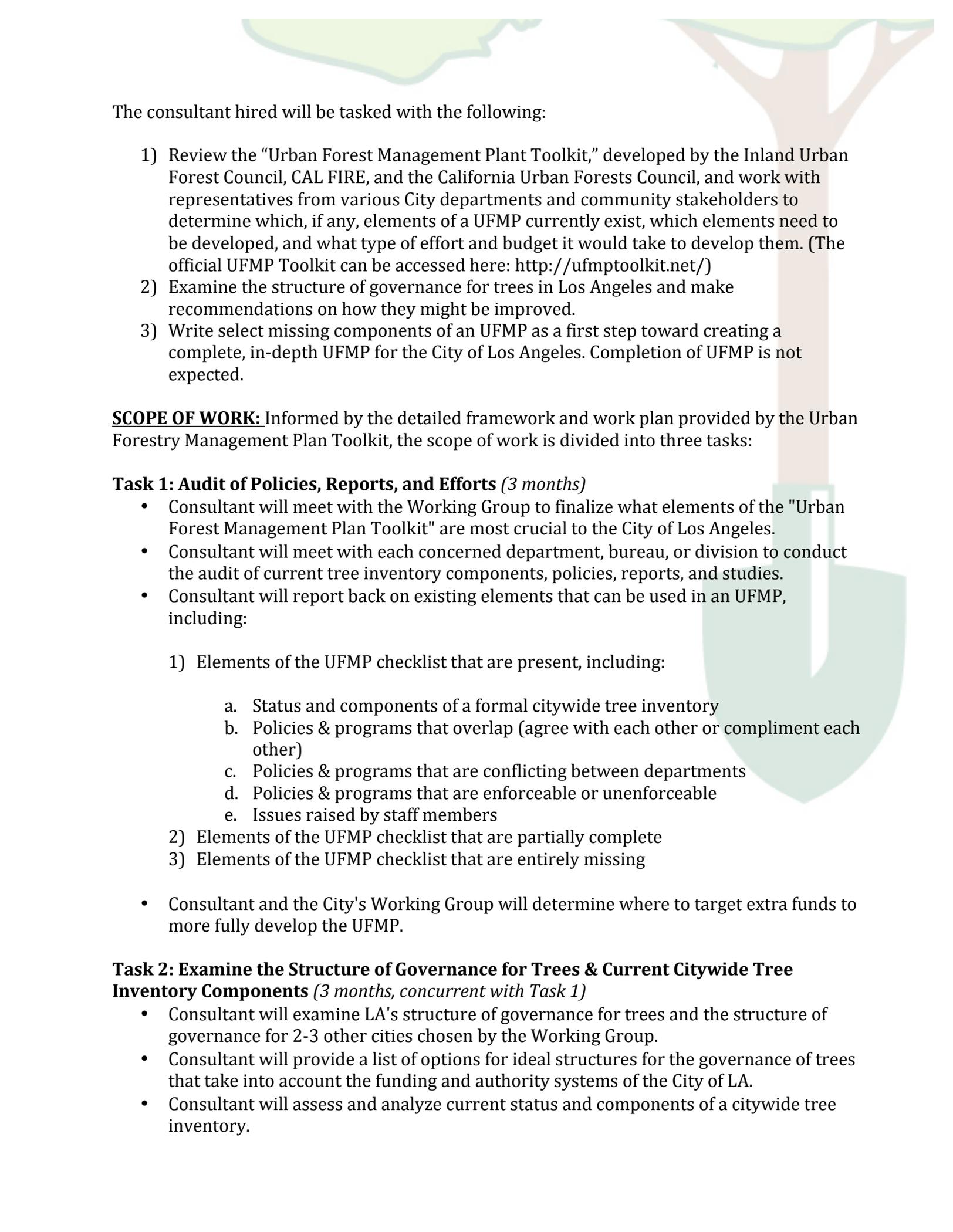
**AGENCY:** City Plants

**Background on City Plants:** The City Plants program is a public-private partnership dedicated to growing a greener future for Los Angeles by inspiring residents to plant and care for trees. The City Plants partnership plants and distributes 20,000 trees annually in the City of Los Angeles.

**City Plants Partners Include:**

- The City of Los Angeles, namely:
  - Office of Mayor Eric Garcetti
  - LA Department of Water & Power
  - LA Department of Recreation & Parks
  - LA Board of Public Works
  - Bureau of Street Services, Urban Forestry Division
  - Bureau of Sanitation
- Los Angeles Conservation Corps
- Los Angeles Beautification Team
- Koreatown Youth & Community Center
- North East Trees
- TreePeople
- Fuego Tech Fire Rangers
- A Cleaner Greener East LA

**PROJECT DESCRIPTION:** City Plants has received a grant from Cal Fire to conduct an assessment of the City of Los Angeles's programs and policies related to urban forestry. The purpose is to determine how many elements of an Urban Forest Management Plan already exist and what elements still need to be completed. The consultant will work with a formal Working Group of partners on this project, comprised of organizations contributing match funding in the form of staff time to this Cal Fire Grant, members of the Tree Committee of the City of LA's Water Cabinet, the Department of Recreation and Parks Reforestation Committee, and/or Community Forestry Advisory Committee to ensure broad-based support across branches of government and heavily involved community members.



