



REQUEST FOR PROPOSAL

BOK TOWER GARDENS: HISTORIC GARDENS TREE RISK ASSESSMENT

**BOK TOWER GARDENS
1151 TOWER BLVD
LAKE WALES, FL 33853**

SEPTEMBER 11, 2025



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1. SUMMARY AND BACKGROUND

Bok Tower Gardens is a National Historic Landmark located in Lake Wales, Florida. Originally a bird and wildlife sanctuary, the destination was created by Edward Bok in 1929 and has been open for public visitation for nearly a century. In addition to 250 acres of gardens and preserve lands, Bok Tower Gardens is home to the Singing Tower and its 60-bell carillon located at the summit of Iron Mountain.

Designed by The Olmsted Brothers Firm in the 1920s, the landscape at the summit includes a live oak (*Quercus virginiana*) grove that encircles approximately three quarters of the grounds around the Singing Tower. Over the last century, this grove has experienced lightning strikes, hurricanes, hail storms, and other natural and manmade events that have caused damage and resulted in loss of trees.

The purpose of this Request for Proposal (RFP) is to solicit proposals for a Risk Assessment level one, two, and three, as needed, in the historic gardens. Should any recommendations be made and fulfilled following the level two or three assessment, a follow-up RFP will be created for that work.

Bok Tower Gardens will require this assessment to be done via an ISA-certified arborist. Bok Tower Gardens will solicit proposals from various candidate contractors and will conduct a fair and extensive evaluation based on criteria listed herein created by the National Parks Service and distributed through the Save America's Treasures grant. Bok Tower Gardens will guard against real and perceived favoritism and profiteering at taxpayer's expense by using an open and fair competitive bid process. Bok Tower Gardens will provide candidates with equal opportunities to participate in public business. Bok Tower Gardens encourages minority business enterprises (MBE) to participate in all RFP solicitations.

The Tree Risk Assessment will serve as the directive in solicitation of RFPs for the work prescribed in recommendations, and any necessary drawings or studies per the selected candidate and/or organization awarded by this RFP.



2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process. Proposals will be accepted until **October 3rd, 2025**. Any proposals received after this date and time will be returned to the sender. An official agent or representative of the company submitting the proposal must sign all proposals.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work, must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Bok Tower Gardens and will include scope, budget, schedule, and other necessary items pertaining to the project.

All individuals, consultants, and contractors hired must agree to National Parks Service Funding Acknowledgement Requirement:

- “This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number P22AP02226-00. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.”
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- A digital copy of all deliverables must be available for public access. Sensitive information may be redacted from the public access copy.



3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In 2022, Bok Tower Gardens received a matching grant from the Save America's Treasures program. A portion of this was allocated to the conservation of hardscape features, such as the Exedra; the remainder was allocated for the creation of a management plan and the work necessary to begin the management plan.

The purpose of this project is to obtain a qualified contractor who can assess the Historic gardens for Tree Health. This work will be completed to achieve proper care of the gardens' canopy.

Project Description:

Since 1926 when the beginnings of the historic gardens were established, the trees have been resilient sentinels standing the test of time. However, as natural forces and manmade pressures have arisen, there is a need to assess the remaining trees and ensure their continued good health. As seen in Figure 1 (below), an assessment should be made of all canopy trees in the outlined area, a total of 38 acres. Bok Tower Gardens seeks an ISA TRAQ Certified Arborist to complete level one, two, and three assessments. Please note that Figure 1 was generated based on Figure 2 (below) taken from Bok Tower Gardens' Cultural Landscape Report.

4. PROJECT SCOPE

The scope of this project includes the following items:

- Complete and submit a level 1 Tree Risk Assessment
- Complete and submit a level 2 Tree Risk Assessment as needed
- Complete and submit a level 2 Tree Risk Assessment as needed
 - If the arborist awarded the contract cannot perform a level 3 assessment, they should make a recommendation as to whether any trees require a level



3 Assessment and work with Bok Tower Gardens to contract out that assessment.

- Work with Bok Tower Gardens Staff to create a best practice plan for the assessed trees
- Provide professional support and communication(s) during project

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than October 3rd, 2025.

