

REQUEST FOR PROPOSALS

Urban Tree Planting, Tree Pit & Permeable Tree Pit Installation

Downtown Revitalization Initiative (DRI) — Long Island City, Queens

Issued By	Long Island City Partnership (LICP)
Issue Date	May 4, 2026
Questions Deadline	June 1, 2026
Proposal Due Date	June 30, 2026 5:00 PM EST
Submission Method	Email to hsmith@licpartnership.org with subject line: LICP Tree Planting & Streetscape Greening Project RFP — [Firm Name].
Contract Type	Fixed Price / Per Unit
Project Area	DRI Area, Long Island City, Queens, NY

Introduction & Background

Long Island City Partnership (LICP) is the local nonprofit economic development organization for LIC. LICP champions economic development efforts that benefit the neighborhood at large, along with its members, composed of businesses and organizations reflective of LIC’s industrial, commercial, retail, science and technology, residential, cultural, and tourism sectors. LICP works to attract new businesses to LIC, support and sustain existing ones, engage residents and visitors, and promote a vibrant and authentic mixed-use community. LICP also manages the LIC Business Improvement District (LIC BID) and LIC Industrial Business Zone (LIC IBZ), providing business services and assistance.

Through the New York State Downtown Revitalization Initiative (DRI), LICP has secured funding to expand the neighborhood's urban tree canopy and green infrastructure within the designated DRI Strategic Investment Area over the next 2 years. You can find out more about the State’s DRI program and read the [LIC DRI Strategic Investment Plan](https://www.ny.gov/Programs/Downtown-Revitalization-Initiative) online at: <https://www.ny.gov/Programs/Downtown-Revitalization-Initiative>.

This Request for Proposals (RFP) seeks qualified vendors to design, procure, and install trees, tree pits, and permeable tree pits in designated streetscape locations throughout the DRI

Strategic Investment Area. LICP views this project as an opportunity not only to expand green infrastructure and environmental resilience, but to meaningfully enhance the visual character and identity of the Long Island City streetscape.

Description of Services

The selected vendor(s) will be responsible for the following scope of work:

1. Permitting & City Agency Coordination

Prior to the commencement of any site work, the selected vendor(s) must complete all required permitting and obtain written approvals from the applicable New York City agencies. This is a mandatory prerequisite — no installation work shall begin until all permits are secured and confirmed in writing with LICP.

The vendor shall be responsible for initiating, managing, and completing the permitting process in a timely manner so as not to delay the overall project schedule. Required coordination shall include, at minimum:

- NYC Parks Department — Street tree planting approval, species selection sign-off, and any required forestry permits
- NYC Department of Transportation (DOT) — Street opening permits and sidewalk work permits for all tree pit excavation and hardscape restoration
- NYC Department of Environmental Protection (DEP) — Coordination on permeable tree pit installations as they relate to stormwater management and green infrastructure compliance
- NYC 811 / Con Edison & Utility Providers — Full underground utility marking and clearance at all proposed planting locations prior to any excavation
- NYC Department of Buildings (DOB) — If applicable, any permits related to subsurface structural work associated with Silva Cell or similar systems

The vendor shall maintain a permitting log and provide LICP with regular written status updates throughout the permitting phase. Any delays arising from the permitting process must be communicated to LICP in writing within five (5) business days of identification. LICP will provide letters of support and project documentation to assist the vendor in the permitting process where applicable, but the vendor retains full responsibility for permit acquisition and agency follow-through. Additionally, LICP has had preliminary conversations with relevant city agencies that may assist in facilitating the permitting process and is prepared to leverage those relationships to support the selected vendor. Notwithstanding the foregoing, the vendor retains full responsibility for permit acquisition and agency follow-through.

2. Tree Procurement & Installation

Procurement and installation of approved tree species suited to the urban conditions of the LIC streetscape, including tolerance for heat, compacted soils, and impervious surfaces. All species selection must comply with NYC Parks Department standards and any applicable DRI program requirements. Trees shall be nursery-grown, balled and burlapped or container-grown as appropriate, and of a caliper and height consistent with NYC street tree planting guidelines. Vendors are encouraged to propose species that contribute seasonal visual interest — including flowering, resilient, fall color, large canopy, or distinctive form — where site conditions allow.

