



REQUEST FOR PROPOSALS 2026 Waterbury Street Tree Inventory

RFP Issue Date:	May 28, 2026
Proposal Submission Deadline:	June 19, 2026
Expected Selection Date:	By end of June

OVERVIEW

The Waterbury Tree Board (WTB) seeks a certified arborist to update the town's Street Tree Inventory to add new streets and a few town properties to the inventory and to develop a summary for future planning purposes. This inventory project has been approved by the Selectboard. Work is expected to begin at the end of June and be completed by November 15, 2026.

BACKGROUND

Waterbury's existing tree inventory was last conducted in 2016, with some updates submitted in 2024. It is managed on the [Vermont Municipal Tree Inventory](#), a free resource for all Vermont towns to help gather data in an inventory of trees within the town right-of-way on selected streets and town properties.

SCOPE OF SERVICES & DELIVERABLES

Using the existing online tree inventory, the selected arborist shall:

- Consult with the Town Public Works Director to confirm the right-of-way width on streets included in the inventory.
- Consult with the VT Urban and Community Forestry program's Community Forestry Technical Assistance Coordinator, Joanne Garton, for a demonstration of data collection and tabulation using the municipal inventory software and for questions that arise in the field.
- Review and update over 380 trees previously inventoried and add trees on the following streets in the downtown area and the Waterbury Center Green surrounds:
 - N. and S. Main St.
 - Randall St.
 - Demeritt Pl.
 - Stowe St.
 - Union St.
 - Winooski St.
 - Butler St.
 - Elm St.
 - Lincoln St.
 - Rusty Parker Park

- Brookside School and along High St. near the school.
- Hollow Rd.
- Howard Ave.
- Rt. 100 from Hollow Rd. to Sunset Ln.
- Maple St., Howard Ave., and Guptil Rd. facing the Center Green.
- Hope Davey Park – area near both entries (Maple St. and Loomis Hill Rd.) and around parking lots, picnic shelter, play structures, and playground.
- Maple St. from the Center Green to Maple St. Cemetery.
- Maple St. Cemetery – shade trees along street and within the cemetery, including cedars
- Guptil Rd. from the Center Green to the Waterbury Public Works building.
- Submit a summary report with overall observations and takeaways from the inventory (e.g. streets where there are opportunities for new planting, streets with many older or unhealthy trees, pruning needs and recommendations for new species, and so forth). The report should also provide a summary of the distribution of tree types, sizes, and conditions. For trees that are in poor condition or may need specific attention, such as Ash trees requiring inoculation, the Tree Board would like them listed on a spreadsheet by their location.

TIMELINE

End of June 2026 – November 15, 2026

FUNDING

The budget for this project was approved by voters as part of the 2026 municipal budget.

SUBMISSION REQUIREMENTS

Proposals should include:

- Applicant’s professional background and qualifications.
- Brief description of work plan.
- Estimate for the inventory work.
- Estimate for the summary report.

SUBMISSION INSTRUCTIONS

Deadline: June 19, 2026, 4:00 p.m.

Submit To: Bill Woodruff, Interim Town Manager, bwoodruff@waterburyvt.com.

Please copy the following Tree Board Members:

Barb Blauvelt babloomis@gmail.com

Nita Hulstrom nita.hwf@gmail.com

Marge Gulyas eustiswood@aol.com

Format: Please submit one (1) electronic file of your proposal.

For additional information and questions: Contact Bill Woodruff, bwoodruff@waterburyvt.com or 802-839-6199