

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 7, 2013

Consent
 Ordinance

Regular
 Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) ratify** the signature of the Mayor on a 2013 National Urban and Community Forestry Grant Program grant application requesting \$9,953.24 for a tree planting project at Haverhill Park; **B) adopt** Resolution to enter into a Grant Memorandum of Agreement with the State of Florida, Department of Agriculture and Consumer Services, Division of Forestry, if the grant is approved; **C) authorize** the County Administrator or his designee to execute the funding Agreement, as well as task assignments, certifications, standard forms, or amendments to the Agreement that do not change the scope of work or terms and conditions of the Agreement, if the grant is approved; and **D) authorize** the Director of the Parks and Recreation Department to serve as Liaison with the Florida Division of Forestry for this project.

Summary: This Grant Application requests \$9,953.24 from the Florida Division of Forestry for a tree planting project at Haverhill Park in order to create additional tree canopy in the park and to enhance the park's landscape buffer. The grant will be matched (50%) using trees and mulch from the Parks and Recreation Department's nursery valued at \$9,992.51. If awarded, the grant requires the County to enter into a Grant Memorandum of Agreement that details project costs, required status reports, establishes timelines, and reimbursement procedures. The County will also be required to enter into a Grant Maintenance Memorandum of Agreement which requires the County to maintain the plant material established as a part of the project for a period of three years. The project and related expenditures must be completed by January 31, 2015. Due to grant-related items requiring timely execution by the County, staff is requesting Board approval for the County Administrator or designee to approve grant documents and the Parks and Recreation Director to act as the Liaison Agent for this project. District 2 (AH)

Background and Justification: The Florida Department of Agriculture and Consumer Services, Florida Forest Service offers grants to local governments for demonstration and tree planting projects. The County is requesting funding for a tree planting project at Haverhill Park. Haverhill Park is a 23 acre park centrally located in Palm Beach County, and is heavily used for both active and passive recreation by local residents. Storms from the past decade have substantially reduced the native tree canopy in Haverhill Park. If the grant is approved, the funding will create additional tree canopy at this community park.

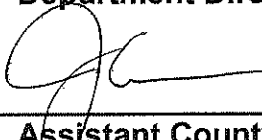
The Florida Department of Agriculture and Consumer Services' time frame for submittal of this application did not allow for prior approval by the Board. In order to meet the grant application deadline, Mayor Abrams signed the application on behalf of the Board, as authorized by PPM CW-F-003 Policy B.4. This PPM requires the grant application be presented to the Board for approval at its next available meeting after signature by the Mayor.

Attachments:

1. Grant Application
2. Resolution

Recommended by: 
Department Director

4/23/2013
Date

Approved by: 
Assistant County Administrator

4/30/13
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	-0-	-0-	-0-	-0-	-0-
Operating Costs	19,945.75	-0-	-0-	-0-	-0-
External Revenues	(9,953.24)	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	9,992.51	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	0	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes No
 Budget Account No.: Fund _____ Department _____ Unit _____
 Object _____ Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact at this time. Should the grant be awarded, a budget amendment will be presented to the Board for approval. The additional funding sources for this project are identified as follows:

National Urban and Community Forestry grant	3600-581-PXXX	\$9,953
In-kind		<u>\$9,993</u>
Total		\$19,946

*In-kind match will be provided with trees and mulch from the Department's nursery.

C. Departmental Fiscal Review: *[Signature]*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

<p><u><i>[Signature]</i></u> OFMB 4/25/13 JB 4/24 4/11/13 4/11/13</p>	<p><u><i>[Signature]</i></u> Contract Development and Control 4-26-13 B. Wheeler</p>
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B. Legal Sufficiency:

Anne Tolbert 4-29-13
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 10/95
 ADM FORM 01

This summary is not to be used as a basis for payment



March 20, 2013

Mr. Charlie Marcus
Forest Management Bureau
3125 Conner Blvd., C-25
Tallahassee, FL 32399-1650

**Parks and Recreation
Department**

2700 6th Avenue South
Lake Worth, FL 33461
(561) 966-6600
Fax: (561) 966-6734
www.pbcparcs.com

RE: 2013 Urban Community Forestry Grant Program

Dear Mr. Marcus:

Attached is one original and five copies of the 2013 Urban and Community Forestry Grant Program grant application. The Palm Beach County Parks and Recreation Department is applying for \$9,953.24 in grant funding to cover the cost of a tree planting project at Haverhill Park.

Haverhill Park is centrally located in Palm Beach County. The park is located in a densely populated, urbanized area, and the park is heavily used by both local residents and home school students for athletic activities. The installation of 95 trees with increase the existing tree canopy, providing much needed shade for park patrons.

An unexecuted Resolution is included as Attachment "H". The attached Resolution will be presented to the Palm Beach County Board of County Commissioners on May 7, 2013, for their consideration. A fully executed copy of the Resolution will be sent to you as soon as it becomes available.

Please contact either myself at 561-966-6614 or Jean Matthews, Senior Planner 561-966-6652 if you have any questions or need additional information.

