

Request for Proposals

TREE INVENTORY & COMMUNITY FOREST MANAGEMENT PLAN IN THE VILLAGE OF HASTINGS-ON-HUDSON

SPECIFICATIONS

(Dated: 05/21/2021)

Proposals must be received by

June 4, 2021 at 11:00 A.M.

Village of Hastings-on-Hudson
7 Maple Avenue
Hastings-on-Hudson, NY 10706
Tel: (914) 478-3400
Fax: (914) 478-4624
Website: www.hastingsgov.org

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NOTICE TO BIDDERS

The Village of Hastings on Hudson hereby invites the submission of sealed proposals
For:

**Request for Proposals
TREE INVENTORY & COMMUNITY FOREST MANAGEMENT PLAN
IN THE VILLAGE OF HASTINGS-ON-HUDSON**

Proposals will be received until 11:00 A.M. on:

Date

June 4, 2021

By:

Joseph Cerretani

Village Clerk

7 Maple Avenue

Hastings-on-Hudson, NY 10706

The scope of work includes completing a tree inventory and community forest management plan in several parks in the Village of Hastings-on-Hudson, and will be made available beginning on Friday, May 21, 2021 online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> or by sending an email to the Village Clerk at JCerretani@hastingsgov.org.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids, addendums, and opportunities. Detailed plans and specifications for said bid may be obtained through the Empire State Purchasing Group at the following link: www.bidnetdirect.com/new-york/hastings-on-hudson

Proposals will be opened June 4, 2021 at 11:00 A.M.

Awards will be made at a meeting to be held at a later date

Clearly label your package:

Tree Inventory and Community Forest Management Plan

The Village of Hastings-on-Hudson reserves the right to reject any or all proposals.

Interested Consultants may submit questions in writing to villagemanager@hastingsgov.org up to 4:00 PM on May 26, 2021.

Answers will be posted online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> and distributed to all known bidders by 4:00 P.M. on May 28, 2021.

Project Summary

The Village of Hastings-on-Hudson, NY (the “Village”) is soliciting proposals from qualified forestry consultants or forestry consulting firms to conduct a tree inventory and prepare a Community Forest Management Plan for Zinsser Park, Uniontown Park, Pulver’s Woods, and Rowley’s Bridge Trail as described herein.

Background & History

The Village of Hastings-on-Hudson maintains over 150 acres of parkland. Of that, 100 acres in Hillside Woods/Park have been inventoried and a management plan has been developed. As the Village takes great pride in its open space and parkland, this project seeks to help close the gap in some of the remaining parkland.

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 commonly used areas in Uniontown Park, Zinsser Park, trails in Pulver’s Woods, and Rowley’s Bridge Trail. 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.

Task 1 – Tree Inventory

The area of focus for this project is the well-trafficked portions of our parklands. To that end, this inventory will focus specifically on hazard trees and at-risk trees in the identified parks.

A certified arborist will compile tree inventory that will include all trees on the public property or the described portion of the public property as identified below:

1. In Uniontown Park, the trees within thirty (30) feet of the recreational fields, courts, comfort station, playground, parking lot, and along the walking trails.
2. In Zinsser Park, all trees will be inventoried as this park has less of a tree canopy, and all trees either surround well-trafficked amenities or are within 30 feet of the major Route 9 thoroughfare.
3. Pulver’s Woods: trees within 30 feet of each side of the trail.
4. Rowley’s Bridge Trail: trees within 30 feet of each side of the trail on public land. The section of this trail on private land is not included in the project.
5. The tree inventory must provide the information necessary for individualized tree care and a planting program to maintain the canopy. It will also provide information to support the development of the Community Forest Management Plan.

A GIS-based tree inventory will be performed to collect tree data and various site attributes. Use of a combination of Geographic Information System (GIS) and Global Positioning System (GPS) equipment is required. The most efficient and accurate method for mapping tree locations involves a three-tier system:

- GPS technology
- GIS and map data on a handheld computer
- Arborist’s field judgment

The Tree Inventory will include:

- Tree species – genus and species common names
- Park or trail location
- GPS coordinates

- Diameter at Breast Height
- Crown condition rating
- Root zone conflicts
- Pest/disease detection
- Maintenance recommendations
- Risk rating and risk tree identification based on an ANSI Level II Tree Risk Assessment
 - High priority trees will be noted using GPS, painted and marked, as well as photographed.
- Identification of trees recommended for removal
- Risk mitigation and other management recommendations.

The Tree Inventory will be delivered in a Microsoft Excel spreadsheet, with column headings and a description of the column content. It will also be uploaded into i-Tree ECO, in which the Village staff will manage individual tree data and make use of the environmental benefits analysis features. The Superintendent of Parks and Recreation will be responsible for updating the tree inventory, supported by the Parks Foreman.

The Tree Inventory will be required to be inspected and approved by a local DEC forester before final payment and before proceeding with CFMP.

