



JAY C. HORMEL NATURE CENTER DISEASED AND DANGEROUS TREE REPLACEMENT SCOPE OF WORK CITY OF AUSTIN – Austin, MN

Issued by: City of Austin: Parks, Recreation, & Forestry Dept. - Jay C. Hormel Nature Center

Project Overview: The City of Austin Parks, Recreation, & Forestry Department, in collaboration with the Jay C. Hormel Nature Center (HNC), is seeking bids from qualified contractors for the planting of at least **519 trees** to replace diseased or dead trees scheduled for removal during the winter of 2025–2026.

Tree planting will occur throughout the Nature Center, primarily along trails and near structures. Planting areas will be divided by location and habitat type, with tree species specified by City/Nature Center staff. Selected trees will improve forest diversity and be resilient to climate change.

Description of Work/Specifications: The Contractor shall furnish all labor, tools, equipment, and incidentals necessary to accomplish the planting of trees in an efficient manner in strict accordance with the contract documents.

All work shall be performed in a safe, responsible, and planned manner with minimal disruption and damage to the surrounding area.

Summary of Work:

1. Tree Selection:

- This project is required by the DNR to follow the 20-10-5 guideline for the City of Austin. Therefore, no maples or spruce may be planted with this project.
- The entirety of the project has been divided into zones. Attached you will find a list of tree species appropriate for each zone. You must select at least the specified number of different species, evenly disturbed among species, for each zone.
- You must use at least 15 different species over the whole project.
- Trees must be 1.25 - 2 inch caliper bareroot or a container size #20 or less.

2. Tree Planting Locations:

- Must be planted a minimum of 8 feet from the edge of the trail, 30 feet from another tree, and 20 feet from a structure.
- Efforts must be made to plant trees in locations where there is open canopy above the tree.

3. Tree Planting Specifications:

- Root balls scored to adequately protect against stem girdling roots
- Mulched to the drip edge

- Trees must be staked
- Each tree requires bark protectors to protect against animal damage
- Watering bags installed

4. Warranty:

- Trees must have a warranty extending to October 31, 2027.
- Trees being replaced under warranty may be planted September-October 2026, May 2027, or September-October 2027.

5. Trail Safety and Coordination:

- Coordinate schedules with the HNC Director to ensure timely implementation of work plans.
- Work must primarily occur during the Monday – Friday work week. Special permission may be given to work weekends at the HNC Director’s discretion.
- Planting may only occur when HNC staff determine that ground conditions are adequate to ensure that trails are not adversely impacted by tree planting equipment.
- Work will be along trails that are 8-12 feet wide and often winding.
- The contractor must close trail segments during active work periods and provide appropriate signage. Contractors must supply their own signs.

Optional addition: Tree Care through Oct. 31, 2027 including watering and light pruning.

If the project budget allows, we prefer to contract out the watering and care for these trees through the end of the grant period.

Watering specs:

- Water each tree weekly if 1 inch of rain has not fallen in the previous 7 days. The contractor will use their own equipment.
- To protect paved trails, water tanks on paved trails should not exceed 250 gallons. A larger tank may be staged onsite to refill from as long as it is not on paved trails.
- Additional care must be taken to avoid driving on the edge of paved trails, it would be better to drive with one wheel off the paved surface.

Light pruning

- During fall 2026, lightly prune trees to remove dead branches, weak branching, and to establish a dominant leader.

Funding and Compliance: This project is funded by a State of Minnesota bonding grant. As such, **prevailing wage rules will apply**, and contractors must submit documentation to demonstrate compliance with these requirements.

Responsibilities of the Nature Center Staff:

- Provide a comprehensive map showing planting zones.
- Provide a corresponding list of trees appropriate for the planting zones.
- Provide oversight to while planting, watering, and pruning activities are occurring.

Billing and Payments:

Completed work will be confirmed by the Nature Center Director.

The City will promptly pay the Contractor for verified, completed, and invoiced work up to ninety-five percent (95%) of the total project. The City's normally scheduled check runs occur every two weeks.

A five percent (5%) retainage will be paid to the Contractor with the final payment when all work is verified complete and an invoice has been received.

Qualifications:

Contractor shall provide proof of liability insurance upon request.

The City may require bidders to submit evidence that they have practical knowledge of the work bid upon and that they have the financial resources to complete the proposed work.

Bid Requirements: Bids must include the following:

1. Pricing for tree planting with the optional addition for providing tree care.
2. Confirmation of the ability to plant trees in May or early-June 2026.
3. Description of the equipment and methods to be used to minimize environmental impact and damage to infrastructure.
4. Proof of liability insurance and worker's compensation coverage.
5. List of at least three references for similar projects completed within the last five years.
6. Confirmation of understanding that Prevailing Wage rules apply to this project.

Evaluation Criteria: Bids will be evaluated based on:

1. Total cost.
2. Size and selection of trees.
3. Environmental impact mitigation strategies.
4. Contractor's experience and references.