Sincerely,


for Eric Call, Director
Parks and Recreation Department

DLE:JM

Attachments


**Palm Beach County
Board of County
Commissioners**

Steven L. Abrams, Chairman
Priscilla A. Taylor, Vice Chair
Hal R. Valeche
Paulette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

 printed on recycled paper



FLORIDA FOREST SERVICE

2013 National Urban and Community Forestry Grant Program



Submitted by: Palm Beach County
Parks and Recreation Department
March 22, 2013



ADAM H. PUTNAM
COMMISSIONER

Submit Bids to:
Florida Department of Agriculture and Consumer Services
407 South Calhoun Street - Mayo Building, Room SB-8
Tallahassee, FL 32399-0800

Telephone: (850) 617-7181

Page 1 of 68 Pages

BIDS NO. RFP/FFS-12/13-48

AGENCY MAILING DATE:

JANUARY 28, 2013

WILL BE OPENED MARCH 22, 2013 @ 2:00 P.M.
and may not be withdrawn within 90 days after such date and time

NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT MAY 24, 2013

BID TITLE: 2013 NATIONAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

VENDOR NAME

Palm Beach County Board of County Commissioners

AUTHORIZED SIGNATURE (MANUAL)

VENDOR MAILING ADDRESS

2700 6th Avenue South

CITY - STATE - ZIP

Lake Worth, FL 33461

AUTHORIZED SIGNATURE (TYPED) TITLE

Steven L. Abrams, Mayor

TELEPHONE: (561) 966-6652

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

GENERAL INSTRUCTIONS TO RESPONDENTS

Anne Delgant

1. **Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
 - (a) "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
 - (b) "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
 - (c) "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
 - (d) "Response" means the material submitted by the respondent in answering the solicitation.
 - (e) "Timeline" means the list of critical dates and actions included in the Introductory Materials.

- Technical Specifications,
- Special Conditions and Instructions,
- Instructions to Respondents (PUR 1001),
- General Conditions (PUR 1000), and
- Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

2. **General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.

3. **Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.

3. **Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:
 - an electronic signature on the response, generally,
 - an electronic signature on any form or section specifically calling for a signature, and
 - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

4. **Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

REQUEST FOR PROPOSAL

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
CHECKLIST

- X 1. The entire Request for Proposal has been read.
- X 2. Page 1 of the Request for Proposal Form **PUR 1001/1000**, Instructions to Respondents and General Contract Conditions, has been completed, signed and included the proposal package. Provide a complete address for the proposer in the space provided (include street address or post office box, city, zip code and telephone number). Please note: **ALL FUTURE CORRESPONDENCE AND CHECKS WILL BE SENT TO THE CONTACT PERSON AND ADDRESS LISTED ON YOUR PROPOSAL.**
- X 3. **ATTACHMENT B, Conflict of Interest Statement**, has been completed, signed and included the proposal package.
- X 4. **ATTACHMENT C, Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds** has been completed, signed and included the proposal package
- X 5. **ATTACHMENT D, Urban and Community Forestry Proposal Form 2013**, has been completed, signed and included in the proposal package. Please note: **ALL FUTURE CORRESPONDENCE WILL BE SENT TO THE CONTACT PERSON LISTED ON YOUR PROPOSAL.**
- X 6. A detailed itemized budget summary (**ATTACHMENT E, Budget**) has been completed and included in the proposal package.
- Pending 7. A resolution (by the local government) indicating support for the project **Must** be included with the proposal package (**ATTACHMENT H, Example Urban and Community Forestry Grant Resolution 10-05**).
- Pending 8. For Demonstration or Site Specific Projects, this resolution (**ATTACHMENT H, Example Urban and Community Forestry Grant Resolution 10-05**) must also state that they will execute a Maintenance Memorandum of Agreement (**ATTACHMENT J, Example Urban and Community Forestry Grant Maintenance Memorandum of Agreement**) with the Florida Department of Agriculture and Consumer Services.
- X 9. For Demonstration or Site Specific Projects along roadways, a map must be included showing both the U.S. Highway and S.R. (State Road) numbers separated by a slash (/), if both exist. If only one exists, please circle either "U.S." or "S.R." to indicate which numbers you are giving. At least three photos of the site should also be included in the proposal package.
- X 10. In conformance with Section 481.329(7), Florida Statutes, "Persons who perform landscape architectural services not for compensation, or in their capacity as employees of municipal or county governments, shall not be required to be licensed..." This means that if the required design is completed by an unpaid volunteer or an employee of municipal or county government, a Florida registered architect does not have to sign and seal the drawings.
- X 11. One (1) original proposal package with blue ink signature and five (5) copies of the proposal package have been submitted.
- X 12. **Applicant has registered current Federal Employer Identification Number (FEID #) and mailing address in MyFloridaMarketplace.com. Applicant must also complete the Division of Financial Services required Substitute Form W-9 (ATTACHMENT M, Federal Employer Identification Number Registration Instructions/Substitute W-9 Instructions). No contract can be entered into without both registrations being completed.**
- X 13. **Attachment P, Drug-Free Workplace Program Bidder Certification**, form has been signed and is included in the proposal package.



ATTACHMENTS

State of Florida Conflict of Interest Statement.....	B
Certification Regarding Lobbying; Debarment; Suspension.....	C
Urban and Community Forestry Grant Proposal Form.....	D
Budget.....	E
County Location Map.....	G
Resolution - Community Forestry Grant	H
Letters of Support.....	I
Photographs of Project Area.....	J
Site Plan/Landscape Plan.....	K
Landscape Details.....	L
Partnership Email.....	M
Drug-Free Workplace Certification.....	P

ATTACHMENT B

STATE OF FLORIDA
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CONFLICT OF INTEREST STATEMENT

I, Steven L. Abrams, Mayor, as authorized representative of Palm Beach County Board of County Commissioners certify that neither member of this firm nor any person having interest in this firm has been awarded a contract by the Florida Department of Agriculture and Consumer Services on a non-competitive basis to:

- (1) develop this Invitation to Bid (ITB) or Request for Proposal (RFP);
- (2) perform a feasibility study concerning the scope of work contained in this ITB/RFP;
- (3) develop a program similar to what is contained in this ITB/RFP.