Task 2 – Create and Complete a Community Forest Management Plan (CFMP) for the Village of Hastings-on-Hudson’s Approval and Adoption

1. A certified arborist will work in partnership with The Village to analyze and use data to propose for adoption a completed CFMP after fully understanding the findings of the tree inventory.
2. Submit CFMP – Submit draft version of CFMP to The Village including photos, mission statement etc.
3. The Certified arborist will attend at least one (1) Village Board of Trustees meeting, to share a draft version of the CFMP, generally with PowerPoint and to answer questions.
4. Advise and Draft – Submit final version of CFMP to The Village’s Board of Trustees in PDF format and local DEC forester will inspect prior to final payment.

The Community Forest Management Plan will include:

- Vision for the long-term community forest and strategy to care for the community trees.
- The composition of the areas studied, and discussion of their existing condition and health.
- Discussion of the tree inventory, the management needs identified, and the i-Tree ECO systems analysis findings including those related to air pollution removal, carbon sequestration, oxygen production, impacts on run-off and more.
- Related to the i-Tree ECO systems analysis, the report will present general discussion of the environmental benefits of trees such as water quality, air quality, stormwater management etc.
- Vulnerability to disease or other health risks; identification of major stressors to the forests long-term sustainability (which may include invasive species if applicable)
- Storm preparedness
- Development of budgets and prioritized work plans, including timelines and tasks, to meet the vision for the forest. This section will serve as the forest work plan for the Village
- Tree replacement needs, and locations, and species recommendations. Understory planting needs. Characteristics of the individual parks and trails will be considered for planting recommendations, such as erosion control in Uniontown Park alongside the ballfield where existing tree root systems are exposed.
- Waste wood utilization plan to reduce costs
- The consultant will deliver an in-house training to Village staff and committee members regarding the ongoing maintenance of the tree inventory and implementation of the Management Plan.

Goals and Desired Outcomes

The Village's goal for this project is to create a tree inventory and community forest management plan that can serve as the foundation for increased community investment in and the future care of the Village's community urban forest.

Desired outcomes for the project include:

- The creation of a better information database on the location and condition of trees in our community to make more informed decisions about tree planting and tree maintenance for the Village and interested residents;
- Increased community care for and investment in our community forest;
- Increased collaboration between the Village of Hastings-on-Hudson and partnering organization for this and future projects; and
- The creation of a community forest management plan that outlines a risk assessment of our trees and an implementable strategy for the sustainability of our community forest.

Management

The Superintendent of Parks and Recreation will:

- act as the primary point of contact with the certified arborist;
- convene project advisory meetings and final presentation with hired arborist, DEC, The Village and project partners;
- provide feedback on the tree inventory and CFMP; and
- coordinate CFMP presentation meetings.

Partnerships

The Parks and Recreation Commission and the Conservation Commission will serve to involve community engagement, volunteer support, and provide local knowledge where appropriate. These organizations will:

- advise hired arborist on local conditions;
- help publicize the project by organizing press events and releases;
- work with arborist to organize at least one (1) community meeting, to share a draft or final version of the CFMP prior to presentation to the Village Board of Trustees; and
- provide feedback on the CFMP (in concert with Village of Hastings staff)

Meetings

The selected arborist shall participate in an estimated four (4) meetings. These meetings shall include:

1. An initial on-site scoping meeting;
2. A meeting after completion of the Tree Inventory;
3. A meeting after completion of the draft CFMP; and
4. A presentation of the CFMP to the Board of Trustees and the community.

The selected arborist or firm shall be responsible for providing meeting agenda and minutes for all meetings.

Scheduling

The selected arborist or firm shall provide a project schedule with the Proposal. The project schedule shall call out specific tasks, the individual(s) responsible for completion, and completion dates.

Project Budget

The selected architect or firm shall prepare a total estimate of Tree Inventory and CFMP costs as per the attached Bid Unit Sheet.

Project Timeline

Our project timeline will run from approximately June 2021 to November 2021. An arborist will be selected by the June 15 Board of Trustees meeting. On completion of the tree inventory and an analysis provided, plans will be discussed for the CFMP. A draft version of our CFMP will be available for DEC and public review by September 2021, and a final draft of our CFMP will be complete for adoption on November 16 by the Village Board of Trustees.

Deliverables

The Village reserves the right to request additional information from any proposing arborist or firm. The Village may contact and evaluate the arborist's/firm's references; contact any arborist/firm to clarify any response; contact current users of the arborist's/firm's services' and seek and review any other information deemed pertinent to the evaluation process. One or more selected arborists or firms may be invited to interview with the Village.

The arborist/firm shall provide one (1) electronic copy of proposal incorporated in a single PDF file for review, or two hardcopies via mail or delivery. The electronic copy shall be submitted as a single .pdf file in the arborist's/firm's name via: www.bidnetdirect.com/new-york/hastings-on-hudson.