The consultant hired will be tasked with the following:

- 1) Review the “Urban Forest Management Plan Toolkit,” developed by the Inland Urban Forest Council, CAL FIRE, and the California Urban Forests Council, and work with representatives from various City departments and community stakeholders to determine which, if any, elements of a UFMP currently exist, which elements need to be developed, and what type of effort and budget it would take to develop them. (The official UFMP Toolkit can be accessed here: <http://ufmptoolkit.net/>)
- 2) Examine the structure of governance for trees in Los Angeles and make recommendations on how they might be improved.
- 3) Write select missing components of an UFMP as a first step toward creating a complete, in-depth UFMP for the City of Los Angeles. Completion of UFMP is not expected.

**SCOPE OF WORK:** Informed by the detailed framework and work plan provided by the Urban Forestry Management Plan Toolkit, the scope of work is divided into three tasks:

**Task 1: Audit of Policies, Reports, and Efforts** (*3 months*)

- Consultant will meet with the Working Group to finalize what elements of the "Urban Forest Management Plan Toolkit" are most crucial to the City of Los Angeles.
- Consultant will meet with each concerned department, bureau, or division to conduct the audit of current tree inventory components, policies, reports, and studies.
- Consultant will report back on existing elements that can be used in an UFMP, including:
  - 1) Elements of the UFMP checklist that are present, including:
    - a. Status and components of a formal citywide tree inventory
    - b. Policies & programs that overlap (agree with each other or compliment each other)
    - c. Policies & programs that are conflicting between departments
    - d. Policies & programs that are enforceable or unenforceable
    - e. Issues raised by staff members
  - 2) Elements of the UFMP checklist that are partially complete
  - 3) Elements of the UFMP checklist that are entirely missing
- Consultant and the City's Working Group will determine where to target extra funds to more fully develop the UFMP.

**Task 2: Examine the Structure of Governance for Trees & Current Citywide Tree Inventory Components** (*3 months, concurrent with Task 1*)

- Consultant will examine LA's structure of governance for trees and the structure of governance for 2-3 other cities chosen by the Working Group.
- Consultant will provide a list of options for ideal structures for the governance of trees that take into account the funding and authority systems of the City of LA.
- Consultant will assess and analyze current status and components of a citywide tree inventory.

- Consultant will solicit feedback from the Working Group before creating a formal recommendation.

**Task 3: Write Components to Prepare for Completion of the Urban Forest Management Plan (6.5 months)**

- Consultant and the Working Group will have identified needed gaps, which the consultant will begin to write, checking in with the Working Group on a regular basis and requesting written input, as needed.
- Consultant and the Working Group can schedule community meetings to solicit community input and gain a sense of what is important to residents and business owners.
- Consultant will create a final draft of the components needed to write an Urban Forest Management Plan. To be clear, the expectation is to begin writing critical components of the City of LA’s UFMP, not to complete it. Critical components can include: a shared vision statement; an inventory and assessment of the current state of LA’s urban forest; key elements of a strategic plan identifying goals, objectives, and actions based on the identified vision and ensuing analysis; key elements of an implementation plan; and key elements of a monitoring plan.

**Pre-planning  
WORK PLAN**

**Plan Development**

**URBAN FOREST MANAGEMENT PLAN**

**Vision**

*What do you want?*

**Inventory and Assess**

*What do you have?*

Collect data to understand the current state of the urban forest and its management.

**Strategic Plan**

*How do you get what you want?*

Analyze data and identify issues and trends over time.

Prioritize needs and opportunities.

Goals, objectives, actions based on your vision and analysis.

