

Bid Number: RFP #2024-002

Bid Title: Village of Montour Falls and Town of Montour Tree Inventory and Community Forest Management Plan.

Description: Village of Montour Falls, NY REQUEST FOR PROPOSAL

#2024-002 Tree Inventory and Community Forest Management Plan

RFP Contact: Amanda Rodriguez Demaria, Economic and Community Development Consultant

Email: amanda.rodriguez.demaria@gmail.com.

The Village of Montour Falls is seeking sealed proposals from interested vendors (Offeror) for a tree inventory and community forest management plan of approximately 550 municipal-owned trees. Project should not span no more than 18 months.

- Below is a description of minimum requirements of the Tree Inventory:
 - Column headings and description of column content
 - Measurement of tree DBH (diameter at breast height) in inches
 - Tree species – genus/species AND common names
 - Street address location- notes on specific location (front, side, etc.) can be helpful for future reference
 - GPS coordinates
 - Location and size of empty and/or potential tree planting sites
 - Location and diameter of stumps
 - Crown condition and/or percentage of crown dieback (OR overall tree condition) (excellent to dead rating)
 - Maintenance recommendation (prune, train, remove, etc.)
 - I-Tree ECO Summary report of environmental benefits
- The Project will be implemented on all municipal public property, including Havana Glen Park owned by the town of Montour, and alongside a state-owned roadway in the village.
- The main objective of the inventory is to give the Village of Montour Falls an idea of the current status/condition of street trees while giving them enough vacant spaces to cover 5-8 years of planting. This should be more than enough to accommodate existing planting trends and to encourage a larger planting plan without overwhelming the Village. The inventory should identify approximately 20% - 25% of the trees and stumps as planting spaces. Priority planting spaces should be where they would like to plant in the next 5-8 years.
- The Tree Inventory must be in full compliance with DEC Urban Forestry Guidelines.

- Below is a description of the minimum requirements for the Community Forest Management Plan
 - A vision, goals and objectives 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 the vision.
 - An i-Tree ECO benefits analysis of environmental issues such as: pollution removal, carbon storage, hydrology effects, ultraviolet effects, etc.
 - Basic in-house training/meeting of responsible staff by the contracted consultant that will provide guidance to all those involved with ongoing maintenance of the Tree Inventory, and implementation of the Management Plan. Follow up by the consultant in the second or third year is encouraged to ensure positive long-term support.
- The consultant will present the final plan to the community at a public meeting. This will count as an outreach activity.
- The Community Forest Management Plan must be in full compliance with DEC Urban Forestry Guidelines.

Proposals must include:

- **Detailed breakdown of costs**
- **Project timeline**
- **Subcontractors to be utilized if applicable**
- **Equipment details**
- **Proof of insurance (Commercial General Liability Insurance with a limit of not less than \$2,000,000 each occurrence, and \$5,000,000 General aggregate).**

Additional information can be found in the DEC Urban Forestry Guidelines:

<https://dec.ny.gov/sites/default/files/2024-06/guidelinesconsultantscontractorsvendors.pdf>

Sealed proposals will be accepted in the Montour Falls Village Hall, located at 408 W. Main Street Montour Falls, NY 14865, on or before 10:00 a.m., on Tuesday, September 10, 2024, at which time the proposals will be opened. Proposals may also be emailed to Emily Byers, Village Clerk at clerk@villageofmontourfalls.com.

Additional Proposal information may be obtained by emailing Amanda Rodriguez Demaria at amanda.rodriguez.demaria@gmail.com. All questions must be submitted by Tuesday, September 3, 2024. Answers will be provided by Thursday, September 5, 2024. All questions and answers will be placed on the Village homepage for vendor review.

The Village of Montour Falls reserves the right to reject any or all proposals and to waive any or all informalities or irregularities in any proposal. The Village reserves the right to award as it deems in the best interest of the Village of Montour Falls. No proposal may be withdrawn after opening.