Submission Details:

- **Deadline for Submission:** February 13 at noon
- **Submission Format:** Bids must be in a sealed envelope and dropped off at the Nature Center or mailed to the following address:

HNC Tree Planting Bid
Jay C. Hormel Nature Center
PO Box 673
Austin, MN 55912

Bid Opening: Bids will be opened in a public meeting on Friday, February 13 at 1:00 pm in the conference room of the Interpretive Center at the Jay C. Hormel Nature Center. The selected contractor will be notified thereafter. The City of Austin reserves the right to reject any or all bids.

Project Award: The project will be awarded within 30 days of the bid opening to allow time to review bids and get city approval.

Additional Information: For questions or additional details, contact Luke Reese at luke.reese@hormelnaturecenter.org or 507-437-7519.

Note: The contractor is responsible for adhering to all local, state, and federal regulations related to tree removal and disposal.

We look forward to receiving your bid and partnering on this important project to enhance the safety and ecological health of the Jay C. Hormel Nature Center.

Table 1. Species options for each zone.

Zone	Habitat	Number to Plant	# of species to pick:	Species Options
A	Streamside	78	5	Am. basswood Bitternut hickory Black cherry Coffeetree Cottonwood DED resist Am. elm Hackberry River birch Sycamore
B	Upland Mixed Hardwood	78	5	Am. basswood Coffeetree DED resist Am. elm Pin oak Red oak Shagbark hickory White oak
C	Upland Landscaped Area	16	3	Buckeye Coffeetree DED resist Am. elm Honeylocust Oak (white, swamp white, burr, red, pin) Tuliptree
D	Sandy wetland edge	23	3	Cottonwood DED resist Am. elm Hackberry Honeylocust Oak (white, swamp white, burr, red, pin) Shagbark hickory
E	Wetland edge	23	3	Cottonwood Basswood Hackberry Honeylocust River birch
F	Upland Hardwood	27	4	Am. Basswood Black cherry DED resist Am. Elm Hackberry Shagbark hickory Walnut

G	Upland Plantation Pine & Oak	42	4	Honeylocust Oak (white, swamp white, burr, red, pin) Walnut White pine
H	Upland Maple-Basswood	30	3	Am. basswood Black cherry DED resist Am. elm Hackberry Shagbark hickory
I	Wetland black ash-cottonwood-willow	93	6	Black cherry Catalpa Coffeetree Cottonwood DED resis Am. elm Hackberry River birch Sycamore
J	Upland basswood-oak	75	5	Am. basswood Bitternut hickory Black cherry Coffeetree DED resist Am. elm Shagbark hickory
K	Plantation pine	21	3	Black cherry Jack pine Pin oak Red oak White pine
L	Oak savanna	13	2	Black cherry DED resist Am. elm Oak (white, swamp white, burr, red, pin)



JAY C. HORMEL
NATURE CENTER
CITY OF AUSTIN

JAY C. HORMEL NATURE CENTER DISEASED & DANGEROUS TREE REPLACEMENT

CONTRACTOR BID PROPOSAL

CITY OF AUSTIN

Austin, Minnesota

_____, 2026
Date Here

To The Mayor and City Council
Austin, Minnesota 55912

The undersigned, as bidder, hereby proposes and agrees to enter into a Contract with the City of Austin, Minnesota, to supply all materials, equipment and labor for the **Jay C. Hormel Nature Center Diseased and Dangerous Tree Replacement Project** in accordance with the **Scope of Work** prepared by the Director of Parks, Recreation & Forestry and Nature Center Director.

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<p align="center">CONTRACTOR BID PROPOSAL</p> <p align="center">JAY C. HORMEL NATURE CENTER DISEASED & DANGEROUS TREE REPLACEMENT PROJECT</p> <p align="center">CITY OF AUSTIN, MINNESOTA</p>

PROPOSALS ACCEPTED UNTIL 12:00 PM FRIDAY, FEBRUARY 13, 2026

The undersigned, having carefully examined the Bidding Documents and having examined the sites and familiarized themselves with the local conditions affecting the cost of the Work, hereby propose to furnish all labor, material, transportation, tools, supplies, etc. necessary for completion of the work according to the specifications and plans.

The undersigned also agrees as follows:

1. Within fifteen (15) days after the Contract is awarded, to execute the Contract.
2. To start work, with Nature Center Director approval.
3. That this Proposal cannot be withdrawn within thirty (30) days after the scheduled time for receipt of bids.
4. That it is the understanding that the City may accept or reject any or all bids.

Item #	Description	Total
1	Bid: Plant 519 trees	1. \$ _____
Optional Addition	Watering & care through Oct. 31, 2027	2. \$ _____

A complete bid proposal must include all the following:

	Pricing (above)
	Confirmation of ability to plant trees May or early-June 2026
	Brief description of the equipment and methods to be used
	Completion of the table below outlining number and types of trees you're proposing to plant in each zone.
	Proof of liability insurance and worker's compensation coverage.
	List of 3 references.
	Confirmation that prevailing wage rules apply

Company Name:	
Company Address:	
Submitted By:	
Signature:	Date:

Phone Number:	
Email Address:	

Please fill in the table to list the number of each species you propose to plant in each zone.

Zone	Species	#	Zone	Species	#
A			E		
B			F		
C			G		
D			H		
I			K		



Number of Trees to Plant in Each Zone

