

**Village of Head of the Harbor**

**Request for Proposal for Creation of a  
Phase I Tree Inventory & Community Forest  
Management Plan**

**Proposal Due: Monday, July 19, 2021 by 2:00 p.m.**

**Village of Head of the Harbor  
500 North Country Road  
Saint James, New York 11780**

The Village of Head of the Harbor in Saint James, New York has been awarded funds from New York State Department of Environmental Conservation for the completion of a tree inventory survey and community forest management plan for the Village of Head of the Harbor's streets, parks and lands. The goal of the project is to create a tree inventory and community forestry management plan that can serve as the foundation for increased community investment and the future care of the Village's community forest.

## Background:

The Head-of-the-Harbor Village, a Tree City USA-designated community since 2018, is located on Long Island's north shore in Suffolk County. With a population of 1,472 (2010 US Census), this Urban & Community Forestry Grant Application is to conduct a Phase I Street Tree Inventory and to develop a Community Forestry Management Plan.

There are approximately 20 linear miles of roadway within the Village of Head of the Harbor. Although the mileage is small, there are a tremendous amount of trees along the Village Right-of-Way (ROW). Most of the ROWs are heavily wooded. As such, the Village recognizes that the maximum grant award of \$50,000 will not provide enough funding to complete an inventory of all ROW street trees and a CFMP in one cycle. To maximize the funding allocated, Head-of-the-Harbor will complete the inventory in phases in order to achieve the overall goal of creating a complete tree inventory of all Village-owned trees, this is Phase I of this inventory plan. The most funding possible will be utilized for creating the tree inventory (\$45,000) with a significantly smaller portion of the grant to be used for a CFMP (\$5,000).

Location: The tree inventory will focus exclusively on trees within the Village Right of Way (within 10 feet from edge of road) on the following roadways, which have been identified as the priority sites for the Phase I Inventory:

- Harbor Rd.
- Harbor Hill Rd.
- Harbor Rd. (at the Harbor Hill Rd. intersection) to Cordwood Path
- Cordwood Path
- Fifty Acre Rd.
- Moriches Rd.
- Hitherbrook Rd.
- Bacon Rd.
- Farm Rd.

Goal: The project goal is to create a healthy urban and community forest to enhance the quality of life for the Head of the Harbor residents by creating a complete tree inventory of all Village owned trees and developing a CFMP. To achieve this goal, the Village will conduct an inventory of approximately 11,250 street trees located in the Village ROW's on streets prioritized for Phase I, perform a risk assessment for these trees, and identify future planting locations. Due the large number of existing trees, it is expected the need for new tree planting will be minimal.

The Village of Head of the Harbor will engage a consulting arborist firm to perform the Phase I inventory as well data analysis and re-forestation plans. The re-forestation plans will be implemented once the tree inventory is completed for all village owned trees. The inventory will serve as a basis for the development of a CFMP. Performance measures will include contracting with a consulting arborist firm, completion of the inventory, uploading data to i-Tree and integration with the network for day-forward maintenance of the inventory and future reference for pruning and maintenance decisions.

**REQUEST FOR PROPOSALS TO COMPLETE A PHASE I TREE  
INVENTORY AND COMMUNITY FOREST MANAGEMENT PLAN  
FOR VILLAGE OF HEAD OF THE HARBOR,  
SAINT JAMES, NEW YORK**

**SECTION 1. GENERAL INFORMATION**

This document solicits Requests for Proposals (RFP) to complete a Tree Inventory & Community Forest Management Plan (CFMP) for the Village of Head of the Harbor, Saint James, New York. The certified arborist 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:

Margaret O’Keefe, Village Clerk  
Village of Head of the Harbor  
500 North Country Road  
Saint James, New York 11780

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Judith Ogden (Trustee/Highway Commissioner) [treeboard@optonline.net](mailto:treeboard@optonline.net). 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 Trustee Judy Ogden, [treeboard@optonline.net](mailto:treeboard@optonline.net). All questions must be received, by Monday, July 12, 2021. Questions received after that time will not be addressed.

