



Village of Saranac Lake
Community Development Department
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Village of Saranac Lake
Request for Proposals for Creation of a
Tree Inventory & Community Forest Management Plan
Proposal Deadline: May 7, 2021

Section 1: Introduction

The Village of Saranac Lake has been awarded funds from New York State Department of Environmental Conservation for the completion of a tree inventory and community forest management plan for the trees located in village parks and within rights-of-way on village streets. The goal of the project is to create a tree inventory and community forest management plan that can serve as the foundation for increased community investment and the future care of the Village's urban forest. The Village will hire a consulting firm that will use ISA-certified arborists to conduct an inventory, which will be a GIS-based tree and planting site inventory, formatted for USDA i-Tree software compatibility. While a firm will conduct all of the work, the Village will be partnering with the BOCES Natural Resources Science program at the Adirondack Educational Center in order to involve students in the project (e.g., identifying planting spaces in parks) since the program works with the village on a variety of maintenance projects each year.

Background

The Village of Saranac Lake is 2.78 square miles in size and with a population of 5,400 year-round residents it is the largest community within the Adirondack Park. The village is located in the northern portion of the Adirondacks and lies within two counties, Franklin and Essex, and three towns including Harrietstown, North Elba and St. Armand. The village has a distinct urban core surrounded by the picturesque Adirondack Mountains. Several community plans recognize the value of maintaining and enhancing the community forest and the recently awarded Downtown Revitalization Initiative will provide funding to increase the number of street trees within the downtown. In addition, Saranac Lake is a Bronze Certified Climate Smart Community and a Tree City USA, so developing a community forest management plan coincides with local planning and environmental goals. The inventory and plan will directly benefit the people that use the village parks and spend time in the downtown, which includes both residents and visitors. The parks and downtown streets draw people for a variety of events, including the largest Farmers Market in the Adirondacks, a weekly summer concert series, fun runs, summer Art Walks, several parades throughout the year, and an array of Winter Carnival events.

Contract Administration

Address all correspondence regarding this RFP to:
Jamie Konkoski, Community Development Director
comdev@saranaclakeny.gov
518-491-9884

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Jamie Konkoski (comdev@saranaclakeny.gov). Any revisions or corrections to this RFP after posting will be communicated to those registered. 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 Jamie Konkoski (comdev@saranaclakeny.gov). All questions must be received before 3pm on April 30th. 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:

Jamie Konkoski, Community Development Director
39 Main Street, Suite 9
Saranac Lake, NY 12983
comdev@saranaclakeny.gov

Submittals will be accepted until 5 PM on Friday May 7, 2021

Section 2: Scope of Services

Task 1: Project Kick-Off Meeting

- Review project goals, schedule, scope of work, and expected deliverables
- Determine scope and frequency of coordination conference calls between DEC, consultant and Village to discuss project progress
- Discuss student roles and how information collected by students will be provided to consultant
- Discuss village responsibilities and any training that will take place
- Determine scope and frequency of progress reports and invoices to be prepared by the consultant to keep the project on schedule
- Discuss local issues that need to be addressed, including salt use, disease and pest management, schedule for pruning, and local capacity for maintenance
- Site walk-through of the streets and parks

Task 2: Complete a tree inventory for the Village of Saranac Lake, NY

Please provide a bid estimate on a per unit, 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.

Item for Bid	Cost per Unit (Rate)	Total Bid (Rate X # of Units)
Tree Inventory (enter lump sum price for inventory of up to 1,000 trees and stumps)		
Tree Inventory (enter lump sum price for inventory of up to 2,000 trees and stumps)		
i-Tree Eco Inventory Report (to be delivered with tree inventory)		
Vacant Planting Spaces, (not to exceed 25% of total tree inventory and based on planting goals)		
Community Forest Management Plan (Basic)		
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.		
Meetings – initial, phone meetings, kickoff, final, public presentation, staff training – anything expected to be charged		
CONTRACT TOTAL (MAX)	n/a	

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 include all trees located in village parks and within rights-of-way on village streets. Below are estimates for the Village’s land demographics:

- Land area: 2.78 sq. miles
- Total street miles: 24 miles of paved streets (not all contain street trees)
- Parkland: 11 developed parks

Public Parks to consider include:

1. Ampersand Park, Ampersand Ave.
2. Baldwin Park, Lake Flower Ave,
3. Berkeley Green, Main St. & Broadway
4. Mount Pisgah Recreation Center, 92 Mount Pisgah Drive
5. Prescott & Riverfront Park, River St.
6. Riverside Park, River St.
7. Saranac Riverwalk, 3 Main St. to 54 Church St.
8. SkatePark, 155 Church St.
9. Ward Plumadore Park, Broadway
10. William Morris Park, Bloomingdale Ave.
11. William Wallace Park, Route 86

Possible Planting Sites:

