



City of Newburgh
RFP# 9.21 Request for Proposals (RFP) for Tree Removal

Proposals Due: July 2, 2021, 12 PM

Address and contact name:

CITY OF NEWBURGH COMPTROLLERS OFFICE

Attn: Helen Reilly, Grants Administrator

83 Broadway, 4th floor

Newburgh, NY 12550

The City of Newburgh, New York has been awarded funds from New York State Department of Environmental Conservation (DEC) for the completion of tree removal for the City of Newburgh's 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 will improve the overall health of the urban forest and protect the future community investment.

Background:

The City of Newburgh, a "Tree City USA" for the past 16 years, is located sixty (60) miles north of New York City on the western side of the Hudson River in Orange County, New York. Newburgh incorporated as a city in 1865. It is a small, densely settled community of 3.8 square miles bounded by the Town of Newburgh on the west and north, the Hudson River on the east and Town of New Windsor on the south. The city and its immediate suburbs have a population of more than 100,000.

The Conservation Advisory Council (CAC) has had over 12 years' experience working with the DEC's Urban and Community Forestry (UCF) program. With previous grants, the CAC has created a tree inventory, planted street and park trees in all sections of the City, and recently completed the re-greening of South William Street - with new sidewalk and tree planting. The CAC collaborated with and is monitoring a DEC Region 3 Permeable Paving Pilot project using structural soil. They are also monitoring experimental oak trees from Cornell University. Decades of neglected maintenance of street trees and park trees have resulted in diseased and/or dying trees that pose risks to public safety and need removal. Since most of the City of Newburgh is in an Environmental Justice area, the lack of access to tree benefits has greatly impacted the community.

**REQUEST FOR PROPOSALS FOR TREE REMOVAL
CITY OF NEWBURGH, NEW YORK**

SECTION 1. GENERAL INFORMATION

This document solicits Requests for Proposals (RFP) to complete tree removal in the public right of way for the City of Newburgh, 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:

**CITY OF NEWBURGH COMPTROLLERS OFFICE
Attn: Helen Reilly, Grants Administrator
83 Broadway, 4th floor
Newburgh, NY 12550**

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Helen Reilly, Grants Administrator, hreilly@cityofnewburgh-ny.gov. 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 Helen Reilly, Grants Administrator, hreilly@cityofnewburgh-ny.gov. All questions must be received before 4 p.m., 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:

**CITY OF NEWBURGH COMPTROLLERS OFFICE
Attn: Helen Reilly, Grants Administrator
83 Broadway, 4th floor
Newburgh, NY 12550
hreilly@cityofnewburgh-ny.gov**

Submittals will be accepted until 12 PM on Friday, July 2, 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 service for City of Newburgh, NY.*

- Please provide a bid estimate on a per unit, actual number of trees as indicated below–
- Complete Tree List is attached-(page 7)

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree removal – dbh 21”-22”		3	
Tree removal dbh 26” – 30”		7	
Tree removal dbh 32”– 38”		8	
Tree removal dbh 40” – 51”		7	
Meetings – initial, phone meetings, kickoff, final-anything expected to be charged		-	
CONTRACT TOTAL (MAX)	n/a	25	

The City of Newburgh, NY, has been awarded funding from the Department of Environmental Conservation Urban and Community Forestry Management Grant Program for the purposes of Tree Maintenance. The City of Newburgh, has a Tree Inventory Management Plan that identified 25 dead and high risk trees in the right of way (ROW).

PROJECT TIMELINE:

Our project timeline will run from approximately July 2021 through November 2021. An ISA Certified Arborist will be selected by July 12, 2021. On completion of the tree removal project, the DEC regional forester will inspect and approve the work completed.

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 City of Newburgh Conservation Advisory Committee will evaluate and rank all submitted proposals. Following this review, the contractor may be asked for a 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, staff will recommend the most qualified, cost effective contractor. 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 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, the City of Newburgh 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 City of Newburgh shall not be liable for any expenses incurred prior to the contract being signed including the proposal preparation, telephone interviews and/or final contract negotiations.