**Submittal of Proposal**

Please provide three (3) **sealed** paper copies of the Proposal to:

Margaret O’Keefe, Village Clerk  
RFP- PHASE I TREE INVENTORY AND COMMUNITY FOREST MANAGEMENT PLAN  
Village of Head of the Harbor  
500 North Country Road  
Saint James, NY 11780

**Submittals will be accepted until 2:00 p.m., Monday, July, 19 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 inventory for the Village of Head of the Harbor, Saint James, NY.*

- Provide an outline of all costs required to complete the Tree Inventory from start to finish
- Include a bid estimate on per unit pricing, actual number of tree/sites and expected reimbursement based on actual number of trees/sites inventoried. Since the number of trees in the Village are yet to be determined, the table below may be used to help determine a per unit rate for the project (*data in table is an example, feel free to manipulate numbers to reflect your numbers*):

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 5,000 trees and stumps)		5,000	
Additional Expected Trees (enter price per tree for inventory of 5,001 to 10,000 trees)		5,000	
Additional Expected Trees (enter price per tree for inventory of 10,001 to 15,000 trees)		5,000	
i-Tree Eco Inventory Report (to be delivered with tree inventory)		1	
Vacant Planting Spaces, (not to exceed 25% of total tree inventory and based on planting goals)		100	
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 – public presentation – include price for anything expected to be charged		1	
<b>CONTRACT TOTAL (MAX)</b>	<b>n/a</b>	<b>n/a</b>	

A GIS-based tree inventory will be performed to collect tree data and various site attributes. It is recommended use of a combination of Geographic Information System (GIS) and Global Positioning System (GPS) equipment. 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

- Certified arborist will compile tree inventory that will be conducted for all trees greater than 5 inches of diameter at breast height/4.5 ft. above the ground, newly planted street trees of 2 inches of diameter or greater at breast height/4.5 ft. above the ground, within the Village ROW (within 10 feet from edge of road) on the following roadways, which have been identified as the priority sites for the Phase I Inventory:

- Harbor Rd.
- Harbor Hill Rd.
- Harbor Rd. (at the Harbor Hill Rd. intersection) to Cordwood Path
- Cordwood Path
- Fifty Acre Rd.
- Moriches Rd.
- Hitherbrook Rd.
- Bacon Rd.
- Farm Rd.

- Below are estimates for the City's land demographics:

- Land area: 3 sq. miles
- Total street miles: 20 linear miles
- Total parkland: Not applicable
- Municipal buildings: Not applicable
- For non-traditional street inventories, awardees can inventory trees on Public ROW within/up to 10 feet from edge of road.

Tertiary survey area:

- Secondary roads to be inventoried if funds remain –
  - Harbor Hill Road
  - Three Sisters Road
  - Timothy Lane
  - Rhododendron Road
  - Saddle Lane
  - Oak Ridge Road
- Possible Planting Sites:
  - Village Hall
  - Sections along Village roads where invasive species can be replaced with native species

The tree inventory will include:

- Column headings and description of column content
- Measurement of tree DBH (diameter at breast height) in inches
- Tree species – genus/species AND common names needed
- Street address location
- GPS coordinates
- Location and size of empty and/or potential tree planting sites/stumps appropriate to applicant's current planting and removal patterns
- Crown condition and/or percentage of crown dieback (excellent to dead rating)
- Maintenance recommendation (prune, train, remove, etc.)

I-Tree ECO Summary report of environmental benefits  
Identification of any historic trees, 48” inches or larger in DBH  
Identification of any invasive species in the characterization of the trees

- Since the Urban Forestry Grant requires a 95% accuracy benchmark, it is expected that the consulting arborist will spend extra time during fieldwork performing quality control checks on the data.
- The Village Highway Commissioner will perform on-site verification of the data. Should results fall below the target score, the Village will advise the consulting arborist and take immediate corrective action.
- Certified arborist will be required to submit a digital copy of the final tree inventory in a format compatible with Microsoft Office Excel and Shapefile. 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 Village of Head of the Harbor’s approval and adoption.*

- Certified arborist will work in partnership with the Village of Head of the Harbor to collect, analyze and use data to adopt a completed CFMP after fully understanding the findings of the tree inventory.
- Analysis should include recommendations for maintenance with a 5-year projected budget
- Certified arborist will attend and present at the Village Trustee Board meeting, to share a draft or final version of the CFMP, generally with Power Point and to answer questions.
- Submit CFMP – Submit draft version of CFMP to the Village of Head of the Harbor, and be prepared to include their submissions including photos, mission statement etc. Submit final version of CFMP to Head of the Harbor Village Board in pdf and local DEC forester will inspect prior to final payment.

The CFMP will include:

- A vision for the long-term community forest and a strategy for how to care for the community trees.
- The use of the tree inventory which identifies management needs i.e. pruning rotations, removal implementation, and prioritization of workload.
- The development of budgets and work plans, including timelines and tasks, to meet that vision.
- Deliver excel sheet and i-Tree Eco benefit analysis of environmental issues such as: water quality, air quality, reduce urban heat island effect, energy efficiencies, storm water management, and health. DEC forester will inspect.
- Basic in-house training of responsible staff by the contracted consultant that will provide guidance to all those involved with ongoing maintenance of the Tree Inventory (up to 5 Village staff) in the use of inventory EXCEL sheet to ensure that the inventory and

- implementation of the CFMP, can be maintained for a minimum of five years. Follow up by consultant in the second or third year is also available to ensure positive long-term support
- Deliver final presentation to Village Board with Power Point, and include invite to public and DEC Forester. Power Point will be uploaded to Grants Gateway

The Village of Head of the Harbor’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 of Head of the Harbor’s community urban forest.

Make sure to outline all costs required to develop the CFMP program with the Village. Outline separate costs for; types of meetings, drafts for the CFMP during review process, cost for training sessions for village staff and if there is a cost for the final public presentation to Village residents, DEC forester and Village Board members.

Desired outcomes for the project include:

- The creation of 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 Head of the Harbor and partnering organization for this and future projects
- 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

The tree inventory and community forest management plan will apply to the entire Village of Head of the Harbor and will be intended to benefit all approximately 1,472 residents. That being said, we recognize that there are some residents that experience adverse environmental impacts to a greater degree than other residents. With this in mind, part of our focus in creating our public engagement strategy and our CFMP will be to ensure that the needs of all residents are heard and addressed to the greatest extent possible.

The tree inventory will be conducted by an ISA Certified Arborist hired specifically for this project and will include all trees on public property – i.e. all street trees and trees in public parks. The CFMP will be written by our hired certified arborist with strong input from the Village of Head of the and the community as a whole.

Trustee/Highway Commissioner Judith Ogden will:

- act as the primary point of contact with certified arborist
- convene project advisory meetings and final presentation with hired arborist, DEC and project partners
- request a first draft review of CFMP to provide feedback on the tree inventory and final CFMP

Partnerships – Village of Head of the Harbor tree committee’s role in this project will involve community engagement, volunteer support, and providing local knowledge where appropriate. The organization will:

- advise hired arborist on local conditions
- help publicize the project by organizing press events and releases
- during the tree inventory, be responsible for working with arborist to take high resolution photos

for CFMP – good and poor specimens, utility conflict trees and historic trees; write introduction, mission statement or other lead in for CFMP

- work with arborist to organize at least one (1) community meeting, to share a draft or final version of the CFMP
- provide feedback on the CFMP (in concert with Village of Head of the Harbor staff)

## **PROJECT TIMELINE:**

The inventory, itself, will be completed, 15,000 trees 2-3 months, August-November if possible. An arborist will be selected by July 30, 2021. On completion of the tree inventory and an analysis provided, final plans will be discussed for the CFMP. This may require an amendment to the contract in order to confirm the contractor price and scope of work. A draft version of our CFMP will be available for DEC and public review by June 10, 2022 and a final draft of our CFMP will be complete before June 16, 2022 for adoption by our Village Board.