Evaluation of proposals will be conducted from October 3rd until October 10th. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 17th, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by October 31st, 2025.

Notifications to bidders who were not selected will be completed by October 24th, 2025.

Project Timeline:

Project initiation phase must be completed by November 14th, 2025.

Project planning phase must be completed by November 14th, 2025. Project planning phase will determine the timeline/schedule for the remaining phases of the project. Though it should be noted that all assessments should be completed by December 12th, 2025, and any additional required tree work will fall under a new RFP unless specified in the terms and conditions that the arborist that wins this RFP will perform this work.



6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience
- Proof of ISA TRAQ Qualification
- List of staff and time for completion of the project
- Testimonials from past clients that speak to the quality and expertise of your organization
- Timeframe for completion of project

7. PROPOSAL EVALUATION CRITERIA

Bok Tower Gardens will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders should provide samples of previous evaluations to be evaluated.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise

Each bidder must submit 2 copies of their proposal to the address or below by October 3rd, 2025.

***Bok Tower Gardens
c/o Brendan Huggins
1151 Tower Blvd
Lake Wales, FL 33853
bhuggins@boktower.org***



Figure 1

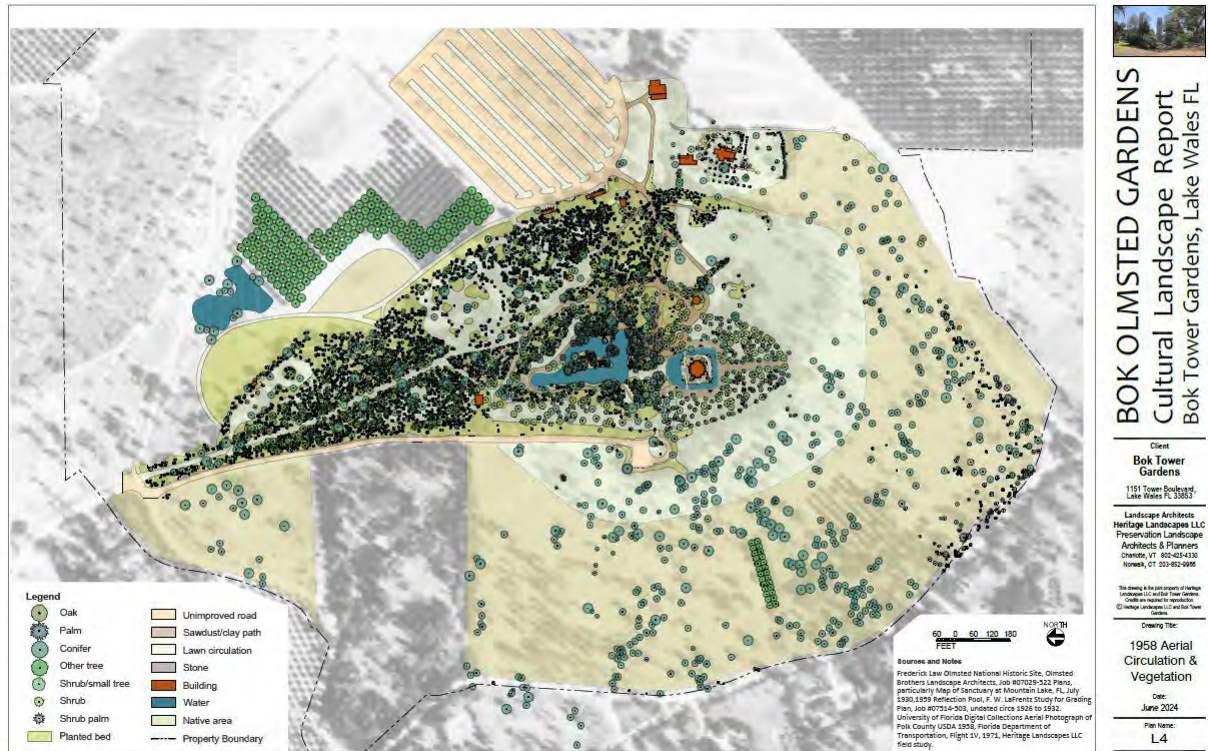


Figure 2