A physical copy may be mailed to:

Joseph Cerretani
Village Clerk/Treasurer
Municipal Building
7 Maple Avenue
Hastings-on-Hudson, NY 10706

General Requirements

The proposal must contain all of the following information in the same sequence as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

All proposals will include the following requirements:

1. General Information- Provide information about the company/consultant along with a brief history (not more than 1 page). For the betterment of the New York State economy, scoring points will be given for being a New York resident contractor, hiring New York State crews and buying supplies and products within New York State as a top priority. Where this is not possible, please explain for partial credit.
2. Project Understanding- Include a summary of the company's/consultant's understanding of what is required (not more than 1 page).
3. Project Approach- Provide, in detail, specific methods that will be used to complete each of the requested tasks or obtain the information specified in Section 2 of this document.
4. Proposed Project Team and Experience-
 - a. Identify person(s) involved in this project and what their specific roles will be.
 - b. Describe three (3) similar projects completed in the last five (5) years. Please provide individuals specific roles in these projects as well as references and contact information for each.
 - c. Include a one-page resume for any individuals to be supervising this project.
5. Schedule- Provide a schedule from start to completion including a list of tasks and milestones along with approximate dates and deliverables of each.
6. Additional Information- Any other relevant information that may be useful for this project
7. Cost- Please provide a breakdown of costs for each specific task and a total cost for the project, not to exceed cost of the project.

Proposals that do not include a "Not to Exceed" cost will be disregarded with no further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time that they will need to spend on the project.

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. Coverage with limits of Insurance of not less than \$1,000,000 Per Occurrence/\$3,000,000 Annual Aggregate
 2. Claims under worker's compensation, disability benefit, and other similar benefit acts which are applicable to the Work to be performed;
 3. Claims for damages because of bodily injury, occupational sickness and disease, or death of the Contractor's employees;
 4. 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;
 5. 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;

6. 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;
 7. 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.

Evaluation Criteria

The Village Manager and the Parks and Recreation Superintendent will evaluate and rank all submitted proposals. Following this review, the consultant may be asked for an oral presentation or telephone interview. The certified arborist chosen for the project will be required to have an International Society of Arboriculture (ISA) professional certification.

Proposals shall include, and will be evaluated based upon, the following items/criteria and numerical point values.

- Successful provision of Certified Arborist services for similar projects	30 points
- Ability to provide comprehensive scope of services	30 points
- Availability of services as per program schedule	10 points
- Ability to maintain budgeted cost for Certified Arborist services	20 points
- New York State firm/consultant and crew	10 points
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Total	100 points

After conclusion of this review and oral presentation, staff will recommend the most qualified consulting teams or firms to the Village Board. The decision will be based on a combination including, but not limited to: ranking,

presentation of materials, and other qualifications. Once authorized to proceed, the selected firm/consultant will be expected to immediately assist in developing a contractual agreement.

If, for any reason, the selected firm/consultant is not able to move forward with their proposal within 30 days, the village reserves the right to contract with another qualified firm/individual. However, firm/consultant extended timetables will be considered, within the DEC Urban and Community Forestry Contract dates.

The Village shall not be liable for any expenses incurred prior to the contract being signed including the proposal preparation, attendance at interviews or time spent on the oral presentation and/or final contract negotiations.

The village reserves the right to reject any and all proposals or to request more information from any or all of the firms/individuals.

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 2019 Urban and Community Forestry Grant Program in the amount of \$14,756.00
- Consultants/Foresters are advised that oversight of this project will be provided by the Village Manager and the Parks Superintendent, who may consult with the Parks and Recreation Commission; the Tree Preservation Board, The Conservation Commission, and appropriate municipal staff.
- 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.

Bid Unit Sheet

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree Inventory Startup (enter lump sum price for inventory of up to 2,000 trees and stumps)		1	
i-Tree Eco Inventory Report (to be delivered with tree inventory)		1	
Additional Expected Trees (enter price per tree for inventory of 2,001 to 6,000 trees)		4,000	
Street Trees (enter lump sum price for inventory of up to 2,000 trees and stumps)		1	
Vacant Planting Spaces, (not to exceed 25% of total tree inventory and based on planting goals)		500	
Community Forest Management Plan (Basic)		1	
Community Forest Management Plan (e.g. Planting Plan, Storm Preparedness and Response). Add more boxes for each extra plan and price separately or indicate No Charge or Included.		1	
Meetings – initial, phone meetings, kickoff, final, public presentation – anything expected to be charged		3	
CONTRACT TOTAL (MAX)	n/a	n/a	

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

The Village reserves the right to award the contract for surveying to any firm, as best meets the needs of the Village.

Quote Submitted By:

(Firm Name)

(Address)

(Telephone No.)

(Printed Name of Authorized Representative Submitting Quote)

(Authorized Signature)

Date: