



CITY OF  
**CROSSVILLE**  
TENNESSEE

**REQUEST FOR PROPOSALS**  
**URBAN FORESTER**

City of Crossville  
ATTN: City Clerk / RFP – Urban Forester  
392 North Main Street  
Crossville, TN 38555  
931-484-5113

The City of Crossville Reserves the right to reject any or all proposals.

Release Date: May 1<sup>st</sup>, 2026

Submittal Deadline: May 19<sup>th</sup>, 2026, 2:00 P.M. CST

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INTRODUCTION

The City of Crossville (City) seeks proposals to for Urban Forester Services. The qualified urban forester (Proposer) will perform a variety of services to preserve, protect, and enhance the City's diverse urban tree infrastructure.

A primary component of the services will be providing consulting expertise for municipal projects aimed at maintaining the health of the local ecosystem. In addition, the urban forester may assist in the review of development applications and collaborate with City staff and community groups on programs and tree planting projects that promote a sustainable tree infrastructure.

THE CITY

The City of Crossville, Tennessee, is centrally located on the Cumberland Plateau between Knoxville and Nashville. Known as the "Golf Capital of Tennessee," Crossville is a growing community that balances its natural scenic beauty with a developing economic base.

CONTRACT TERM

The contract term will be for 2-years. Contract can be terminated upon 15 days written notice of either party.

CONTRACT PAYMENT

Pay will be based upon available grant funding. The City was awarded a grant in an amount not to exceed \$150,000.00, which is to be used to fund this position and the scope of work over the course of 2-years. The grant specifies that \$139,000 can be used for professional services with \$11,000 allocated for supplies necessary to complete the work. A detailed and verifiable invoice is required at the time payments are requested. A schedule for invoicing will be illustrated in the final contract for services.

COMPLIANCE & STANDARDS

The urban forester shall be aware of, and shall comply with:

- City of Crossville ordinances governing trees and maintenance services.
- ANSI A300 Tree Management Standards.
- ISA Best Management Practices.
- ANSI Z133 Tree Care Safety Standards.

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## Key Dates and Information

RFP Release Date:	May 1 <sup>st</sup> , 2026
Title:	RFP – Urban Forester
Proposals Due:	May 19 <sup>th</sup> , 2026, 2:00 P.M. CST
Interviews:	Week of May 27 <sup>th</sup> , 2026
Award of Contract:	June 9 <sup>th</sup> , 2026
Contract Period:	July 2026 through June 2028
City Contact:	Baylee Rhea, City Clerk 931-456-5680, email: baylee.rhea@crossvilletn.gov

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**SCOPE OF WORK**

The City of Crossville is seeking a qualified Professional Urban Forester to execute a comprehensive municipal forestry program over a two-year contract period. The Urban Forester will primarily work with the Crossville Tree Board. The Urban Forester will provide technical expertise and project supervision to enhance the City's 2,000+ acres of parkland, 15 miles of trails, and public rights-of-way through the following responsibilities:

- **Technical Training and Capacity Building:** The Urban Forester shall develop and implement a training program for City employees focused on the full life cycle of municipal tree maintenance. Instruction must prioritize "Right Tree, Right Place" principles and proper pruning techniques that strictly prohibit "topping" in accordance with Tennessee standards.
- **Park Revitalization and Planting Supervision:** The Urban Forester will serve as the technical lead for the revitalization of Centennial Park, supervising the selection and installation of trees from the City's approved species list. This role ensures new plantings are strategically placed to avoid infrastructure conflicts while providing maximum shade and aesthetic value for park amenities.
- **Comprehensive Tree Inventory and Data Management:** At the direction of the Tree Board, the Urban Forester shall conduct a City-wide survey of public and commercial lands to identify species, condition, and necessary removals. The Urban Forester will also establish a protocol to salvage removed timber with reuse value for local artisans or specific municipal projects, such as airport terminal furniture.
- **Ecosystem Restoration and Management (If feasible):** The Urban Forester will manage the systematic replacement of diseased and invasive trees with healthy, non-invasive alternatives from the approved Tennessee species list. This effort is designed to restore ecological balance and canopy health across the City's developed parks and wildlands.

**MINIMUM QUALIFICATIONS**

To ensure the Urban Forester possesses the specialized knowledge required for Tennessee municipal management and grant eligibility, the following criteria must be met:

- **Education:** Must have a Bachelor of Science degree in Forestry from an SAF (Society of American Foresters) accredited forestry program/curriculum.
- **Regional Expertise:** Demonstrated experience in the management of Tennessee-native tree species and common regional pests, with a commitment to pruning standards that strictly prohibit "topping."
- **Municipal Experience:** Proven track record in conducting tree inventories, reviewing site plans for ordinance compliance, and providing technical training for municipal staff.
- **Grant & Board Coordination:** Familiarity with Tennessee Division of Forestry grant requirements and experience serving as a technical advisor to a municipal Tree Board or similar body.

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**SUBMISSION REQUIREMENTS**

- **Sealed Proposals:** Each proposal must be submitted in a SEPARATE SEALED ENVELOPE. The outside of the envelope must be clearly typed or noted with the PROJECT NAME (RFP - URBAN FORESTER), the OPENING DATE, and the TIME.
- **No Electronic Submissions:** All submissions must be physical, sealed documents as indicated in this packet. No electronic (email or fax) submissions will be accepted.
- **Non-Restrictive Specifications:** The specifications in this Request for Proposal (RFP) are intended to be open and non-restrictive. References to specific standards or certifications (e.g., ISA, ANSI) are to establish minimum levels of quality and expertise and do not preclude the City's consideration of comparable qualifications.

**The City of Crossville Reserves the right to reject any or all proposals.**

**OFFICIAL SUBMISSION**

Proposers are responsible for reading all information provided and complying with all requirements identified herein. It is the (Proposer's) responsibility to ensure the RFP response is delivered to the City of Crossville by the identified deadline.

**SUBMISSION FORMAT**

All proposals must be submitted in the following format. While completeness is important, clarity and conciseness are essential and will be considered when evaluating the Urban Forester's capability. All submissions will be screened by a staff selection committee, which may invite top-scoring respondents to a formal presentation. Presentations may be required for the City Manager and Council. The committee reserves the right to make a final decision based solely on the written proposal without an interview.

- **Quantity:** Proposer must submit **2** copies of the proposal and **1** digital copy on a flash drive. The proposal must not exceed 12 pages.
- **Cover Letter:** The letter must be signed by an official authorized to bind the Urban Forester or firm to a contract. It shall include the name, title, address, and telephone number of the individual with authority to contractually negotiate for the entity.
- **Table of Contents:** The table of contents shall include the identification of all materials by section and page number.
- **Project Overview:** This section shall convey the Urban Forester's understanding of the nature of the work and the general approach to be taken. It must include a discussion of the purpose of the project, the organization of the project effort, and a summary of the expected outcomes for the City's urban canopy.
- **Summary of Qualifications:** Provide a description of previous projects that significantly relate to the qualifications for this project.