

# **Request for Proposals for Tree Maintenance – Removal**

**City of Lockport**

Proposals Due:  
**September 9, 2021**  
**4 PM**

**CITY OF LOCKPORT  
CITY CLERK'S OFFICE  
One Locks Plaza  
Lockport, NY 14094**

The City of Lockport, New York has been awarded funds from New York State Department of Environmental Conservation for the completion of tree maintenance for the City of Lockport right of way streets. 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.

The City of Lockport is a Tree City USA.

# **REQUEST FOR PROPOSALS FOR TREE REMOVAL FOR CITY OF LOCKPORT, NEW YORK**

## **SECTION 1. GENERAL INFORMATION**

This document solicits Requests for Proposals (RFP) to complete Tree Maintenance Removal in the public right of way for the City of Lockport, 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:

Paul K. Oates, City Clerk  
City of Lockport  
One Locks Plaza  
Lockport NY 14094

All firms/consultants who receive this RFP are requested to register their name and email address by sending an email to Paul K. Oates, City Clerk, [poates@lockportny.gov](mailto:poates@lockportny.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 Paul K. Oates, City Clerk, [poates@lockportny.gov](mailto:poates@lockportny.gov). All questions must be received before **September 2, 2021**. Questions received after that time will not be addressed.

### **Submittal of Proposal**

**Proposals must be submitted as one (1) electronic copy (PDF format provided via email) to:**

Paul K. Oates, City Clerk  
City of Lockport  
One Locks Plaza  
Lockport NY 14094  
[poates@lockportny.gov](mailto:poates@lockportny.gov)

**Proposals Due September 9, 2021 by 4:00 pm**

## 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

The City of Lockport, 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 City of Lockport, NY applied for and received funding to complete a Tree Inventory and Community Forestry Management Plan that identified dead and high risk trees in the right of way (ROW). **The attached list of trees is in order of priority and should be bid in that order, up to \$50,000.**

### TASK 1:

Complete tree removal for the City of Lockport, NY, to include chipping, brush removal, wood removal, stump removal 8"-12" deep, and leaving the site clean. ***The City will give the contractor access to the dump site at 455 S. Niagara St. Lockport, NY 14094, Highway and Parks Garage dump site, for chipped wood and large pieces if the contractor chooses to use it.*** Please provide a bid on the number of trees you can remove on the attached list, in order of priority, up to \$50,000. Trees are to be chosen in order as presented. The ISA Certified Arborist will oversee the removal of the trees, the Arborist does not need to oversee the stump removal.

Note:

- NYSEG has removed all limbs within 7-10 ft of any conflicting power lines
- A kick-off meeting is required with the ISA Certified Arborist in charge of the project
- Photos of each site are required before and after tree removal

Please indicate the actual number of trees and stumps to be removed on the form below.

Item for Bid	Starting with #1 - ?	Total Number of trees to be removed for \$50,000
Tree Removal per list. The trees are listed in priority order, 1-50 and should be bid in order.	#1 - ____	
All stumps to be removed 8"-12" deep	Included in bid	Included in bid
Chipping, brush removal, wood removal, site left clean	Included in bid	Included in bid
Meetings – Final public presentation (Optional) – note anything expected to be charged	N/A	\$
CONTRACT TOTAL (MAX)	N/A	

## PROJECT TIMELINE:

The project timeline will run from approximately bid award through fall/winter 2021. It is anticipated that an ISA Certified Arborist company will be selected within **3 weeks after deadline to submit bids**. 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. On completion of the tree maintenance project, the DEC regional forester will inspect the work, and after the approval of work, the **Contractor will have the option to speak at a City of Lockport Common Council Meeting to report on project results**. This outreach is integral to the project funding. Generally, the presentation could include a Power Point, and local partners are able to assist in building this if necessary. Following the presentation, the Common Council 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 on the form provided.

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

City of Lockport 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 / number of trees	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 (if required), staff will recommend the most qualified, cost-effective contractors or firms to the Common Council. The decision will be based on a combination including, but not limited to: ranking, presentation of materials, and other qualifications. The Council may review the recommendations and invite the top candidates to conduct a presentation before the City of Lockport 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 30 days, the City 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 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 City 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 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 will be at the discretion of the City of Lockport.
- II. If, for any reason, the consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City 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 City Council.

- III. The consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
- IV. The consultant contract shall be governed by the laws of the State of New York.
- V. 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 latest revisions
  - Proof of Worker's Compensation Insurance coverage or exemption
  - Proof of Disability Benefits or exemption
  - Liability Insurance – General Liability

### **SECTION 6: COMMUNITY BACKGROUND**

The proposed project will address the need to remove trees that have been determined to be high risk through the Community Forest Management Plan funded by the NYS DEC. The DEC Forester has reviewed and approved the list of trees included in this RFP. The winning contractor will remove the trees, stumps and chip the brush, leaving the site clean. A location for disposal of the debris will be available in the City for the contractor to dump chipped wood and large pieces of wood if you choose to use it. Neighbors are allowed to take wood that has been cut for firewood.

**PROPOSALS MUST BE RECEIVED PRIOR TO SEPTEMBER 9, 2021 4:00 PM**