Authorized Representative Steven L. Abrams, Mayor

March 20, 2013
Date

Anne Helzant

ATTACHMENT C



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

**CERTIFICATION REGARDING LOBBYING:
DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS
FOR EXPENDITURE OF FEDERAL FUNDS**

LOBBYING

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over \$100,000 involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Commissioner Steven L. Abrams, Mayor

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE/DATE

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over \$25,000 involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Commissioner Steven L. Abrams, Mayor

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE/DATE

FDACS-01522 Rev. 09/12

ATTACHMENT D

URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM 2013

GENERAL INSTRUCTIONS: Please complete all items pertaining to the Category Grant for which you are applying. The proposal packet must not exceed thirty (30) one sided pages, including attachments. All attachments must be 8 1/2" X 11", except any attached sketches, plans and maps which must be no larger than 2' X 3' and foiled into 8 1/2" X 11". Six (6) copies (one copy with original signatures and five copies) of the proposal packet including the proposal form, the project description and all attachments must be received no later than 2:00 p.m., March 22, 2013, at:

Florida Department of Agriculture and Consumer Services
Purchasing Office - U&CF - 2013 PROPOSAL
407 S. Calhoun Street
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800
Telephone (850) 617-7181

If you have any questions, please see ATTACHMENT O, District/Center Contacts.

PROPOSER INFORMATION (Please Print or Type)

Project Title: Haverhill Park Tree Planting Project

Proposer Name: Palm Beach County Board of County Commissioners

Name and Title of Contact Person: Jean Matthews, Senior Planner, Parks & Recreation Dept.

Address: 2700 6th Avenue S, Lake Worth, Fl. jmatthew@pbcgov.org

Zip: 33461 Phone: (561) 966-6652

FEID Number 59-60000785 US Congressional District Number: 23

Is your organization a Non-profit corporation pursuant to Chapter 617, Florida Statutes?

Yes _____ No x

If the applicant is a city or county government, does your urban forestry program have the following:

Professional Staff, in-house or contracted. List qualifications such as ISA certification, forestry degree, etc:
Licensed Landscape Architects & University of Florida Certified Master Gardeners

Citizen Tree Advisory Board or Tree Advocacy Group. Describe: Keep Palm Beach County Beautiful


Urban Tree Inventory or Management Plan, how current? July 2007, "Urban Ecosystem Analysis Palm Beach County, Florida: analyzed tree canopy for the entire County.

Tree Ordinance covering either public or private lands. Describe: 1996 Vegetation Protection & Preservation

As the duly authorized representative of the proposer named above, I hereby certify that all parts of the proposal and required grant information have been read and understood, and all information submitted herein is true and correct.

Authorized Executive Officer: Steven L. Abrams

Title: Commissioner and Mayor of Palm Beach County

Signature:  Date: March 20, 2013

Anne Helzant

ATTACHMENT D (Continued)

Project Description

Describe the local community and current urban forestry program and role of applicant in that program if a non-profit group. Haverhill Park is a 23 acre park centrally located in Palm Beach County, within the Town of Haverhill's municipal boundaries. The park is located in a density populated urbanized area, with over 117,000 residents living within a three mile radius. According to the 2010 Census Tract information 16,384 residents live in very close proximity to the park, of these residents 20.5% live below the poverty level, 30.5% are under 20 years old and 42.3% are minorities. Many of these residents do not have access to private transportation and use the park on a daily basis. The Park is used for both active and passive recreation by local residents as well as for home school students for athletic activities.

Previous U&CF Grants received by the applicant. When were they implemented, and what did they accomplish? In 2010, Palm Beach County was awarded an \$18,500 Forest Health Improvement Initiative Grant (stimulus money) for John Stretch Memorial Park, which is located on the south side of Lake Okeehelie in western Palm Beach County. The County used the grant funding to install over 80 trees in order to provide shade and create a buffer along U.S. Highway 27.

Describe the goals and objectives of this project. The goal of this project is to plant native trees at Haverhill Park, demonstrating proper urban tree planting, protection, and pruning in a prominent visible location. The addition of a landscape buffer and expansion of the tree canopy will visually buffer Belvedere Road and provide much needed shade for park patrons.

Describe how this project will help and improve this program long term. Haverhill Park fronts on Belvedere Road a heavily traveled four lane thoroughfare, with over 23,000 vehicles traveling this section of road daily. This planting project will be visible from the road, and will provide an example to residents on how to plant the "Right Tree in the Right Place" in accordance with the Florida Urban Forestry Council.

Describe why these funds are needed to complete this project. This Division of Forestry grant will provide funding necessary to plant 95 trees, and create a much needed buffer and shade. If awarded, the grant will be matched using material for the Parks and Recreation Department tree nursery. The Forestry funds will further the mission of Keep Palm Beach County Beautiful to "improve the quality of life in Palm Beach County through litter prevention education, beautification efforts and environmental stewardship".

For a tree planting: Describe what species are being planted and why. How will they be installed and maintained? All plant material provided will be Florida No. 1 or better, and all specimen material will be Florida Fancy. Plant material provided shall be

healthy, vigorous stock, free from disease, insects, eggs, larvae, and defects and shall conform to the current edition of "Grades and Plant Standards for Nursery Plants, State Plant board of Florida for number one grade nursery". Native trees will be located so that they can be easily accessed with water for establishment and given space to mature. Site Plan shown as Attachment "K" and Planting Details as Attachment "L".

What environmental or educational value will the community derive from this project? Selecting the "Right Tree for the Right Place" demonstrates proper tree selection and location.

What steps have been taken to carry out this project in a cost effectiveness manner? The project is being implemented by County staff and the work will be completed by using an annual landscape contractor. The County selects annual contractors based upon a competitive bid process with consideration given for contractors meeting Small Business Enterprise goals. These contractors are then assigned work based upon pre-agreed prices and conditions. The contract price includes plant materials, installation, staking and watering, and guarantees one year survivability of plant material.

How will this project increase citizen involvement and support for the Community's Urban Forestry program in the long term? What evidence of community support for this project can be produced? Haverhill Park has a fitness trail, tennis and racquetball courts, picnic facilities, playground, restroom facilities, and a volleyball court. Letters of support from the Town of Haverhill, Palm Beach County Office of Community Revitalization and the Florida Chapter of the American Society of Landscape Architects are included as Attachment "I".

How will this project be publicized in the local community? The Parks and Recreation Department website had over 614,000 visitors in 2012, and the number of visitors continues to substantially increase every month. Once the project is complete our department will prepare a press release that will be sent to the local media. In addition, a site plan and information on the project will be provided on our web site, acknowledging the Forest Service participation and outline proper planting and pruning techniques.

Will a Certified Arborist of a graduate forester from an accredited four year Bachelor of Science in Forestry program oversee this project? If not, who will provide oversight and what are their credentials? George Galle, ISA Board Certified Master Arborist #FL1329A is an inspector with Palm Beach County Planning, Zoning and Building and has agreed to be involved in this planting project.

What new partners will the project create or encourage? The County will partner with the Florida Chapter of American Society of Landscape Architects – Palm Beach & Treasure Coast Section on this important planting project. Email on partnership is attached as Attachment "M"

ATTACHMENT E

BUDGET

Activity: Haverhill Tree Planting Project

Specific Description: Planting the "Right Trees" in the "Right Place" at Haverhill Park

SUMMARY OF COSTS

(A 50/50 match on behalf of the proposer is required)

	REQUESTED GRANT \$ I	LOCAL MATCH \$ II
Contractual costs	_____	_____
Personnel costs	_____	_____
Travel costs	_____	_____
Equipment costs	_____	_____
Supplies costs	_____	\$4,333.20
Operating costs	_____	_____
Tree costs	\$9,953.24	\$5,650.61
Overhead costs	_____	_____
Total Requested Grant (I)	_____	_____
Total Matching Costs (II)	_____	_____
Total Program Costs (III)	\$9,953.24	\$9,983.81

Add columns I and II for total III (100%)

50 % Grant request

50 % Local match

A BUDGET, DETAILING ALL COSTS IDENTIFIED ABOVE MUST BE ATTACHED.

PROJECT LOCATION INFORMATION (Please print or type - complete where applicable)

County Palm Beach County

Describe the Specific Location of the Project: 5470 Belvedere Road, Haverhill Florida 33415

Who has responsibility for overseeing Project implementation (name and title):

Casey Prancken Landscape Architect & George Galle, Board Certified Master Arborist #FL1329A

Who has maintenance responsibility for the Project after completion?

Palm Beach County Parks and Recreation Department

Is the Land Ownership Public or Private? Public Land Owned by Palm Beach County

Name of Landowner: Palm Beach County Board of County Commissioners

Project Title: Haverhill Park Tree Planting Project

Applicant Name: Palm Beach County Board of County Commissioners (Parks & Recreation)

Email Address: Jean Matthews jmatthew@pbcgov.org

ATTACHMENT E (CONTINUED)

BUDGET

Please note: All proposals must include a detailed itemized budget summary, which lists all anticipated expenditures and explains all project costs. Proposals for site specific demonstration tree planting projects must list the quantity, species and approximate size (container size or caliper and height) of trees to be planted.

IMPORTANT: THIS FORM MUST BE USED. PROPOSERS NOT USING THIS FORM WILL BE RULED INELIGIBLE

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Contractual</u> (Description)				
<u>Personnel</u> (List titles or positions)				
<u>Travel</u>				