- Up to 25% of the total inventory – list as large, medium, small

The tree inventory will include:

1. Column headings and description of column content
2. Measurement of tree DBH (diameter at breast height) in inches
3. Tree species – genus/species AND common names needed
4. Street address location
5. GPS coordinates
6. Location and size of empty and/or potential tree planting sites/stumps appropriate to applicant's current planting and removal patterns
7. Crown condition and/or percentage of crown dieback (excellent to dead rating)
8. Maintenance recommendation (prune, train, remove, etc.)
9. Risk tree assessment
10. I-Tree ECO Summary report of environmental benefits

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 3: Create and complete a Community Forest Management Plan (CFMP) for Village of Saranac Lake approval and adoption

Certified arborist will work in partnership with the Village of Saranac Lake to collect, analyze and use data to complete an individualized CFMP after fully understanding the findings of the tree inventory.

Certified arborist will work with Village of Saranac Lake partners to organize at least one (1) community meeting, 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 Saranac Lake and DEC grants administrator and be prepared to include the Villages' submissions including photos, mission statement etc. Submit final version of CFMP to Village of Saranac Lake in pdf and local DEC forester will inspect prior to final payment.

The CFMP will include:

1. A vision for the long-term community forest and a strategy for how to care for the community trees.
2. The use of the tree inventory which identifies management needs i.e., pruning rotations, removal implementation, and prioritization of workload.
3. The development of budgets and work plans, including timelines and tasks, to meet that vision.
4. i-Tree Eco benefit analysis of environmental issues such as: water quality, carbon sequestration, air quality, reduce urban heat island effect, energy efficiencies, storm water management, and health.
5. Invasive species preparedness and response planning – how the community will plan for and address threats specific to each species.

6. Planting plan to address the unique characteristics of each village street and park, such as: species diversity, understory plantings, erosion control, park aesthetics.
7. 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 CFMP.

The Village of Saranac Lake'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 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 Village of Saranac Lake and partnering organization for this and future projects
- The creation of an individualized 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 Saranac Lake and will be intended to benefit all approximately 5,400 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 these underserved 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 located in village parks and within rights-of-way on village streets. The CFMP will be written by our hired certified arborist with strong input from the Village of Saranac Lake and the community as a whole. The Tree Committee and BOCES students will also be involved.

Title and name of responsible person or department that will work closely with awarded contractor:

- Jamie Konkoski, Community Development Director, 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; and provide feedback on the tree inventory and CFMP
- Dustin Martin, DPW Superintendent, will be the point of contact for in-house trainings.

Partnerships – Name of partners that may be needed to be known by contractor such as Tree Committee role in this project will involve community engagement, volunteer support, and providing local knowledge where appropriate. The organization will:

- DPW will advise hired arborist on local conditions
- Village Parks and Trails Advisory Board and Climate Smart Communities Task Force will help publicize the project by organizing press events and releases
- Village Advisory Board Members will 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

- Community Development Department staff will work with arborist to organize at least one (1) community meeting, to share a draft or final version of the CFMP
- Tree Committee will provide feedback on the CFMP

Task 4: Presentation to the Village Board of Trustees

Consultant will present the iTree eco report and management plan to the Village Board during a public meeting.

Project Timeline

Our project timeline will run from approximately May to October. An arborist will be selected by June. 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.

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: Consultant Selection

Selection Procedure

From the list of qualified firms, the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

Village of Saranac Lake staff will evaluate and rank all submitted proposals. Following this review, the consultant may be asked for a video 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 interview, 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 final scope of services and contractual agreement, including insurance.

If, for any reason, the selected firm/consultant is not able to move forward with their proposal within 90 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.

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFP will be considered. The Village of Saranac Lake reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Cancel the selection process or schedule at any time.

- Require respondents to clarify aspects of their understanding of and approach to the project in person, by email or by telephone/video conference;
- Waive or modify minor irregularities in responses received;
- Negotiate with respondents to best serve the interests of the Village of Saranac Lake;
- Amend specifications after their release, with due notice given to all consultants to modify their proposals to reflect changed specifications;
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the Village to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluation of the response, including evidence of the Proposer's financial status.
- Incorporate this RFP and the selected Proposer's response to this RFP as a part of any formal agreement between the Village and the Proposer.

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 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:

1. Deletion of specific components, such as individual project meetings, will be at the discretion of the Village. 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.
2. 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 with a fully scanned file upon project completion.
3. 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.
4. The consultant shall not assign or transfer any interest in the contract without prior written consent of the Village.
5. The consultant contract shall be governed by the laws of the State of New York.
6. 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.

Additional Considerations

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response, the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email.

The Village of Saranac Lake will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized 30 days of the award, the Village of Saranac Lake reserves the right to enter into negotiations with another respondent.

LATE SUBMITTALS WILL NOT BE CONSIDERED.