

Department of Environmental Protection



New Jersey Forest Service Community Forestry Program Tree Planting Specifications



1. GENERAL

The contractor shall be liable for any damages to property caused by their operations and in the event of damages; they shall at their own expense restore all disturbed or damaged areas to their original condition. All materials, equipment, and personnel shall be limited to the work are defined by the project supervisor.

Trees shall be free of damage as the result of handling or transportation. No substitution of plant material is allowed unless written permission is obtained from the New Jersey Forest Service's Grants Administrator/Assistant Regional Forester prior to the delivery date of the material.

All work shall conform to accepted horticultural practices as ultimately determined by the New Jersey Forest Service's Community Forestry Program.

2. SCOPE OF WORK

Work shall consist of:

1. Preparation of areas for planting.
2. Furnishing and planting of specified trees.
3. Maintenance of plantings until acceptance by the New Jersey Forest Service's Grants Administrator/Assistant Regional Forester.
4. Clean up and restoration of any disturbed areas to the condition prior to the contractor's operations.

3. SCHEDULING OF WORK

The tree planting contractor shall submit a proposed work schedule to the New Jersey Forest Service's Grants Administrator/Assistant Regional Forester for approval at least seven (7) days prior to beginning operations. After the schedule is accepted, no modifications will be permitted without written authorization from the Grants Administrator/Assistant Regional Forester. The contractor shall arrange to confine operations to normal working hours for the industry and no work will be permitted on Sundays or holidays without written authorization from the municipal or county Project Supervisor.

4. PERSONNEL

All personnel will be properly supervised by the municipal or county Project Supervisor in a manner that assures that the property is protected from damage; that the safety of all personnel and the public is protected, and that all contract work is done in a professional manner.

5. PROTECTION OF UTILITIES

Prior to any excavation or the driving of stakes into the ground, the contractor shall ascertain and have marked out the location of all underground utilities. The contractor shall take proper precautions not to disturb or damage any sub-surface utilities.

In the event that any sub-surface utilities are uncovered or damaged, the contractor shall immediately notify the municipal or county Project Supervisor so that the contract work may be relocated or stopped until the damage can be repaired. The contractor shall be financially responsible for any damage to utilities or structures and shall properly maintain the protection of same.

6. LAYOUT

All trees shall be located by the contractor as shown on plans supplied by the municipal or county Project Supervisor. Should the contractor encounter obstructions of any nature, they shall notify the municipal or county Project Supervisor who will arrange adjustments. All adjustments to the plan must be authorized by the New Jersey Forest Service's Grants Administrator/Assistant Regional Forester. The municipal or county Project Supervisor or designee shall mark the exact planting location of each tree in accordance with the plans. The marking and layout work shall be done sufficiently in advance of planting to avoid delays to the contractor.

No planting holes shall be excavated in advance of planting operations. The planting holes must be approved by the municipal or county Project Supervisor prior to the start of the planting operation. Each tree shall be planted in an individual hole as specified. All trees shall be planted so the root flare is level to the surrounding grade. See the accompanying planting diagram for details (**See Appendix A**).

7. WATER

Trees shall be thoroughly watered after planting. The municipal or county Project Supervisor will notify the contractor if water suitable for irrigation is available on the site. If water is unavailable on the site, it is the responsibility of the contractor to furnish it at the time of planting.

8. NURSERY STOCK

Tree species shall conform to those indicated on the drawings, tree list, and the publication Hortus Third.

All landscape nursery stock shall conform to the standard specifications of The American Standard for Nursery Stock sponsored by the American association of Nurserymen, Inc. All trees shall be grown under climatic conditions similar to the job site for a period of not less than two (2) years immediately prior to this project and have a caliper ranging from two to three and one half inches (2-3 ½"). Trees shall be purchased within a 300 mile radius from the designated planting site.

No substitutions shall be permitted in either kind or grade without written authorization from the municipal or county Project Supervisor.

Any material and/or work may be rejected, if, in the opinion of the municipal or county Project Supervisor, it does not meet the requirements of the specifications. All rejected material shall be promptly removed from the site by the contractor at their own expense.

9. QUALITY

Trees shall have the habit of growth that is normal for the species or cultivar and shall be sound, healthy, vigorous, free from insects, tree diseases, and injuries or damage of any nature. All trees shall be of the grades specified, neither larger nor smaller without written authorization from the Grants Administrator/Assistant Regional Forester. No trees shall be pruned, clipped, or trimmed prior to delivery without written authorization from the municipal or county Project Supervisor. All landscape stock must be nursery grown.