**Implementation (Action) Plan**

*Who will take action and when?*

**Monitoring Plan**

*How will you know when you’re achieving your goals?*

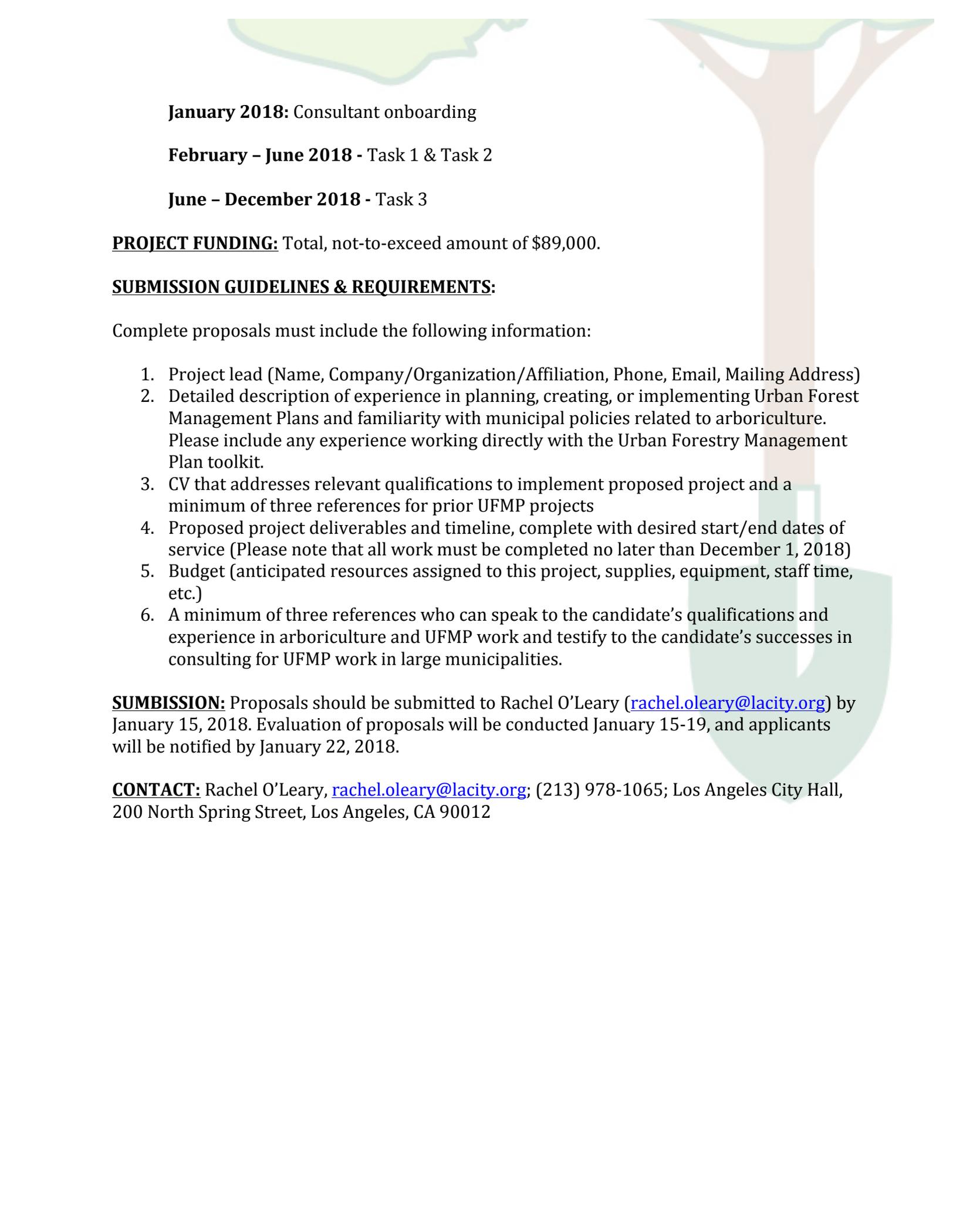
Compile the documents for public review, revise as needed, and obtain approval.

See sample Table of Contents of UFMP.

*Image Source: Urban Forest Management Plan Toolkit (<http://ufmptoolkit.net/two/>)*

- Consultant will present findings and final report draft to the Working Group and pertinent stakeholders in person.

**ANTICIPATED TIMELINE:**



**January 2018:** Consultant onboarding

**February – June 2018 -** Task 1 & Task 2

**June – December 2018 -** Task 3

**PROJECT FUNDING:** Total, not-to-exceed amount of \$89,000.

**SUBMISSION GUIDELINES & REQUIREMENTS:**

Complete proposals must include the following information:

1. Project lead (Name, Company/Organization/Affiliation, Phone, Email, Mailing Address)
2. Detailed description of experience in planning, creating, or implementing Urban Forest Management Plans and familiarity with municipal policies related to arboriculture. Please include any experience working directly with the Urban Forestry Management Plan toolkit.
3. CV that addresses relevant qualifications to implement proposed project and a minimum of three references for prior UFMP projects
4. Proposed project deliverables and timeline, complete with desired start/end dates of service (Please note that all work must be completed no later than December 1, 2018)
5. Budget (anticipated resources assigned to this project, supplies, equipment, staff time, etc.)
6. A minimum of three references who can speak to the candidate's qualifications and experience in arboriculture and UFMP work and testify to the candidate's successes in consulting for UFMP work in large municipalities.

**SUMBISSION:** Proposals should be submitted to Rachel O'Leary ([rachel.oleary@lacity.org](mailto:rachel.oleary@lacity.org)) by January 15, 2018. Evaluation of proposals will be conducted January 15-19, and applicants will be notified by January 22, 2018.

**CONTACT:** Rachel O'Leary, [rachel.oleary@lacity.org](mailto:rachel.oleary@lacity.org); (213) 978-1065; Los Angeles City Hall, 200 North Spring Street, Los Angeles, CA 90012