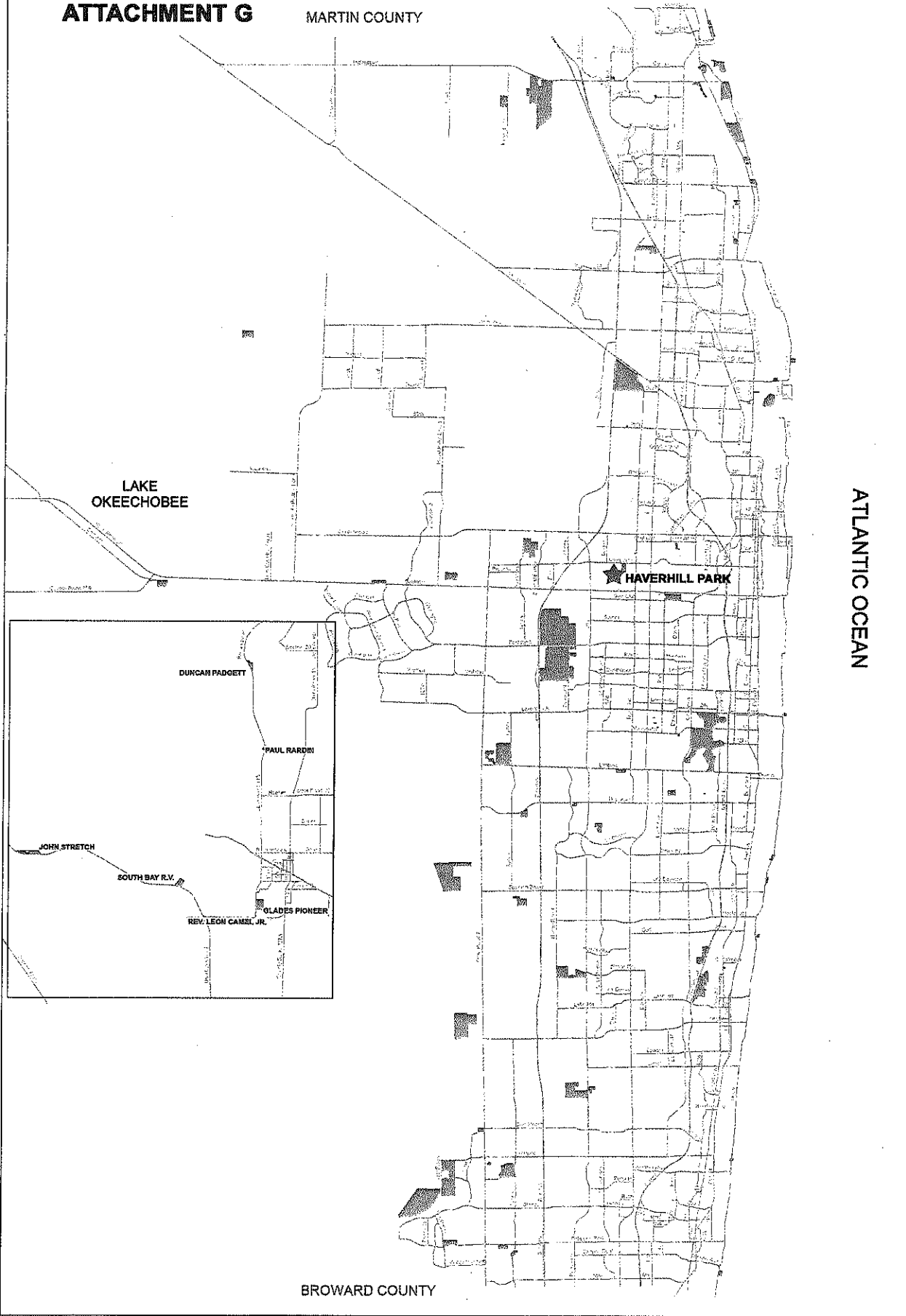
COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Equipment</u> (List items)				
<u>Supplies</u> (List items)				
Cocoplum 3 GAL.	168	\$6.75		\$1,134.00
Saw Palmetto 3 GAL.	145	\$6.36		\$922.20
Mulch Installed / CU. YD	99	\$23.00		\$2,277.00

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Operating Costs</u> (List)				
<u>Trees</u> (List species <u>and</u> size)				
Dahoon Holly 3" CAL. 14'OA 4' SPR	8	\$361.70	\$2,893.60	
Live Oak 16' OA x 5' SPR	4	\$190.88	\$763.52	
Mahogany 4" CAL. 18' OA x 6' SPR	7	\$377.78	\$2,644.46	
Sabal Palm 11" CAL. MAX., 16' H MAX.	37	\$197.15	\$3,548.70	\$3,745.85
Slash Pine 1 1/4" CAL., 8' OA x 20" SPR.	39	\$51.48	\$102.96	\$1904.76
	Total Trees = 95			
Total			\$9,953.24	\$9,983.81

* Grant dollars may not be used to purchase food as supplies.