All trees shall have been root pruned at the nursery at least once during the three year period immediately preceding transplanting and at least one year prior to transplanting.

10. SHIPMENT, DELIVERY, INSPECTION, AND ACCEPTANCE

The municipal or county Project Supervisor reserves the right to inspect and select all trees at its point or origin. Acceptance at the nursery where the tree is growing, prior to transplanting, does not preclude rejection at the site for just cause.

Trees are to be delivered to the site in the quantities and on the dates agreed upon by the municipal or county Project Supervisor and the contractor. The contractor shall advise the municipal or county Project Supervisor of all deliveries at least 48 hours prior to its arrival at the site, so that all trees can be inspected upon delivery. All trees shall be covered with a tarp, protected from weather, and be adequately packed to avoid breakage, sun scald, windburn, desiccation, and other damage during loading and shipment. All measures customary in good trade practices shall be taken to keep the trees in good condition. No trees shall be planted until they have been inspected and approved on the site by the municipal or county Project Supervisor.

Legible tags shall be attached to each tree. Trees that fail to meet the specifications set forth in Sections 9 and 10 will be rejected. Rejected trees shall be removed from the site immediately. Approved replacement stock that meets the specifications set forth in sections 9 and 10 will be planted in the prescribed manner by the contractor at their expense. Final written acceptance of the trees will be given only after they have been planted, and after the requirements prescribed herein are met.

11. TIME OF PLANTING

Prior to commencement of planting, the contractor shall contact the municipal or county Project Supervisor to establish a schedule of planting trees. Trees will be planted from March 1st through June 30th or September 1st through November 30th.

12. PLANTING

Unless otherwise specified within these specifications, all work shall conform to accepted horticultural practices as ultimately determined by the Grants Administrator/Assistant Regional Forester. Trees shall be protected upon arrival to the site by being thoroughly watered and properly maintained until properly planted. Unplanted stock shall be "healed-in" a bed of material approved by the municipal or county Project Supervisor upon delivery to the site unless they will be planted within eight (8) hours after delivery. At all times workmanlike methods customary in good horticultural practices shall be exercised.

The contractor shall protect all existing features on the site including underground utilities, structures, and existing trees.

All trees shall be planted in pits that are a minimum of two (2') feet larger than the diameter of the rootball. The depth of the tree pit shall be equal to the height of the rootball. The tree shall be centered in the hole and then back filled half the depth of the rootball with topsoil. The backfill shall be lightly but thoroughly tamped and well watered. The remainder of the hole is then to be backfilled with approved topsoil to a depth that after settling, will assure the root flare will be at the same grade as the surrounding soil. The tree will be well watered again before mulch is placed over the surface of the rootball.

13. GUYING, STAKING AND WRAPPING

The installation of tree stakes and supporting materials will be provided by the contractor to trees that the municipal or county Project Supervisor deems necessary. Stakes shall be made of wood with the appropriate length and size necessary to restrict excessive movement of the tree, as determined by the municipal or county Project Supervisor. Tie materials shall be plastic chain lock or flat woven webbing designed specifically for securing stakes to trees. For details on proper staking, see the planting detail. Tree trunks shall not be wrapped.

14. PLANTING PREPARATIONS

Wire baskets shall be removed from the rootball by cutting with any tool that does not destroy the integrity of the rootball or injure the tree roots, prior to backfilling the tree pit with soil.

Prior to backfilling, balled and burlapped trees shall have burlap and twine removed from around the trunks, stems, and rootballs. The burlap shall be removed or folded down to the base of the rootball. No burlap shall be pulled out from underneath the rootball.

Backfilling shall be lightly but thoroughly tamped and well watered as described under planting. Only topsoil may be used to backfill the tree pits during planting operations. Unsuitable excavated material, as designated by the municipal or county Project Supervisor, shall be removed from the site by the contractor at their expense.

15. MULCHING

Uniformly shredded hardwood mulch supplied by the contractor shall be free of debris and shall be placed by the contractor around all plantings at the time of planting to a depth of three (3") inches as shown in the planting diagram. Care shall be exercised to keep mulch three (3") inches away from the bases of all trees. After the mulching operation has been approved by the municipal or county Project Supervisor, the mulch shall be thoroughly watered.

16. PRUNING

The contractor shall not prune any plant.

17. CLEAN-UP

During the course of operations, the contractor shall remove from the property at their expense all excess and waste materials.

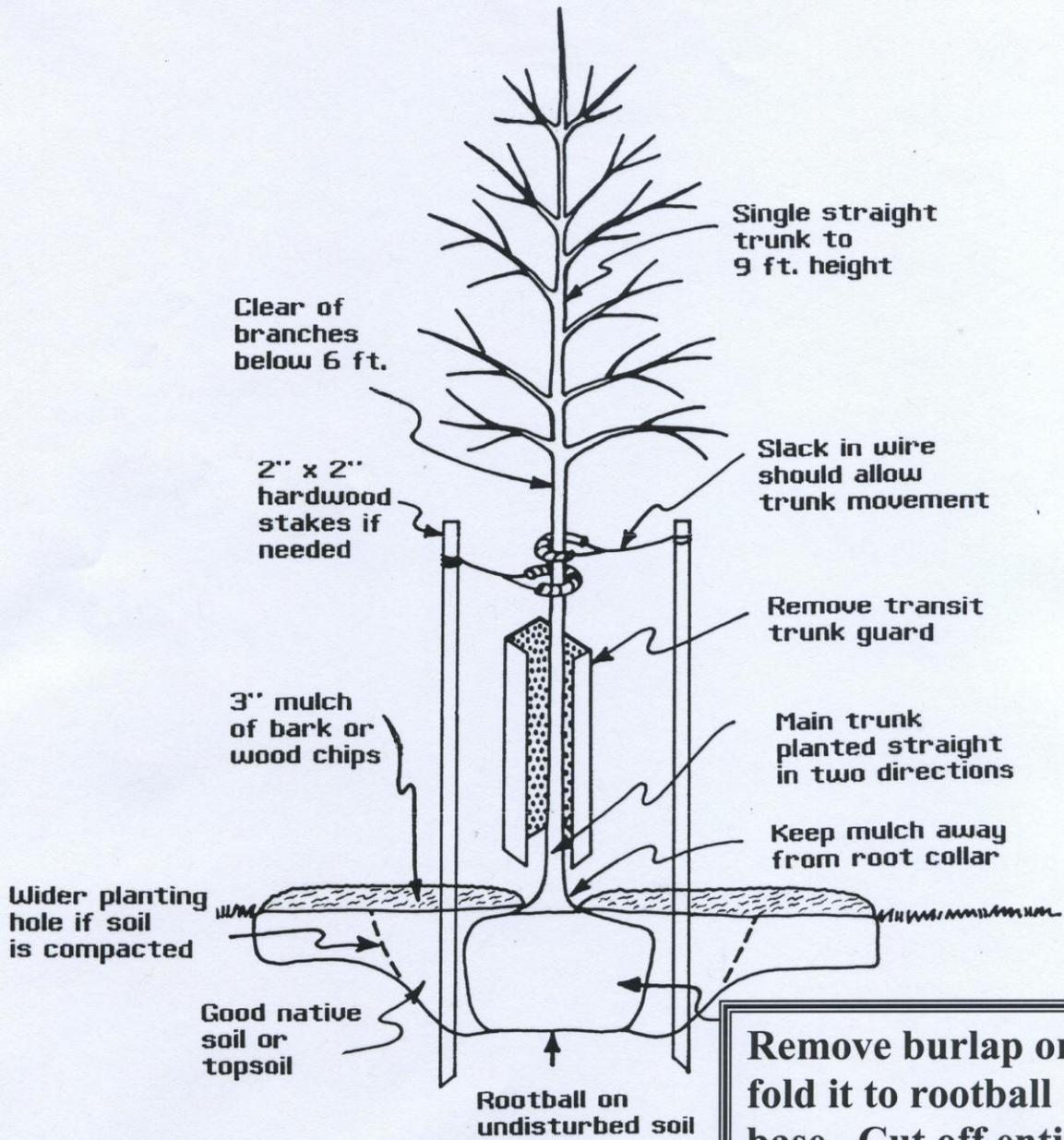
Any damaged lawn areas or planting areas will be restored to their original condition by the contractor at their expense, if such damage is the result of the contractor's operations.

18. INSPECTION FOR ACCEPTANCE

Tree Planting Inspection: The award recipient shall notify the State Forest Service's Grants Administrator/Assistant Regional Forester prior to the date of planting and shall request an inspection in order to determine whether or not the project meets the specifications contained herein. The inspection will be scheduled prior to reimbursement.

If the work is acceptable, the award recipient will receive a copy of the passing tree planting inspection form. If deficiencies are found in the work, a list of items requiring attention shall be furnished to the municipal or county Project Supervisor by the State Forest Service's Grants Administrator/Assistant Regional Forester. The deficiencies shall be corrected and re-inspected within the specified work period. This procedure will continue until the work is found acceptable.

Appendix B – Planting Diagram



TREE PLANTING DETAIL