The City of Newburgh 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 City of Newburgh 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 *City of Newburgh*. 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 City of Newburgh reserves 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.
- III. The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City of Newburgh.
- 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 removed 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 Contractor must submit the following additional required forms:
 - W-9
 - Proof of Worker's Compensation Insurance coverage or exemption
 - Proof of Disability Benefits or exemption
 - Liability Insurance – General Liability (1,000,000 for each occurrence)

SECTION 6: COMMUNITY BACKGROUND

Newburgh native Andrew J. Downing, wrote about the correlation between the nature environment and good health. He promoted public parks for everyone, not just the wealthy, to provide fresh air and a natural environment in which to enjoy physical activity and a sense of well-being. A high percentage of Newburgh residents are renters without backyards. Healthy green parks and other open spaces are very important for children to play in, for walking, jogging, bird-watching or other activities that enhance life in Newburgh. Unfortunately today, Downing Park and most of Newburgh lies within an Environmental Justice area whose economic and social needs are great. We are in a “non-attainable” air quality zone and recent data on public health shows residents with asthma at a higher percentage than ever before. Water quality is compromised by PFOS, and the NYS Department of Health recommends blood tests for all of our residents. Data from excessively high PFOS levels shows related illnesses such as thyroid disease and neurological problems. We need green infrastructure with good canopy cover and strong root systems to improve air and water quality. The health of our urban forest will be reflected in the health of our residents.

Many trees are in poor health, no longer providing green benefits. A serious deficiency in green infrastructure means increased stormwater runoff to the Hudson River and extreme heat island effect. General tree maintenance will complement the economic renewal that is currently underway. New businesses are moving in, facade improvements and a Complete Street program is underway. Quality of Life and the Benefits of Trees: A new Urban Revolution is happening in Newburgh as young educated creatives, and active retirees are gravitating to this urban center for a walkable community with affordable rents and infrastructure that supports our population. Part of that infrastructure is the trees in this Tree City USA community. Newburgh’s Comprehensive Plan recognizes the value of aesthetic and environmental improvements for commercial success. Where new trees are planted and proactively maintained, property values increase, foot traffic creates business vitality, crime is reduced and there is a calming effect. Our residents are requesting improved tree maintenance for a healthier green environment in order to enjoy these benefits.

According to the U.S. Forest Service:

- front yard trees can increase residential property values by anywhere from 1% to 10%
- in tree-lined commercial districts, shoppers more frequent shopping, longer shopping trips and a willingness to spend more for goods
- strategically placed trees can improve both heating and cooling costs for homeowners

These types of economic benefits are sorely needed in a community with the economic distress that many local residents experience on a daily basis.

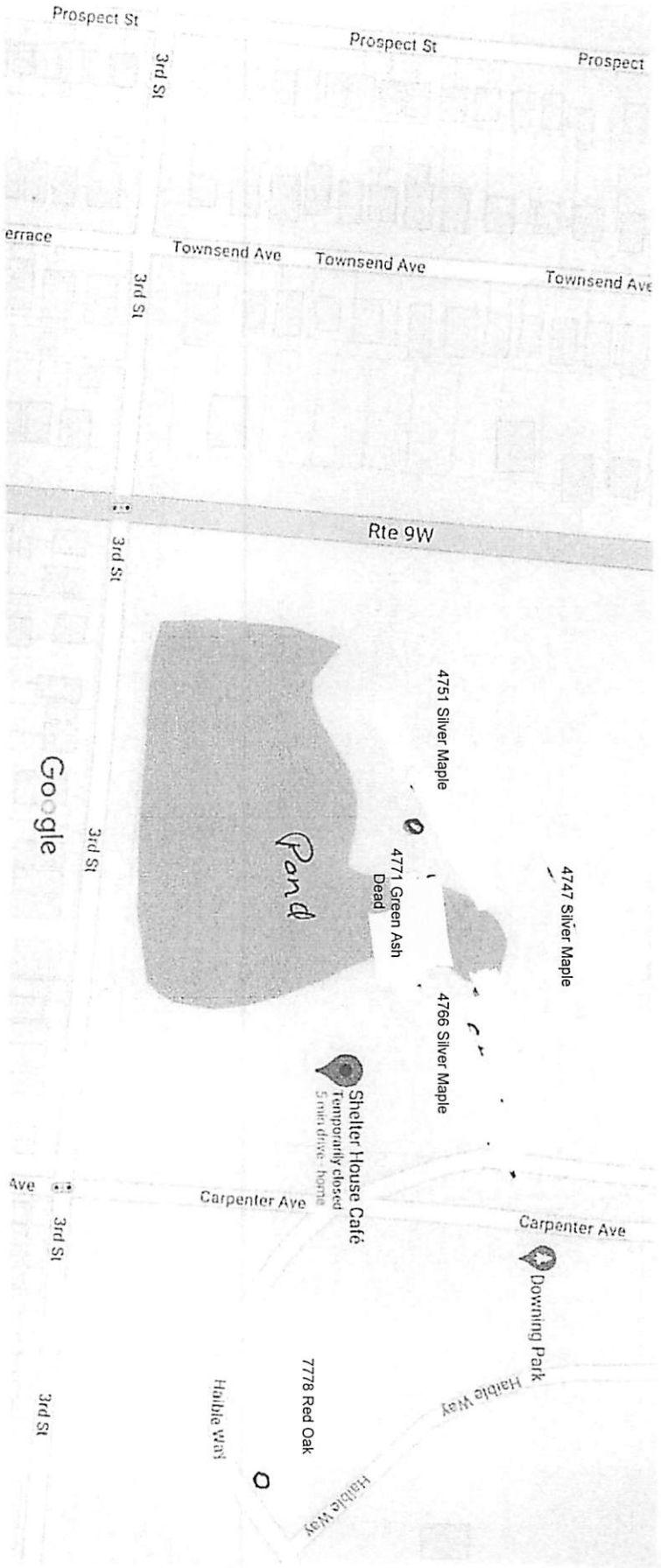
Beyond economic considerations, an improved community forest will provide valuable public health and quality of life benefits to all of residents. Research has shown that trees can help promote exercise, establish a sense of community, reduce stress and depression, and improve local air and water quality. These benefits are applicable to our entire community, but their impact may be most important to those parts of the City that are considered Environmental Justice or underserved areas. Residents living in these areas are at higher risk of adverse environmental impacts from local sources, and trees can play a big part in mitigating these impacts.

We also recognize 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. We feel that every community, even those with pressing local needs, bears responsibility for addressing climate change at the local level.

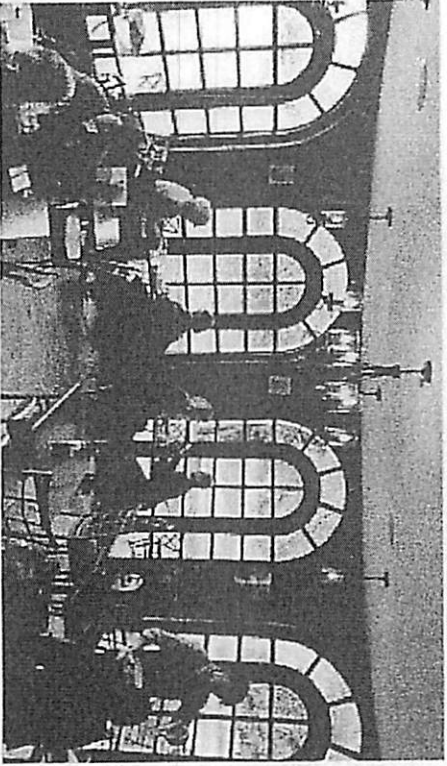
PROPOSALS MUST BE RECEIVED PRIOR TO 12 PM, JULY 2, 2021.

ADDRESS	TREE INVENTORY SITE ID	Species	DBH	Possible Utilities?	Notes
In Downing Park on hill off South St. just west of the Carpenter St overpass	4921	Green Ash	21	No	
575 Broadway	6919	Elm	22	Phone/C	Dead
22 City Terrace N	4171	Pin Oak	38	Service Drop	
218 Fullerton Ave	7235	Norway Maple	32	No	
106 S Robinson Ave	1633	Norway Maple	27	No	
Downing Park	4771	Ash	21	No	
Downing Park	4751	S. Maple	50	No	
Downing Park	4747	S. Maple	37	No	
Downing Park	4766	S. Maple	44	No	
Downing Park	7778	R Oak	51	No	
207 Dubois	4468	Freeman Maple	37	Primary	
310 Fullerton Ave	7257	Norway Maple	26	No	
540 Gidney	6280	Norway Maple	32	No	
540 Gidney	6281	Norway Maple	30	Primary	
123 Grand St.	3164	Norway Maple	26	No	
123 Grand St.	3161	Norway Maple	26	No	
177 Grand St.	1994	Norway Maple	26	Primary	
1 Park Place	5040	L. Plane	49	No	
401 Washington(Wash/S Robinson)	20	S. Maple	42	Primary	
4 Bennett St. is address; corner of South and Wilson	7447	N. Maple	32	Primary	
304 Grand St.	5452	Sycamore	44	No	
333 Grand St. (Corner of Broad Street)	5426	Sugar Maple	34	Primary	Priority
189 Montgomery St. (Historical Society)	5385	Norway Maple	32	No	
450 Carpenter Ave	4263	Red Maple	30	No	Almost Dead
319 S. South William St. across from Armory	47	Eastern Cottonwood	51	No	2 Stem
	25				

Google Maps Shelter House Café



Downing Park
 City of Newburgh NY
 All trees are marked with
 white paint at the base



4747 Silver Maple

Stump

123
Carpenter
Ave

4766

Silver Maple

Silver Maple
4751

4771

Green Ash

Dead

7778 not on this map

Downing
Park

Pond

City of Newburgh
Downing Park