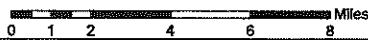
ATTACHMENT G

MARTIN COUNTY



PLANNING AND DEVELOPMENT DIVISION

**HAVERHILL PARK
PALM BEACH COUNTY PARKS**



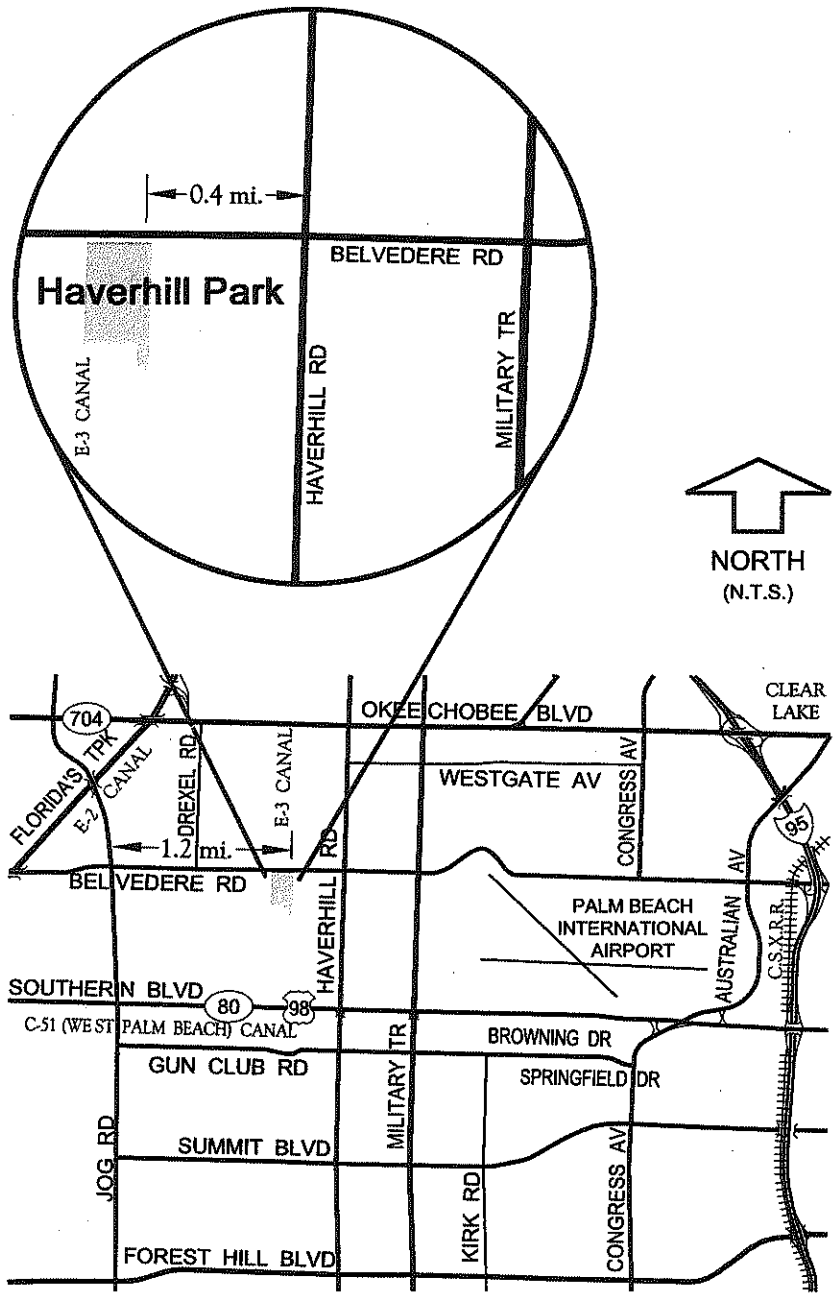
This map is provided "as is" without warranty of any representation of accuracy, timeliness or completeness. The County makes no warranty, expressed or implied, as to the use of this map. There are no implied warranties of merchantability or fitness for a particular purpose. The owner of this map acknowledges and accepts the limitations of the map, including the fact that the data coverages are dynamic and in a constant state of maintenance, correction and update.

Source: Palm Beach County GIS Coordinates
Palm Beach County Parks and Recreation

Map Date: February 11, 2013
Created By: Operations
File: Update_02142013.pdf



ATTACHMENT G-1



Haverhill Park
5470 Belvedere Road
Haverhill, Florida 33415

ATTACHMENT "H"

A Resolution for the Urban and Community Forestry Grant will be placed on the May 7, 2013 Board of County Commissioners Agenda for their consideration. A copy of the fully executed resolution will be provided to the Florida Division of Forestry on or before May 30, 2013.

ATTACHMENT "H"
2013 National Urban and Community Forestry Grant Program

RESOLUTION 2013-

A RESOLUTION BY PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA TO ENTER INTO A GRANT MEMORANDUM OF AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY

WHEREAS, trees are an important part of our community; and

WHEREAS, Palm Beach County Board of County Commissioners desires to apply for a 2013 National Urban and Community Forestry Grant which would provide monies to improve the condition of the community's tree canopy; and

WHEREAS, Palm Beach County Board of County Commissioners wishes to enter into a Urban and Community Forestry Grant Memorandum of Agreement between Palm Beach County Board of County Commissioners, Florida and the Florida Department of Agriculture and Consumer Services.

NOW, THEREFORE, BE IT RESOLVED by the Palm Beach County Board of County Commissioners, Florida:

Section 1. Palm Beach County Board of County Commissioners supports the improvement of the condition of the County's tree canopy.

Section 2. Palm Beach County Board of County Commissioners hereby authorizes the Director of Palm Beach County Parks and Recreation Department to enter into a Urban and Community Forestry Grant Memorandum of Agreement between Palm Beach County, Florida and the Florida Department of Agriculture and Consumer Services.

Section 3. Palm Beach County Board of County Commissioners hereby authorizes the Director of Palm Beach County Parks and Recreation Department to enter into a Forest Health Improvement Initiative Grant Maintenance Memorandum of Agreement if the grant is awarded.

Effective Date: This Resolution shall become effective upon adoption.

The foregoing resolution was offered by Commissioner _____ who moved its adoption. The Motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

COMMISSIONER STEVEN L. ABRAMS, MAYOR
COMMISSIONER PRISCILLA A. TAYLOR, VICE MAYOR
COMMISSIONER HAL R. VALECHE
COMMISSIONER PAULETTE BURDICK
COMMISSIONER SHELLEY VANA
COMMISSIONER MARY LOU BERGER
COMMISSIONER JESS R. SANTAMARIA

The Mayor thereupon declared this resolution duly passed and adopted this _____ day of _____, 2013

Attest:

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

Palm Beach County, Florida, By
Its Board of County Commissioners

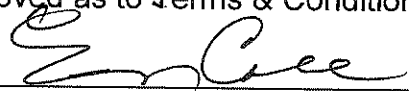
By: _____
Deputy Clerk

By: _____
Commissioner Steven L. Abrams, Mayor

Approved as to Form and Legal
Sufficiency

Approved as to Terms & Conditions

By: _____
Anne Helfant, Assistant County
Attorney

By: 
Eric Call, Director
Parks & Recreation Department

Attachment "I"

Letters of Support

- Town of Haverhill
- Palm Beach County Office of Community Revitalization
- Florida Chapter American Society of Landscape Architects



Town Hall

4585 Charlotte Street
Haverhill, FL 33417-5911
(561) 689-0370
FAX: (561) 689-4317
www.townofhaverhill-fl.gov



Town Council

Jay G. Foy, Mayor
James E. Woods, Vice Mayor
Jerry E. Beavers
Lawrence Gordon
Mark C. Uptegraph

Town Administrator

Janice C. Rutan, CMC

Deputy Town Clerk

Jessica Shepherd, CMC

Director of Public Services

Joseph M. Roche

Building Official

Wayne Cameron

March 14, 2013

Mr. Eric Call, Director
Palm Beach County Parks and Recreation Department
2700 6th Avenue South
Lake Worth, Florida 33461

Dear Mr. Call,

I am writing to express the Town of Haverhill's support for the Palm Beach County Parks and Recreation Department Florida Division of Forestry grant application to plant additional trees at Haverhill Park.

Haverhill Park is within our jurisdictional boundaries and is a well used park enjoyed by many of our residents. It is located along Belvedere Road, west of the Palm Beach International Airport. The park features a fitness trail, tennis and racquetball courts, picnic facilities, playground, restroom facilities, and a volleyball court.

The grant will fund the installation of additional trees creating a buffer along the east side of the park. In addition, trees will be planted in strategic locations that need shade. Planting the right trees in the right places in accordance with the Trees for the South Florida Urban Forest poster will enhance the appearance of the park as well as create additional wildlife habitats and food sources within the park.

Thank you for your consideration.

Sincerely,



Jay G. Foy, Mayor
Town of Haverhill



**County Administration
Office of Community Revitalization**

2300 North Jog Road, 2-East
West Palm Beach, FL 33411-2741
(561) 233-5311
FAX: (561) 233-5309
www.pbcgov.com/ocr



**Palm Beach County
Board of County
Commissioners**

Steven L. Abrams, Mayor
Pascilla A. Taylor, Vice Mayor
Hal R. Valente
Paslette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator

Robert Weisman

March 14, 2013

Mr. Eric Call, Director
Palm Beach County Parks and Recreation Department
2700 6th Avenue South
Lake Worth, Florida 33461

Dear Mr. Call,

On behalf of the Palm Beach County's Office of Community Revitalization (OCR), I am pleased to submit this letter of support to the Parks and Recreation Department for the *2013 National Urban and Community Forestry Grant* application to the Florida Department of Agriculture and Consumer Services – Florida Forest Service.

If approved, the grant will fund the planting of additional trees at the Haverhill Park, located along Belvedere Road, west of the Palm Beach International Airport. These additional trees will help provide a needed buffer along the park's east boundary and shade. Furthermore, the additional trees will make the park a prime place for additional wildlife habitats as well as food sources within the park.

OCR commends your Department for taking the lead on this initiative, and thanks your organization for the valuable contributions and resources being provided to the communities we serve. Given the great need to further enhance the overall appearance of this park and make it an even greater community asset, the OCR fully supports this application.

If you have any questions, please contact me directly at (561) 233-5303.

Sincerely,

A handwritten signature in black ink, appearing to read "Houston L. Tate".
Houston L. Tate, OCR Director

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead



**FLORIDA CHAPTER
AMERICAN SOCIETY OF
LANDSCAPE ARCHITECTS**

722 Vassar Street
Orlando, Florida 32804
Tel: 407-443-0071

www.flasla.org

TOM BOHN
Executive Director

**FLORIDA CHAPTER
EXECUTIVE COMMITTEE**

MICHAEL MILLER
President

JEFF BROPHY
President-Elect

EMILY O'MAHONEY
Past-President

KAREN HARTER
Secretary

DAVID FERRIS
Treasurer

DANA WORTHINGTON
Trustee

JHN CHAMPLIN
Broward

JAN STERN
Daytona Beach

JIM COUILLARD
Gainesville

BILL WILBER
Jacksonville

KIMBERLEE MISEK
Miami

KEVIN MANGAN
Naples/Ft. Myers

DERICK TAYLOR
Orlando

MICHELLE DUCHENE
Palm Beach/Treasure Coast

KEN SUSSMAN
Tampa Bay

DAVID MALCOLM
Tallahassee

ROBERTO ROVIRA
Florida International University

BOB GRIST
University of Florida

MARY BATES
*Member at Large
Education and Research*

E.J. BOLDUC III
*Member at Large
Public Relations and Marketing*

RICHARD TINDELL
*Member at Large
Leadership and Membership*

JONATHAN HAIGH
*Member at Large
Advocacy and Licensure*

KRISTIN L'ESPERANCE
*Member at Large
Emerging Professionals*

Mr. Eric Call, Director
Palm Beach County Parks and Recreation Department
2700 6th Avenue South
Lake Worth, Florida 33461

Dear Mr. Call,

The Palm Beach and Treasure Coast Section of the FLASLA is proud to partner with the Palm Beach County Parks and Recreation Department once again. We have shared success in the recent past at Juno Park and San Castle Neighborhood Park.

I am writing to express the FLASLA's support for the Palm Beach County Parks and Recreation Department Florida Division of Forestry grant application to plant additional trees at Haverhill Park.

Haverhill Park is located along Belvedere Road, west of the Palm Beach International Airport. The park features a fitness trail, tennis and racquetball courts, picnic facilities, playground, restroom facilities, and a volleyball court. The park is utilized by many county residents and would benefit from the contribution to the urban forest.

The grant will fund installation of additional trees creating a buffer along the east side of the park. In addition, trees will be planted in strategic locations that need shade. Designing the site with the right trees in the right places will enhance the experience of the park for patrons as well as create additional habitats and food sources for wildlife within the park.

Sincerely,

Michelle L. Duchene, ASLA
Palm Beach & Treasure Coast Section Chair

ATTACHMENT "J"



Facing North towards the playground.

ATTACHMENT "J"



Looking South at the fitness trail and East property/fence line.

ATTACHMENT "J"



Facing South towards the racquetball courts.

ATTACHMENT "J"



Looking North towards the park entrance.

**ATTACHMENT "M"
PARTNERSHIP**

From: Michelle Duchene [<mailto:mduchene@jesla.com>]
Sent: Tuesday, March 19, 2013 9:11 AM
To: Casey Pranckun
Subject: RE: Division of Forestry Grant

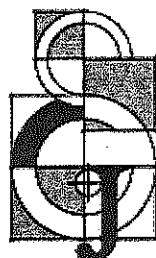
Casey –

I am so sorry it took this long for me to get back to you. You have our support and attached is a PDF of the letter of support. Let me know if I should mail you an original.

I will be happy to organize the chapter and get volunteers out to help when you are ready to plant. If you can let me know the date at least a month in advance, I can rally the members to get them out there for a Saturday or Sunday.

I also inquired about additional grant money at the last executive committee meeting, and unfortunately our budget does not allow for any grants or monetary assistance this year, but we are happy to get members together to volunteer time. Sorry I couldn't help you out more on that end.

Thanks,



Michelle Duchene, Project Manager
Jon E. Schmidt and Associates
Landscape Architecture and Land Planning
2247 Palm Beach Lakes Blvd., Suite 101
West Palm Beach, FL 33409
Tel: 561-684-6141 Ext. 107
Fax: 561-684-6142
Website: www.jesla.com

From: Casey Pranckun [<mailto:CPranckun@pbcgov.org>]
Sent: Wednesday, March 13, 2013 10:43 AM
To: Michelle Duchene
Subject: Division of Forestry Grant

Hi Michelle,

I am now applying for the Division of Forestry Grant for Haverhill Park. Did it turn out that the Mini-grant is available? We are going to be creating a buffer in the park that could really use some understory. The grant only allows for the planting of trees and palms, so this would be a great place to apply the funds if they were available and to organize a chapter event for the planting.

In 2010 we were awarded the Div. of Forestry Grant and able to install over 80 trees at John Stretch Memorial Park.

It would be awesome to have a letter of support from the FLASLA on this grant application as well... I will attach a form letter for your review. If you are able to go as far as pledging a partnership for this project that would be excellent.

Thank you!

Casey

ATTACHMENT P

**Florida Department of Agriculture and Consumer Services
Bureau of General Services**

DRUG-FREE WORKPLACE PROGRAM BIDDER CERTIFICATION



**ADAM H. PUTNAM
COMMISSIONER**

IDENTICAL TIE BIDS – Preference shall be given to businesses with drug-free workplace programs Whenever two or more bids which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

Steven L. Abrams, Chair

ATTACHMENT "H"
2013 National Urban and Community Forestry Grant Program

RESOLUTION 2013-

A RESOLUTION BY PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA TO ENTER INTO A GRANT MEMORANDUM OF AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY

WHEREAS, trees are an important part of our community; and

WHEREAS, Palm Beach County Board of County Commissioners desires to apply for a 2013 National Urban and Community Forestry Grant which would provide monies to improve the condition of the community's tree canopy; and

WHEREAS, Palm Beach County Board of County Commissioners wishes to enter into a Urban and Community Forestry Grant Memorandum of Agreement between Palm Beach County Board of County Commissioners, Florida and the Florida Department of Agriculture and Consumer Services.

NOW, THEREFORE, BE IT RESOLVED by the Palm Beach County Board of County Commissioners, Florida:

Section 1. Palm Beach County Board of County Commissioners supports the improvement of the condition of the County's tree canopy.

Section 2. Palm Beach County Board of County Commissioners hereby authorizes the Director of Palm Beach County Parks and Recreation Department to enter into a Urban and Community Forestry Grant Memorandum of Agreement between Palm Beach County, Florida and the Florida Department of Agriculture and Consumer Services.

Section 3. Palm Beach County Board of County Commissioners hereby authorizes the Director of Palm Beach County Parks and Recreation Department to enter into a Forest Health Improvement Initiative Grant Maintenance Memorandum of Agreement if the grant is awarded.

Effective Date: This Resolution shall become effective upon adoption.

The foregoing resolution was offered by Commissioner _____ who moved its adoption. The Motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

COMMISSIONER STEVEN L. ABRAMS, MAYOR
COMMISSIONER PRISCILLA A. TAYLOR, VICE MAYOR
COMMISSIONER HAL R. VALECHE
COMMISSIONER PAULETTE BURDICK
COMMISSIONER SHELLEY VANA
COMMISSIONER MARY LOU BERGER
COMMISSIONER JESS R. SANTAMARIA

The Mayor thereupon declared this resolution duly passed and adopted this _____ day of _____, 2013

Attest:

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

Palm Beach County, Florida, By
Its Board of County Commissioners


By: _____
Deputy Clerk

By: _____
Commissioner Steven L. Abrams, Mayor

Approved as to Form and Legal
Sufficiency

Approved as to Terms & Conditions

By: _____
Anne Helfant, Assistant County
Attorney

By:  _____
Eric Call, Director
Parks & Recreation Department