

## **Village of Attica**

# **Request for Proposals for Tree Maintenance – Removal, Pruning, Stumps**

## **Village of Attica**

Proposals Due:  
**Due April 21, 2021  
11:30 AM**

**Address and contact name:**

**Administrator Douglas A Post  
Village of Attica  
9 Water Street  
Attica, NY 14011**

The Village of Attica, New York has been awarded funds from New York State Department of Environmental Conservation for the completion of tree maintenance for the Village of Attica right of way streets, parks, and lands. The goal of the project is to remove high public risk trees that were identified in the recent tree inventory and that can serve to increase the overall health of the urban forest and protect the future community investment.

**Background:**

The Village of Attica plans to care for its trees that are in overall critical condition or have a high risk rating according to a recent tree inventory. Located in road rights-of-way and Attica Memorial Park, these trees pose a significant public risk to vehicles, pedestrians, and park visitors. The Village wishes to be better prepared for wind storms, and help reduce road blockages, power outages, and sidewalk maintenance work orders. Tree maintenance

will also help with downtown revitalization by encouraging foot traffic and creating a scenic environment for residents and visitors. To achieve these goals, the Village will hire an ISA- and EHAP-certified contractor to take down 34 trees, remove hazard deadwood from 7 trees, and crown clean 2 trees. The Village Department of Public Works will clear fine debris and restore sites. The Village will also partner with the Attica Area Chamber of Commerce to organize public meetings and create an educational flyer on tree maintenance.

The Village of Attica is a second consecutive year member of Tree City USA.

## **REQUEST FOR PROPOSALS FOR TREE REMOVAL, TREE PRUNING, STUMP REMOVAL FOR VILLAGE OF ATTICA, NEW YORK**

### **SECTION 1. GENERAL INFORMATION**

This document solicits Requests for Proposals (RFP) to complete a Tree Maintenance (removals, pruning and stump removal) in the public right of way for the Village of Attica, New York. The certified arborist company chosen for the project will be required to have an International Society of Arboriculture (ISA) professional certification.

#### **Contract Administration**

Address all correspondence regarding this RFP to:

Douglas A Post, Administrator  
Village of Attica  
Attica, NY 14011

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Administrator Douglas A Post – [doug@attica.org](mailto:doug@attica.org). Any revisions or corrections to this RFP after posting will be communicated to those registered. Failure to register your contact information may result in nonparticipation of the RFP process. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Any requests for additional information that may be needed for the preparation of the proposal should be directed to Administrator Douglas A Post- [doug@attica.org](mailto:doug@attica.org). All questions must be received before 11:00 AM, 5 days prior to the receipt of proposal date. Questions received after that time will not be addressed.

#### **Submittal of Proposal**

Please provide three (3) paper copies and one (1) electronic pdf copy of the Proposal for the evaluation process to:

Administrator Douglas A Post  
9 Water Street  
Attica, NY 14011  
[doug@attica.org](mailto:doug@attica.org)

**Submittals will be accepted until 11:30 AM April 21, 2021**

**Acceptance of Proposal Contents**

The contents of this RFP will be included as part of the contractual obligations if a contract ensues.

**SECTION 2: OVERALL SCOPE OF SERVICES**

Task 1: *Complete a tree removal, tree pruning and stump removal for Village of Attica, Attica, NY.*

- Please provide a bid estimate on a per unit, actual number of trees and stumps as indicated below-

<b>Item for Bid</b>	<b>Cost per Unit (Rate)</b>	<b># of Units</b>	<b>Total Bid (Rate X # of Units)</b>
<b>Tree removal height class medium 15-40'</b>		8	
<b>Tree removal height class large &gt;40'</b>		32	
<b>Remove hazard deadwood</b>		10	
<b>Clean crown</b>		2	
<b>Stump removal (average price per attached list)</b>		40	
<b>Meetings – initial, phone meetings, kickoff, final, public presentation – anything expected to be charged</b>			
<b>Training (if applicable)</b>			
<b>CONTRACT TOTAL (MAX)</b>	<b>n/a</b>		

The Village of Attica, Attica, NY, has been awarded funding from Department of Environmental Conservation Urban and Community Forestry Management Grant Program for the purposes of Tree Maintenance. Several years ago the Village of Attica applied for and received funding to complete a Tree Inventory and Community Forestry Management Plan that identified 80 dead and high risk trees in the right of way (ROW). In addition, there were over 100 high priority tree prunes and the Village of Attica has attended to the most urgent of these. In addition, there are 7 stumps that are causing sidewalk conflicts and should be removed.

**PROJECT TIMELINE:**

Our project timeline will run from approximately May 3, 2021 to August 2, 2021. An ISA Certified Arborist will be selected by April 26, 2021. A kickoff meeting will be held with DEC regional forester, Department of Public Works and volunteer partners if applicable, to ‘walk through’ the upcoming project. Details should be organized for Contractor or volunteers to photograph trees and pruning prior to and at the end. On completion of the tree maintenance project, the DEC regional forester will inspect the work, and after the approval of work, the

Contractor will be asked to speak at a community Village Board meeting to report on project results. This outreach is integral to the project funding. Contractor may prepare a power point presentation if they choose, following the presentation if any, the Village Board will formally adopt the completed project.

### **SECTION 3: PROPOSAL**

The proposal submitted shall contain only the information requested below.

#### **Proposal Format**

The submittal should follow the Table of Contents below:

1. General Information- Provide information about the company/contractor along with a brief history (not more than 1 page). For the betterment of the New York State economy, 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.
4. Proposed Project Team and Experience-
  - a. Identify person(s) involved in this project and what their specific roles will be. An ISA Certified Arborist must supervise the project, please include copy of license or ISA#.
  - 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.
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.

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.

### **SECTION 4: CONTRACTOR SELECTION**

#### **Process**

*The Village of Attica* staff will evaluate and rank all submitted proposals. Following this review, the contractor 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 ISA Certified Arborist services for similar projects 40 points

- Ability to provide comprehensive scope of services	30 points
- Availability of services as per program schedule	15 points
- Ability to maintain budgeted cost for ISA Certified Arborist services	10 points
- <u>New York State firm/consultant and crew</u>	<u>5 points</u>
Total	100 points

After conclusion of this review and oral presentation, staff will recommend the most qualified, cost effective contractors 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 final scope of services and contractual agreement.

If, for any reason, the selected firm/consultant is not able to move forward with their proposal within 90 days, Village of Attica reserves the right to contract with another qualified firm/individual. However, firm/contractor extended timetables will be considered, within the DEC Urban and Community Forestry Contract dates.

The Village of Attica 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.

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

## **SECTION 5: CONTRACT TERMS AND CONDITIONS**

Upon selection of a firm/consultant, an agreement or contract for services shall be entered into by the Village of Attica and Contractor. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions. The contract will be amended as appropriate for each successive phase:

- I. Deletion of specific components, such as individual project meetings, will be at the discretion of the Village of Attica. Payment or reimbursement shall be made based on the actual hours worked on the various tasks required for the project plus necessary subcontractor work (as applicable) and out of pocket expenses. Billing in excess of 'not to exceed' amount will not be compensated unless a contract extension has been approved in advance. .
- II. If, for any reason, the consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the Village of Attica reserved the right to terminate the contract by written notice. In this event, the firm/consultant shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the Village Board.
- III. The consultant shall not assign or transfer any interest in the contract without prior written consent of the Village of Attica.
- IV. The consultant contract shall be governed by the laws of the State of New York.
- V. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the unit amounts of trees inventoried for the amount billed to date, work

items that need to be completed, the estimated costs to complete these tasks and the projected timelines for the completion of the project.

- VI. Subsequent submittals - Upon award of this Contract, the Successful Quoter must submit the following additional required forms:

Substitute W-9

Diesel Emissions Reduction Act of 2006 Form

Proof of Worker's Compensation Insurance coverage or exemption (see Insurance Considerations)

Proof of Disability Benefits or exemption (see Insurance Considerations)

Liability Insurance – General Liability

## SECTION 6: COMMUNITY BACKGROUND

Upon completing its first ever tree inventory, the Village of Attica found out that approximately 8% of its existing trees are in need of urgent maintenance. A total of 52 trees have high risk rating or in critical condition (or in one case, dead). Given the importance of immediate maintenance for some of these trees, the Village has already removed or is in the process of removing 9 of those trees before winter storms with snow, ice, and wind regularly occurring. With the proposed project and DEC funding assistance, the Village seeks to address the other 6% (43 trees with high risk rating or critical condition) for high priority maintenance along street ROWs and Attica Memorial Park prior to next winter. The proposed project will jumpstart the Village's long-term tree maintenance, which will encompass additional 25% of existing trees (159 trees) that have moderate risk rating or in overall poor condition.

Public safety is at the forefront of the Village's desired outcomes for the proposed project, followed closely by Village asset protection in the face of increasingly frequent extreme weather events. As seen in the statistics above, a significant portion of the Village trees are in poor shape and could cause harm to people, vehicles, buildings, and electrical infrastructure if they break off unexpectedly. The Village needs to be proactive in maintaining these trees in order to keep its residents, businesses, and visitors safe.

Additionally, the project will provide a boost to park and downtown beautification efforts by removing unsightly trees from public spaces designated for community gathering and recreation. A more scenic and safe Village environment will encourage people to visit the municipal park and downtown more often. They are then more likely to patronize local businesses and engage in exercise by walking downtown or playing at the park – bolstering both the local economy and public health. The removal of hazardous trees can also increase property values of nearby homes and instill a strong sense of community pride for Attica residents.

Furthermore, the project will take care of urgent tree maintenance and fast track the Village into an ideal position to undertake a more comprehensive and routine tree maintenance. The Village DPW and Tree Board will then be able to water, trim, prune, stake, and install tree guards as well as plant new trees sooner, which will help improve the Village trees' longevity as well as the ecosystem services that they currently provide according to an USDA Forest Service iTree report:

Air Pollution Removal: 348.3 pounds a year (\$125/year)

Carbon Storage: 490.0 tons (\$83.7 thousand)

Carbon Sequestration: 7.889 tons (\$1.35 Thousand year)

Oxygen Production: 21.04 tons/year

Avoided Runoff: 15.44 thousand cubic feet/year (\$1.03 thousand/year)

**PROPOSALS MUST BE RECEIVED PRIOR TO 11:30 AM April 21, 2021.**

TREE REMOVAL 2021

	ADDRESS	HEIGHT	CLASS
90	EXCHANGE	>40'	LARGE
66	EXCHANGE	15-40'	MEDIUM
208	EXCHANGE PARK	>40'	LARGE
38	JACKSON	>40'	LARGE
126	MAIN STREET	>40'	LARGE
74	WEST AVE	>40'	LARGE
122	PROSPECT	15-40'	MEDIUM
12	SOUTH PEARL	>40'	LARGE
21	SOUTH PEARL	>40'	LARGE
42	PROSPECT	>40'	LARGE
68	WEST AVE	>40'	LARGE
24	EAST AVE	>40'	LARGE
31	EAST AVE	>40'	LARGE
45	EAST AVE	15-40'	MEDIUM
55	EAST AVE	15-40'	MEDIUM
35	EAST AVE	>40'	LARGE
90	GENESEE	>40'	LARGE
90	GENESEE	>40'	LARGE
91	GENESEE	>40'	LARGE
149	EXCHANGE PARK	15-40'	MEDIUM
149	EXCHANGE PARK	>40'	LARGE
149	EXCHANGE PARK	>40'	LARGE
149	EXCHANGE PARK	>40'	LARGE
339	MAIN STREET	>40'	LARGE
315	MAIN STREET	>40'	LARGE
26	NORTH VIEW PARK	>40'	LARGE
121	MARKET	>40'	LARGE
11	ELM STREET	>40'	LARGE
11	JEFFERSON	>40'	LARGE
23	STEVENS	>40'	LARGE
10	EAST AVE	>40'	LARGE
4	GENESEE	15-40'	MEDIUM
61	GENESEE	15-40'	MEDIUM
12	ELM STREET	>40'	LARGE
9	GENESEE	>40'	LARGE
37	GENESEE	>40'	LARGE
6	ELM STREET	>40'	LARGE
11	ELM STREET	>40'	LARGE
17	JEFFERSON STREET	15-40'	MEDIUM
104	PROSPECT	>40'	LARGE



CROWN CLEANING HAZARD DEADWOOD REMOVAL 2021

ADDRESS		HEIGHT	CLASS
CROWN CLEANING			
175	MAIN STREET	>40'	LARGE
33	GENESEE	>40'	LARGE
HAZARD DEADWOOD REMOVAL			
25	SOUTH PEARL	>40'	LARGE
18	PROSPECT	>40'	LARGE
3	EAST AVE	>40'	LARGE
14	EAST AVE	>40'	LARGE
18	EAST AVE	15-40'	MEDIUM
45	NORTH PEARL	>40'	LARGE
71	WEST MAIN	>40'	LARGE
15	ELM STREET	>40'	LARGE
24	ELM STREET	>40'	LARGE
24	ELM STREET	>40'	LARGE
26	LAURAL	>40'	LARGE