3. Tree Pit Construction

The selected vendor shall design and construction of tree pits in designated locations within the DRI area. Work shall include excavation, soil preparation, edging or grating as specified, and all associated restoration of the surrounding hardscape. Tree pit dimensions, materials, and finishes must be consistent with LICP's streetscape standards and coordinated with NYC DOT and NYC Parks requirements.

LICP is open to proposals that incorporate custom or decorative tree pit grating, cast iron or alternative edging materials, and surface treatments that add visual character to the streetscape. Vendors are encouraged to propose design variations, including extended tree pits, for LICP review, provided all elements meet city standards accessibility requirements, or will likely be approved by NYC DOT or Parks.

4. Permeable Tree Pit Design & Installation

The vendor shall conduct design and installation of permeable tree pits at designated locations to improve stormwater infiltration, reduce urban heat island effect, and enhance the overall green infrastructure of the corridor. Permeable tree pit systems shall incorporate appropriate sub-base materials, structural soil or silva cell systems, and permeable surface treatments such as decomposed granite, permeable pavers, or approved equivalents.

LICP particularly welcomes creative approaches to permeable surface design — including patterned or colored permeable pavers, planted understory within pit areas, or integrated seating and edge elements — that enhance the pedestrian experience while delivering green infrastructure performance. Vendors are encouraged to propose innovative, low-maintenance, and visually distinctive permeable solutions appropriate for high-pedestrian urban streetscapes.

5. Creative Design Elements

Vendors are invited to include a dedicated creative design section within their proposal outlining design enhancements beyond standard installation. The design should be easily replicable as we hope for our concept to be a part of the neighborhood's identity. LICP is especially interested in design concepts that reflect the cultural diversity, arts identity, industrial, and urban character of Long Island City. This may include but is not limited to:

- Custom tree guard patterns or materials
- Decorative pit edging or surrounds
- Permeable paver designs with community-inspired motifs or patterns
- Integrated low-level lighting elements
- Sculptures within tree pits
- Incorporation of benches or seating areas
- Seasonal or perennial planting within pit areas
- Coordinated design language that creates a cohesive streetscape identity across multiple installation sites

All creative elements must comply with applicable city agency standards and will be subject to LICP review and approval prior to fabrication or installation. Creative approaches will be viewed favorably in the evaluation process.

6. Site Assessment & Planning

Prior to installation, the vendor shall conduct a site assessment of all proposed planting locations to identify subsurface conflicts including utilities, existing root systems, and pavement conditions. The vendor shall coordinate all utility marking (NYC 811) and provide a construction and planting plan for LICP review and approval before work commences. Site assessment findings must be documented and submitted to LICP as part of the pre-installation approval process.

7. Restoration & Cleanup

All disturbed hardscape, curbing, or sidewalk areas affected during installation shall be restored to pre-construction conditions or better. The vendor is responsible for full site cleanup upon completion of each installation location.

8. Maintenance & Warranty

Vendors shall include a minimum one-year establishment warranty covering tree survival and health post-installation. Proposals should outline any optional ongoing maintenance programs including watering, mulching, structural pruning, and pit maintenance available beyond the warranty period. Maintenance plans for any planted understory or creative surface elements within permeable pits should be addressed separately.

Project Area

Work will be performed within the designated DRI Strategic Investment Area (Appendix A) in Long Island City, Queens. Specific planting locations will be provided to shortlisted vendors during the site walkthrough phase of the procurement process. LICP anticipates installations across multiple blocks and may phase the work across the project timeline.

