



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building

7 Maple Avenue

Hastings-on-Hudson, New York 10706

January 8, 2018

Request for Proposal Hillside Woods Tree Inventory and Management Plan

The Village of Hastings-on-Hudson, New York seeks proposals for Forester Consulting Services to conduct a tree inventory and prepare a Forest Management Plan for Hillside Woods/Park.

Requests for Proposals (RFP) will be received and publicly opened by the Village Manager. All RFPs must be sent electronically, mailed or delivered to Village Hall. Consultant / Forester are required to provide 2 printed copies of their proposal and one electronic copy along with any other materials the consultant believes properly and fairly demonstrate their expertise and capability to complete the required forest management plan.

Scope of Services

A tree inventory will be followed by a Forest Management Plan to address the requirements of the New York State Department of Environmental Conservation Community Forestry Program. The Forest Management Plan will serve as a long-term action plan to give the Village detailed information, recommendations, and a strategy to effectively and proactively manage the Hillside Woods/Park public land. The Forest Management Plan will be used to ensure that the Village will enjoy the benefits of trees following steps leading to restoration of the health of the woods, and ongoing use of proper Arbor cultural techniques and management practices.

The project has been conceived and promoted by three Village entities; the Parks and Recreation Commission, the Conservation Commission, and the Tree Preservation Board. It has been co-sponsored by a number of local organizations that promote healthy forest lands. It includes a major emphasis on public education and outreach stressing the environmental and social value of trees and the maintenance of the public forest.

Primary Work:

- Risk Survey: All trees along the walking trails, the perimeter of the property and in the trafficked, open area in Hillside Park will be evaluated in order to identify hazard trees;
- A sample-based inventory will characterize the current makeup of the woods. The 100 acres project site will be segmented into management units, based on similar characteristics in the vegetation, slope, ground stability, perceived deer activity level and more. Management units will be determined using aerial photographs before being verified in the field. Approximately thirty sample plots will be mapped out (including the GPS coordinates defining the perimeter of each plot) evenly distributed across the management units;
- Long-term management plan will be developed in consultation with the Parks and Recreation Commission, other Village groups, and the public. The management plan will provide guidance and options in the restoration of the native woodland. The goal is to implement the Management Plan over the coming years, resulting in the restoration of the forest to a healthy environmental state and then ongoing management to sustain the restored woodlands.

Submittal Summary

Description of Approach: A detailed description of the consultant's approach to the project including the nature of the public process and intended extent of public involvement. Include a work program that identifies tasks, work products, deliverables, and a timeline for completion.

Team Expertise: Provide a brief description of general qualifications, the disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating forest management plans, and identification of personnel to be assigned to the project and their roles with resumes of all key personnel.

Cost: Provide a breakdown of costs by phase and include hourly rates for personnel or personnel profession category.

Comparable Projects:

- Provide a listing and description of similar projects the consultant has performed.
- Provide reference names and contact information;
- Current status of the project (i.e. completed, ongoing, draft);
- Client municipality or private business;
- Public involvement describing the level of public input into the development of the forest management plan, discussing your strategy for full public involvement throughout the process.
- Representative work providing a summary of work product or electronic copy/link to sample a forest management plan compared for another client, preferably a municipality.

The report shall contain:

- Tree risk identification and assessment. Identify trees at risk along the walking trail posing danger to pedestrians.
- A narrative and quantitative characterization of the results of a sample-based tree inventory derived from the approximately 30 sample plots and management units. The statistical methods used and the way they lead to specific and general conclusions should be made clear.
- Tables, graphs, and maps providing summary data to support decision-making on budget policies and risk mitigation. All appropriate data shall be provided in an Excel spreadsheet format with staff training to ensure the data is kept current.
- Provide a descriptive, clear forest management plan that can be implemented to manage the woods so that the forest regenerates, the native ecology is restored, and public safety is assured. This should include a tree replacement program.
- Prioritize management tasks to guide the allocation of Village personnel and financial resources.
- Public education on the vision of the plan and its strategy stressing the need for immediate actions and their impact on the ecological, social and economic value of the trees in Hillside Woods/Park.
- Education of the Public Officials and Village staff on the benefit of trees and review with the appropriate staff the elements of the Forest Management Plan and its method of implementation.
- Hold public meetings first to discuss the vision of the woods at the outset of the project, and later to present the scope and goals of the project and receive public feedback about the management plan.

The Long-Range Outcomes: This Forest Management plan will map out a strategy to regain a healthy forest including habitat creation, reduced storm water runoff clean water, improved air quality, protected

recreation resources, visual screening and reduction of noise pollution, protected private property values, protection from residential sprawl, protection of the community's investment in this property's wooded area for public enjoyment, ecological impact, and students to conduct research and learning along with the maintenance of this large natural environment.

Firm Experience

Evaluation of submittals consultants responding to this RFP must demonstrate experience in preparing and implementing Forest Management Plans for municipality or private clients. Expertise in severely deer-damaged forests and in restoring them is needed. Experience in securing public support for the forest management plan.

Strong written and oral communication skills.

Additional Information

- The final forest management plan shall be submitted to the New York State Department of Environment Conservation Urban Forestry Program and to other selected groups and provided to the public via the Village website and the Hastings-on-Hudson Public Library.
- Funding for this project is through a grant the Village received from the New York State Department of Environmental Conservation 2016 Urban and Community Forestry Grant Program in the amount of \$29,500.
- Consultants/Foresters are advised that oversight of this project will be provided by the Parks and Recreation Commission; the Tree Preservation Board, The Conservation Commission, and appropriate municipal staff.
- Consultants/Foresters are advised to visit the site to become familiar with the existing condition of the woodlands. Recent information on the woods and ongoing activities related to it is available at: <https://www.hastingsgov.org/home/pages/hillside-woods-initiative>
- Consultants/Foresters are advised, that due to the funding source, the equal employment opportunity requires that the contract goal for this procurement reaches 10% minority labor force participation and 10% female labor force participation.

Questions and RFPs should be directed to:

Village Manager, Francis A. Frobel
7 Maple Avenue
Hastings-on-Hudson, NY 10706
villagemanager@hastingsgov.org or 914-478-3400 ext. 617.

Proposals will be accepted until the close of business, 4:00 P.M. on February 15, 2018.

FAF/jlp

Insurance Requirements

- A. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in the State of New York, rated AA or better, such insurance as will protect the Contractor from claims set forth below, which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor, or by the Subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone whose acts may be liable.
 - 1. Claims under worker's compensation, disability benefit, and other similar benefit acts which are applicable to the Work to be performed;
 - 2. Claims for damages because of bodily injury, occupational sickness and disease, or death of the Contractor's employees;
 - 3. Claims for damages insured by usual personal injury liability coverage that are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Contractor, or (2) by another person;
 - 4. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting from here;
 - 5. Claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle, and;
 - 6. Claims involving contractual liability insurance applicable to the Contractor's operations arising out of obligations.
- B. The insurance required, shall be written for not less than the limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any of the coverage required to be maintained after final payment.
- C. Contractor shall be required to submit original policies of insurance for approval to the Owner and must provide certificates of insurance, policy number(s), dates of expiration, and any additional insured that may be required by endorsement. Each certificate furnished by the Contractor shall state that no policy may be cancelled or permitted to lapse and that no changes, may be made of any kind, in any policy of insurance, unless 30 days' notice of cancellation, non-renewal, or change is furnished to the Owner, and to be evidenced by return receipt or registered letter.
 - 1. The Contractor shall not commence Work until all the insurance required by the Contract has been approved by the Owner.
 - 2. The Contractor shall provide an endorsement from the Contractor's insurance carrier that specifically identifies the Owner and the agents and employees of any of them, as additional insured on all policies other than Worker's Compensation Insurance. Such endorsements shall be submitted to the Owner for approval with the applicable Certificate of Insurance. Mere recitation of the additional insured interested on the Certificate is not acceptable.
 - 3. If any of the insurance coverages herein are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment.
 - 4. Information concerning reduction of coverage shall be furnished by the Contractor with reasonable promptness in accordance with the Contractor's information and belief.
- D. Nothing herein shall be deemed to limit the risks assumed by the Contractor to those for which insurance is required, or to limit or impair risks assumed by the Contractor under this Agreement in any manner whatsoever.
- E. Before an exposure to loss may occur, the Contractor shall file with the Owner two (2) certified copies of the policy or policies providing the required insurance coverage, each containing generally applicable conditions, definitions, exclusions, and endorsements specifically related to the Project.