



# TREE PLANTING PROGRAM RFP-364-26-JJ

Created For:

Elaine Franklin  
Project Manager  
City of Hollywood  
Hollywood, FL, USA  
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[efranklin@hollywoodfl.org](mailto:efranklin@hollywoodfl.org)

Created By:

**Ednel Saint Jean**

President & CEO

01/13/2026

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Apopka, FL 32703  
Ednel Saint Jean, President & CEO  
[e.saintjean@emprise-partners.com](mailto:e.saintjean@emprise-partners.com)  
561.660.0660

**January 13, 2026**

**To:**

City of Hollywood, Florida  
Att: Elaine Franklin  
Hollywood, FL 33020

**Subject:** Letter of Transmittal – RFP-364-26-JJ  
**Tree Planting Services**

Dear Ms. Franklin:

On behalf of Emprise Partners LLC, we are pleased to submit our proposal in response to RFP-364-26-JJ. Enclosed please find our complete submission prepared in accordance with the requirements and instructions set forth in the solicitation documents.

Emprise Partners is a minority-owned firm specializing in facilities support, landscaping, grounds maintenance, and infrastructure-related services for federal, state, and local government agencies. Our proposal demonstrates a clear understanding of the City's requirements and presents a compliant, structured, and performance-focused approach to successful contract execution.

As part of our proposed delivery approach, Emprise Partners intends to utilize Service Queen Landscaping as a subcontractor to support applicable portions of the scope of work. Service Queen Landscaping brings relevant experience, qualified personnel, and operational capacity aligned with the standards and expectations outlined in the solicitation. Emprise Partners will retain full responsibility for contract management, quality assurance, compliance, and overall performance.

We certify that all information contained in this proposal is accurate and complete to the best of our knowledge. Emprise Partners acknowledges and agrees to comply with all applicable federal, state, and local laws, ordinances, and contractual requirements associated with this solicitation.

Thank you for the opportunity to submit this proposal. We appreciate the City's consideration and look forward to the possibility of working together. Should you require any additional information or clarification, please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ednel Saint Jean', with a stylized flourish extending to the right.

Ednel Saint Jean

President & CEO

Emprise Partners LLC

[e.saintjean@emprise-partners.com](mailto:e.saintjean@emprise-partners.com)

561.660.0660

## **2.0 – Executive Summary**

### **2.1 – Understanding of the Project**

Emprise Partners LLC understands that the City’s objective is to implement a tree planting program within designated project areas that enhances the public right-of-way (ROW) while ensuring long-term sustainability, public safety, and compatibility with existing infrastructure. The project requires the installation of approved tree species within mapped locations, in strict accordance with the City’s preferred species list and Florida Power & Light (FPL) “Right Tree, Right Place” principles. The City emphasizes proper species selection, appropriate placement relative to overhead and underground utilities, and adherence to required safety and clearance standards to protect power infrastructure and the public .

### **2.2 – High-Level Approach**

Our approach begins with careful review of the Project Area Map to confirm planting locations and site conditions prior to installation. Tree selection will be limited to the City’s preferred ROW species unless otherwise approved through consultation, ensuring compliance with Exhibit C. Prior to any digging activity, Sunshine 811 will be contacted in accordance with Florida law to identify and mark underground utilities. Installation activities will follow FPL’s “Right Tree, Right Place” guidance, including proper setbacks from power lines, transformers, and other utilities, as well as consideration of mature tree height, canopy spread, and root systems. All work will be performed using qualified personnel trained in safe planting practices near utility infrastructure .

### **2.3 – Differentiators**

Emprise Partners differentiates itself through disciplined compliance, risk-aware planning, and coordination with specialized landscaping subcontractors experienced in municipal ROW environments. Our methodology prioritizes long-term asset protection by preventing future conflicts with power lines and underground utilities, reducing the likelihood of service disruptions, corrective pruning, or premature tree removal. We do not deviate from approved species lists or placement standards without documented City consultation, ensuring consistency with municipal goals and regulatory expectations. This compliance-first mindset minimizes project risk while supporting the City’s urban forestry and resilience objectives .

### **2.4 – Confirmation of Ability to Meet Requirements**

Emprise Partners confirms its ability to meet all requirements outlined in the solicitation exhibits, including use of approved tree species for the ROW, adherence to mapped project areas, compliance with Sunshine 811 notification requirements, and full alignment with FPL’s “Right Tree, Right Place” safety and clearance standards. Our team is prepared to execute the project in a manner that is safe, coordinated, and fully compliant with City and utility guidelines, ensuring successful delivery and long-term performance of the planted assets.

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## 3.0 – Qualifications and Experience

### 3.1 – Prime Contractor Role and Delivery Model

Emprise Partners will serve as the Prime Contractor, responsible for overall contract administration, coordination with the City, scheduling, compliance monitoring, quality control, and reporting. Emprise Partners will utilize qualified subcontractor(s) to perform the physical tree planting and related right-of-way (ROW) field work required under this contract.

Under this model, Emprise Partners provides the City with a single point of accountability, while subcontractor(s) provide the labor, equipment, and technical expertise necessary to execute the scope in accordance with City standards and applicable regulations.

### 3.2 – Understanding of ROW and Utility-Sensitive Work

Emprise Partners understands that tree planting within public rights-of-way requires strict adherence to utility coordination and placement standards. Emprise Partners and its subcontractor(s) will comply with the “Right Tree, Right Place” guidance provided in the solicitation, including:

- Evaluating mature tree size (height, canopy spread, and root structure) prior to placement
- Maintaining required clearances from overhead and underground utilities
- Contacting Sunshine 811 prior to any digging activities, as required by Florida law
- Maintaining required clearance zones around transformers and utility equipment
- Ensuring no unsafe work is performed near energized lines and that qualified professionals are used where applicable

### 3.3 – Tree Species Compliance

Emprise Partners understands that the City has identified a list of preferred tree species for planting within the ROW. Emprise Partners and its subcontractor(s) will source and install trees in accordance with the City’s preferred species list and will coordinate with the City if additional species are proposed for consideration.

### 3.4 – Subcontractor Qualifications and Relevant Experience

Field installation qualifications for this project will be satisfied through Emprise Partners subcontractor team. The proposal will include subcontractor documentation demonstrating:

- Relevant experience with tree planting and landscape installation
- Experience performing work in municipal or public-access environments, where applicable
- Key personnel resumes and supervisory structure

- Adequate staffing and equipment capacity to meet project requirements
- Applicable licenses, certifications, and insurance required to perform the work

**Proposed Subcontractor:**

- **Service Queen Landscaping** – Tree planting and field installation services

**3.5 – [Capability to Perform Within the Project Area](#)**

Emprise will manage planning and coordination for work performed within the designated project area(s) identified in the Project Area Map. Subcontractor crews will perform field activities under Emprise’s oversight, schedule, and quality control procedures.

**3.6 – [Similar Projects](#)**

Attached.

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**4.0 – Approach & Methodology**

**4.1 – [Overall Execution Approach](#)**

Emprise Partners will serve as the prime contractor, responsible for contract administration, compliance oversight, scheduling, coordination with the City, and quality control. Field installation and tree planting activities will be performed by our qualified landscaping subcontractor under Emprise Partners’ direct supervision and management.

This approach provides the City with a single point of accountability while leveraging specialized field expertise to execute the work efficiently and in full compliance with contract requirements.

**4.2 – [Compliance With Approved Tree Species \(Exhibit C\)](#)**

All trees installed under this contract will be selected exclusively from the City’s approved Plant List for right-of-way (ROW) planting. Species selection will be coordinated with the City to ensure compatibility with site conditions, surrounding infrastructure, and long-term growth considerations.

Approved species include, but are not limited to:

- Southern Oak (*Quercus virginiana*)
- Gumbo Limbo (*Bursera simaruba*)
- Pigeon Plum (*Coccoloba diversifolia*)
- Dahoon Holly (*Ilex cassine*)
- Green and Silver Buttonwood (*Conocarpus erectus*)

- Stoppers (*Eugenia spp.*)
- Orange Geiger (*Cordia sebestina*)
- Royal and Yellow Poinciana (*Delonix regia, Peltophorum spp.*)
- Sabal Palm (*Sabal palmetto*)

No substitutions will be made without prior consultation and approval from the City.

#### **4.3 – Right Tree, Right Place & Utility Clearance (Exhibit B)**

Tree placement will strictly follow Right Tree, Right Place principles to avoid conflicts with overhead and underground utilities and to support public safety and infrastructure protection.

Our methodology includes:

- Pre-installation review of overhead power lines, underground utilities, and transformer locations
- Selection of tree species appropriate for mature height, canopy spread, and root structure
- Compliance with required utility clearance distances
- Mandatory Sunshine 811 utility locates prior to any excavation
- Maintenance of required clear zones around transformers and electrical infrastructure

All planting near utilities will be performed by qualified professionals, and work will not be conducted within unsafe proximity to energized lines.

#### **4.4 – Project Geography & Area Coordination (Exhibit A)**

All work will be performed within the geographic limits defined in the Project Area Map. Emprise Partners will coordinate planting activities by location to ensure efficient sequencing, minimize disruption to the public, and maintain alignment with City priorities.

Work plans may be adjusted as needed to address access constraints, traffic considerations, and site-specific conditions while maintaining overall schedule integrity.

#### **4.5 – Safety, Coordination, and Quality Control**

Safety and coordination are integral to project execution:

- Daily coordination between Emprise Partners and the subcontractor to confirm scope, locations, and compliance requirements
- Adherence to applicable safety standards when working in the public right-of-way and near utilities
- On-site oversight to ensure proper planting depth, spacing, and stabilization
- Verification that installations comply with approved species lists and placement guidelines
- Ongoing communication with the City to address site-specific considerations or required adjustments

Emprise Partners will conduct periodic inspections to verify quality and compliance prior to final acceptance.



Service Queen  
Landscaping

## Past Performance

### REFERENCE #1

**Company/Agency Name:** SILVER PALMS ASSOCIATION

**Address:** 23770 SW 115th Ave, Princeton, FL, 33032

**Contact Person:** Chic Chandler

**Title:** GC of Association

**Phone Number:** 7863679797

**Email Address:** chandlercontractorsinc@yahoo.com

**Project Description:** REMOVAL OF 100+ TREES

**Contract Amount:** ROUGHLY \$91,000 TO DATE

**Service Dates:** Service Began: Apr 20th 2023 Service End: Ongoing

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### REFERENCE #2

**Company/Agency Name:** WATERVIEW FOXCROFT ASSOCIATION

**Address:** 3494 FOXCROFT RD, MIRAMAR, FL 33025

**Contact Person:** MARCELLO PACE

**Title:** PRESIDENT OF ASSOCIATION

**Phone Number:** 9546460478

**Email Address:** MARCELLOPACE23@YAHOO.COM

**Project Description:** LANDSCAPE & TREE MAINTENANCE

\$51,595 YEARLY BASIC MAINTENANCE PLUS \$30,000-\$40,000

**Contract Amount:** IN TREE WORK YEARLY, AND ADDITIONAL FOR LANDSCAPE IMPORVEMENTS

**Service Dates:** Service Began: JULY 1st 2019 Service End: ONGOING

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### REFERENCE #3

**Company/Agency Name:** FLORIDA 595 TRUCK STOP

**Address:** 2705 BURRIS RD, DAVIE, FL 33314

**Contact Person:** NORKA RODRIGUEZ

**Title:** CFO OR CEO OF ORGANIZATION

**Phone Number:** 9546047346

**Email Address:** n.rodriguez@595truckstop.com

**Project Description:** TREE, LANDSCAPE AND IRRIGATION MAINTENANCE

**Contract Amount:** \$42,000 YEARLY FOR BASIC MAINTENANCE PLUS ADDITIONAL FOR  
~~TREE AND IRRIGATION WORK~~

**Service Dates:** Service Began: JULY 6th 2022 Service End: ONGOING

Tree planting project Pricing Table

| Initial Term        |                |                        |   |                   |                    |
|---------------------|----------------|------------------------|---|-------------------|--------------------|
| <b>Item</b>         | <b>Est Qty</b> | <b>Unit of Measure</b> | <b>Description</b>  | <b>Unit Price</b> | <b>Total Price</b> |
| City Property Trees | 500            | Each                   | Trees and all materials (soil, tree protectors, stakes, etc.) | \$ 390            | \$ 195,000         |
| Tree Giveaways      | 200            | Each                   | Trees and all materials (soil, tree protectors, stakes, etc.) | \$ 350            | \$ 70,000          |
| Labor               |                | Hourly                 |   | \$65.00           | \$65.00            |
| Maintenance         |                | Hourly                 |   | \$55.00           | \$55.00            |
| Administration      |                | Hourly                 |   | \$ 60.00          | \$60.00            |
|                     |                |                        | ESTIMATED TOTAL ANNUAL FEE                                    |                   | \$ 265,000         |

# The International Society of Arboriculture

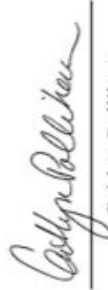
Hereby Announces That

*Bachar Ghanem*

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



Caitlyn Pollihan  
CEO & Executive Director

|                  |                  |                      |
|------------------|------------------|----------------------|
| 12 December 2025 | 31 December 2028 | FL-321452A           |
| Issue Date       | Expiration Date  | Certification Number |





## VENDOR REFERENCE FORM

City of Hollywood Solicitation #: RFP-364-26-JJ  
 Reference for: Emprise Partners LLC

Organization/Firm Name providing reference: SOHO & Suffolk

Organization/Firm Contact Name: Sandy Jean-Louis Title: Owner/Operator

Email: ms.sandyjl@gmail.com Phone: 347.866.2704

Name of Referenced Project: Janitorial Services - 2019 - 2025 Contract No: \_\_\_\_\_

Date Services were provided: \_\_\_\_\_ Project Amount: \$146,000

Referenced Vendor's role in Project:  Prime Vendor  Subcontractor/  
 Subconsultant  
 Would you use the Vendor again?  Yes  No. Please specify in additional comments

**Description of services provided by Vendor (provide additional sheet if necessary):**  
 Provided weekly janitorial services which included cleaning, sanitizing, trash removal, and disinfecting our locations.

| Please rate your experience with the Vendor | Need Improvement         | Satisfactory             | Excellent                           | Not Applicable           |
|---|--------------------------|--------------------------|-------------------------------------|--------------------------|
| <b>Vendor's Quality of Service</b>          |                          |                          |                                     |                          |
| a. Responsive                               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Accuracy                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Deliverables                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Vendor's Organization:</b>               |                          |                          |                                     |                          |
| a. Staff expertise                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Professionalism                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Staff turnover                           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Timeliness/Cost Control of:</b>          |                          |                          |                                     |                          |
| a. Project                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Deliverables                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Additional Comments (provide additional sheet if necessary):**  
 Reliable and trustworthy service.Planning on hiring this company again in the upcoming year.

|  |             |                          |         |                          |        |                          |
|--|-------------|--------------------------|---------|--------------------------|--------|--------------------------|
| ****THIS SECTION FOR CITY USE ONLY**** |             |                          |         |                          |        |                          |
| Verified via:                          | Email:      | <input type="checkbox"/> | Verbal: | <input type="checkbox"/> | Mail:  | <input type="checkbox"/> |
| Verified by:                           | Name:       |                          |         |                          | Title: |                          |
|  | Department: |                          |         |                          | Date:  |                          |