## **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/consultant 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 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.



**SECTION 4: EXECUTING CONTRACT & INSURANCES**

Within 10 days after receiving a notice of acceptance, the successful bidder shall submit the necessary documentation to substantiate the following:

- (a) Worker's Compensation Insurance and New York State Disability Benefits Insurance.
- (b) Each of the following types of policies shall be furnished with limits of not less than the amounts Indicated below and naming the Village Head of The Harbor, and their agents as additional insured and specifically insuring the contractual liability created by the hold harmless and indemnity provisions of this agreement; such coverage shall continue for a period of not less than one year from the date official acceptance of all work under this Contract, as follows:

Types of Policies

- 1. Contractor's Liability Insurance.
- 2. Subcontractor's Liability Insurance.
- 3. Owners Contractor's Protective Liability Insurance. (See below.)
- 4. Completed Operations' Liability Insurance
- 5. Comprehensive Auto Liability Insurance

Minimum Limits

BODILY INJURY LIABILITY & PROPERTY DAMAGE LIABILITY COMBINED

Each Occurrence  
\$2,000,000

Aggregate  
\$2,000,000

- (c) Owner's Protective Liability Insurance shall be furnished with limits of not less than the amounts Indicated below for the Village of Head of The Harbor, and their agents. Such coverage shall continue for a period not less than one year from the date of final acceptance of all work under this contract.

Minimum Limits

BODILY INJURY LIABILITY & PROPERTY DAMAGE LIABILITY COMBINED

Each Occurrence  
\$1,000,000

Aggregate  
\$2,000,000

## **SECTION 5: CONSULTANT SELECTION**

### **Process**

The Village of Head of the Harbor staff 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
- <u>New York State firm/consultant and crew</u>	<u>10 points</u>
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. The Board may review the recommendations and invite the top candidates to conduct a presentation before the Council and members of City staff. 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 Head of the Harbor 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.

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

## **SECTION 6: CONTRACT TERMS AND CONDITIONS**

Upon selection of a firm/consultant, an agreement or contract for services shall be entered into by the Village and Consultant. 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 City. 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. The Village shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided a hard copy and digital documents throughout the project, the consultant shall supply the Village of Head of the Harbor with a fully scanned file upon project completion.
- III. If, for any reason, the consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the Village 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.
- IV. The consultant shall not assign or transfer any interest in the contract without prior written consent of the Village.
- V. The consultant contract shall be governed by the laws of the State of New York.
- VI. 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.

## **SECTION 7: COMMUNITY BACKGROUND**

Managing trees is a challenge. However, this project is a significant step towards Head of the Harbor meeting that challenge and preparing to manage Village trees proactively.

Trees are part of everyday life in the Village of Head of the Harbor. Trees along the Village streets and in backyards not only provide shade and beauty, Head of the Harbor’s trees also create a sense of place and supply real benefits to those who live in the Village. Trees enhance the quality of life in Head of the Harbor by bringing natural elements and wildlife habitats into urban settings. Trees also moderate temperatures, reduce air pollution and energy use, improve water quality, and promote human health and well-being.

The Village of the Head of the Harbor is committed to maintaining and improving its urban forestry program. This proposal to fund a tree inventory and community forest management plan will provide the basis for a community wide tree plan that will:

- Prioritize tree maintenance for risk management and local needs
- Develop maintenance records to create an annual management plan
- Make data-driven decisions

Know the benefits of the urban forest and convey that information to the public  
Provide equitable access to urban forest benefits in support of environmental justice

The Village also recognizes the valuable contribution that a healthy community forest makes to fighting and mitigating climate change. Trees provide essential carbon sequestration services, help mitigate the urban heat island effect, and reduce flooding impacts during large storm events.

**PROPOSALS MUST BE RECEIVED PRIOR TO JULY 19, 2021 AT 2:00 P.M.**

**LATE SUBMITTALS WILL NOT BE CONSIDERED.**