Anticipated Project Timeline

Milestone	Target Date
RFP Issued	May 4, 2026
Questions Submission Deadline	June 1, 2026
LICP Responses to Questions	June 8, 2026
Proposals Due	June 30, 2026

Proposal Requirements

Respondents must submit a complete proposal including all of the following:

- Cover letter identifying the firm, primary contact, and a brief statement of qualifications
 - Description of relevant experience with urban tree planting, green infrastructure, and streetscape design projects, including comparable municipal or BID-sponsored work
 - Proposed approach and methodology, including permitting strategy and anticipated permitting timeline
 - Creative design concept or portfolio of comparable design-forward streetscape or green infrastructure work
 - References from at least three (3) comparable projects, including client contact information
 - Itemized pricing by scope component, inclusive of all permitting fees, materials, labor, and any proposed design elements (etc. tree guards, trees, tree pit creation)
 - Proposed project schedule from contract award through installation completion
 - Proof of applicable licensing, bonding, and insurance (see below)
 - Completed MWBE utilization documentation (see MWBE Requirements section)
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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Relevant experience and qualifications in urban forestry and green infrastructure	25%
Technical approach, methodology, and permitting strategy	20%
Creative design concept and portfolio quality	20%
Cost and value	20%
References and past project performance	10%
MWBE participation and utilization plan	5%

Minority and Women-Owned Business Enterprise (MWBE) Requirements

The Long Island City Partnership is committed to providing meaningful participation opportunities for Minority and Women-Owned Business Enterprises (MWBEs) in its procurement processes. This project is funded in part through the New York State Downtown Revitalization Initiative (DRI), and as such is subject to New York State MWBE requirements pursuant to New York State Executive Law, Article 15-A. While we encourage NYC Certified MWBE firms to participate, only NYS Certified MWBE firms will count toward goal targets for this project.

State Certified MWBE Participation Goal

LICP and NYS have established a combined 30% NYS Certified MWBE participation goal for this contract. Respondents are required to document their plan to achieve or exceed this goal, whether as a certified MWBE firm itself, through subcontracting with certified MWBE firms, or through the purchase of materials and supplies from certified MWBE vendors.

MWBE Certification

For purposes of this RFP, an MWBE is defined as a business enterprise certified by the New York State Empire State Development (ESD) Division of Minority and Women's Business Development as either a Minority-Owned Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to Article 15-A of the New York State Executive Law. Certification must be in place prior to execution of any contract or subcontract in order to count toward the MWBE goal.

To located NYS Certified MWBE firms, you can search the MWBE directory at: <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

To verify MWBE certification status, respondents may consult the New York State MWBE Directory available at: <https://ny.newnycontracts.com>

Required MWBE Submittals

All respondents must include the following MWBE documentation with their proposal:

- Utilization Plan — A completed MWBE Utilization Plan identifying all certified MWBE firms proposed to participate in the contract, the scope of work or supplies each will provide, and the estimated dollar value and percentage of contract value attributed to each MWBE firm
- MWBE Firm Certifications — Copies of current NYS MWBE certification letters for all proposed MWBE subcontractors or suppliers
- Good Faith Efforts Documentation — If a respondent is unable to meet the established MWBE participation goals in whole or in part, the respondent must submit a detailed written statement of the good faith efforts undertaken to obtain MWBE participation, including documentation of outreach to certified MWBE firms

Non-Discrimination & Equal Employment Opportunity

In connection with the performance of this contract, the selected vendor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, or marital status. The vendor shall make and document its conscientious and active efforts to employ and utilize MWBE firms and to provide equal employment opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, or any other characteristic protected by applicable law.

MWBE Reporting

The selected vendor will be required to submit periodic MWBE compliance reports documenting actual payments made to MWBE subcontractors and suppliers throughout the contract term. Failure to comply with MWBE requirements and reporting obligations may result in contract penalties or disqualification from future LCP procurements.

Insurance & Licensing Requirements

Throughout the term of the contract, the contractor shall maintain, and shall cause all its subcontractors and permittees to maintain, in effect comprehensive liability and vehicle insurance in amounts not less than \$1,000,000 for each occurrence involving death of one or more persons, and/or property damage or \$2,000,000 aggregate, plus other typical coverages ordinarily provided in such Policy. The LICP and the City of New York, New York City Department of Business Services, New York City Department of Parks and Recreation, and New York City Department of Transportation shall be named as additional insureds on all such policies, and the contractor shall be named as an additional insured on such policies obtained by its subcontractors and permittees.

During the performance of the work covered by the contract, the contractor shall maintain and shall require any subcontractors to maintain Workmen's Compensation and Employer's Liability Insurance covering all aspects of its performance under the contract.

All insurance policies entered into by the contractor in relation to the contract shall provide that any change in or cancellation of any such policies shall not be valid until the LIC Partnership has had thirty (30) days' written notice of such change or cancellation.

The contractor shall procure and deliver to the LIC Partnership, the City of New York and New York City Department of Business Services certificates of insurance executed by the insurance companies providing such insurance.

The vendor must hold all applicable New York State and New York City contractor licenses required for the scope of work, including any specialty licenses required for street opening, sidewalk work, or arborist services.

Submission Instructions

Proposals must be submitted electronically in PDF format to hsmith@licpartnership.org no later than **June 30, 2026 at 5:00 PM** Eastern Time. The subject line of the submission email must read: LICP Tree Planting & Streetscape Greening Project RFP — [Firm Name].

Firms, to the best of their ability should be able to fill out cost estimates in **Appendix C**.

Late submissions will not be accepted. LICP reserves the right to request clarification, conduct interviews, or request additional information from any respondent. LICP reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the organization.

Questions regarding this RFP must be submitted in writing to hsmith@licpartnership.org by **June 1, 2026**. Responses to all questions will be distributed to all registered respondents.

This RFP does not commit LICP to award a contract, pay costs incurred in the preparation of a proposal, or procure services. LICP is not responsible for any costs incurred by respondents in responding to this RFP.

Contact Information

Organization	Long Island City Partnership (LICP)
RFP Contact	Henry Smith, Senior Manager Economic Development and Operations
Email	Hsmith@licpartnership.org
Address	27-01 Queens Plaza North, Long Island City, NY 11101
Website	Licqns.com

Appendix

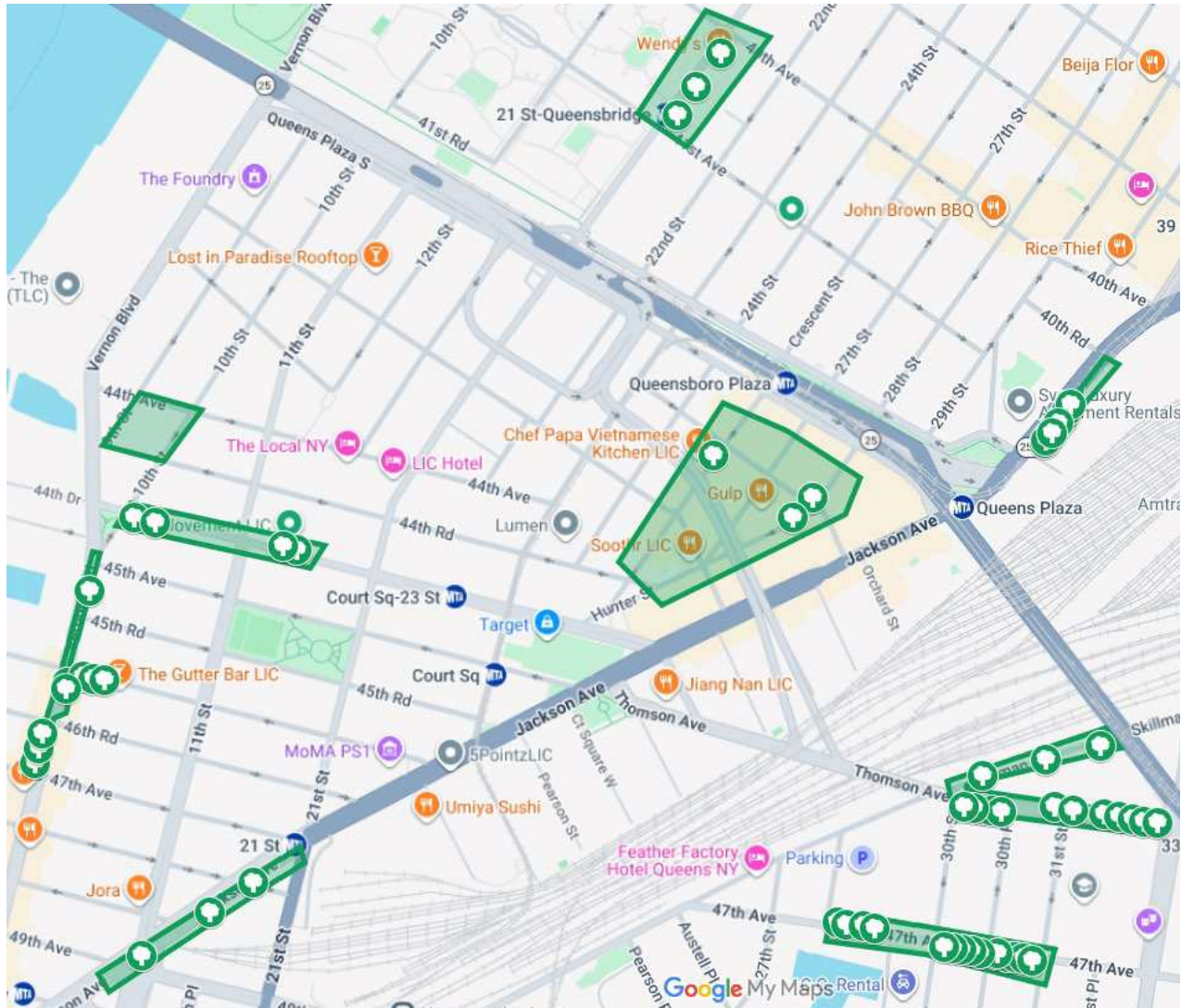
A. DRI Boundaries



Access the interactive map of proposed locations and boundaries here:

https://www.google.com/maps/d/edit?mid=1-8M00Mw8ZBZBW_O7KMRqxSMppqAZtSs&usp=sharing

B. Proposed Locations



Highlighted areas are:

- 21st Street between 41st Avenue and 40th Avenue
- Between Queens Plaza North and 44th Drive from Crescent Street to Hunter Street/28th Street
- Northern Boulevard between 41st Avenue and 40th Road
- Skillman Avenue between Queens Boulevard and Thomson Avenue, Thomson Avenue from Skillman Avenue to Queens Boulevard
- 47th Avenue between 28th Street and 31st Street
- Jackson Avenue between 11th Street and 21st Street
- Vernon Boulevard between 45th Avenue and 47th Avenue
- 44th Drive between 20th Street and 21st Street

- Surrounding 9-03 44th Road

C. Cost Estimates

Instructions: Vendors must complete all applicable fields. Provide unit costs where appropriate and total costs for each category. Attach additional sheets if necessary.

1. Pre-Construction & Permitting Costs

Including but not limited to:

- Permitting & Agency Coordination (Parks, DOT, DEP, DOB)
- Fees Associated with Permitting
- Site Assessments and Surveys
- Pre-Planning

Cost:

2. Design and Creative Elements Costs

Including but not limited to:

- Creative design concepts
- Custom Tree Guards and permeable paver designs
- Integrated Seating and/or lighting elements
- Replicable design that can be used at scale

Cost:

3. Procurement, Fabrication, Installation and Construction Costs

Based on the design submitted, to the best of your ability provide the **cost per site** for the installation of new tree pits, new trees, permeable pavers and tree guards. The cost breakdown should be per unit, and include all involved fees associated - fabrication, delivery and installation. Include as well if there are possible economies of scale or discounts for large orders.

- **Cost for new tree pit:**
- **Cost for tree pit expansion:**
- **Cost for new tree guard:**

- **Cost per tree:**
- **Cost for construction of permeable pavers:**

Cost:

Total Project Cost: