

REQUEST FOR PROPOSALS (RFP)

STREET TREE INVENTORY AND COMMUNITY FORESTRY MANAGEMENT PLAN

TOWN OF BETHLEHEM, NEW YORK

DUE: ~~May 9, 2019 4:00PM~~

MAY 20, 2019 4:00PM

Responses must be submitted in a sealed package to:

**Robin Nagengast
Office of the Supervisor
445 Delaware Avenue
Delmar, NY 12054**

For questions about this RFP, please contact Nate Owens at (518) 439-4955 ext. 1155 or

nowens@townofbethlehem.org

A digital copy of this [document](#) and the [Introductory Project Presentation to Town Board](#) are available online at:

www.townofbethlehem.org

PROJECT DESCRIPTION

The Town is requesting proposals from qualified consultants to complete a street tree inventory and a community forestry management plan for trees within publicly-owned right-of-way for a pre-defined study area within the Town of Bethlehem, NY. ***The goal of the inventory and management plan is for the Town to achieve an understanding of the health of its street trees and develop strategies for maintaining a healthy street tree environment.***

Bethlehem's main roadways were once heavily tree-lined, but over time some trees have been removed by the Town, County, and State on their respective rights of way and not replanted. Given the wide range of street tree benefits, the Town wants to identify and implement strategies for maintaining and enhancing street trees as a part of the overall community forest. The Town's Street Tree Planting Program could benefit from the kinds of information gathered in a street tree inventory and guidance provided by a community forestry management plan. In 2018, Bethlehem applied for New York State Department of Environmental Conservation's (NYSDEC) Urban and Community Forestry Grants Program and was recently awarded \$35,000 to create a street tree inventory and community forest management plan to address these challenges and opportunities. The completed street tree inventory (to be prepared by a certified arborist) and community forestry management plan should provide the town with a foundation for addressing street tree loss and growing a healthy and strong street tree canopy along study area roadways. These products should provide guidance for various Town departments regarding street trees, relevant town operations, and future development and provide information the Street Tree Planting Program can utilize when identifying locations for new street trees.

The study area (see attached map) is broken into two areas. The primary study area is located along major roadways shown in blue. If grant funds remain after the primary area has been inventoried, the consultant will inventory the secondary area within Olde Delmar. Town staff and the Advisory Committee will identify a tertiary area to inventory if funds remain after that.

The consultant must comply with all terms and conditions of the NYSDEC contract with the Town for this work. The consultant must have non-discrimination and equal employment opportunity policies that meet NYSDEC requirements under

section I and J, respectively, of the NYSDEC/Town of Bethlehem contract.

SCOPE OF WORK

The process for the street tree inventory includes preparation for data collection, consultant collection of tree data and compilation of the inventory, and preliminary analysis and discussion with the Advisory Committee and the Town Board. The completed Street Tree Inventory should: provide the foundation for a high-quality Community Forestry Management Plan, identify trees that need maintenance or removal, identify general locations or types of locations suitable for street tree installations, and integrate with Town GIS systems for continued use and expansion.

The process for developing the community forestry management plan will include deeper analysis of the street tree inventory, working with the Advisory Committee and Town staff to frame and shape the plan's vision and goals, drafting the plan and releasing draft for public comment, revising the plan and presentation of the final product to the Town Board. The completed community forestry management plan should identify risks or challenges facing trees within the study area, strategies for addressing the risks and challenges, areas of opportunity for future street tree planting and maintenance efforts, and strategies and tools for maximizing the long-term benefits of the street trees within the study area.

At each stage, the consultant should strive to create long-term, usable final products that meet the project goals. The following task breakdown includes additional detail and specific deliverables required. The Town is open to suggested changes to the task list.

TASK 1. PROJECT MEETING: The consultant shall attend a project kick-off meeting with the Town to review project requirements, roles and responsibilities, the list of tree characteristics to collect during the street tree inventory, study area conditions, and next steps. The consultant will provide a test output geodatabase file so that Town staff can review and the consultant can make changes to ensure the final product will integrate properly with Town GIS systems.

The consultant shall advise on submitted formats (ESRI geodatabase, MS Excel, and MS Access) compatible with i-Tree. Going forward, the Town wishes to quantify and promote the benefits of street trees in the community using programs such as i-Tree or ArcGIS. Benefits such as carbon compensation, air filtration, shade, and revenue generation, and stormwater management are future analyses Town staff will perform.

Deliverables: Attendance at meeting, sample geodatabase file. Discussion on future Town tree benefit analysis.

Task 2. STREET TREE INVENTORY DATA COLLECTION: The consultant and Town staff will finalize the list of data points to collect for each tree and refine the geodatabase output as needed (prior to collection efforts). The consultant will collect street tree data within the specified preliminary and secondary study areas. When possible, the consultant shall communicate with Town staff regarding the possible funds to remain for a tertiary study area. If funds remain and a tertiary area is identified, the consulting certified arborist will then complete data collection for the tertiary study area.

Deliverables:

- An ESRI geodatabase format shall include fields in the attribute table addressing the following topics:
 - Facility ID number (using Town-provided convention)
 - Location – X and Y Coordinates
 - Species common name and FIA code
 - Size in diameter and height
 - Condition of tree, whether in need of maintenance or removal – using a grading scale
 - Potential or actual conflicts such as utility (above ground and/or underground), sidewalk, fences, structures, etc.
 - Maintenance needs (i.e. remove, prune, train)
 - Link to picture file for poor condition trees

- Additional attributes/fields as recommended by consultant
- MS Excel spreadsheet file or MS Access file with attached bullet-point summary of data. This is a requirement of the NYSDEC grant, and will be submitted to NYSDEC.
- Map of trees based on species, condition, and size (digital).

Any draft or final version of the street tree inventory will include a disclaimer stating that inclusion on the inventory does not constitute a final determination of location within the Town of Bethlehem or other public agency right of way. Exact language to be determined at a later date and provided to the consultant.

TASK 3. INVENTORY ANALYSIS AND REPORT: The consultant shall include current inventory make-up, initial overall impressions of risk trees and gap areas needing street trees, and an environmental benefits analysis. The consultant shall summarize data and organize findings in a document for Town staff, the Street Tree Advisory Committee, and the Town Board. Deliverables: Report document with text, tables, charts, maps, and photos describing findings, Large pdf and paper map reflecting findings in report.

TASK 4. FIRST STREET TREE ADVISORY COMMITTEE MEETING: Following the completion of the Inventory and Analysis, the consultant shall attend a street tree advisory committee meeting to discuss the street tree inventory. The consultant shall also discuss how the inventory will be used in the creation of the community forestry management plan and provide an overview of the community forestry management plan process. Deliverables: PowerPoint presentation, Verbal presentation, Meeting agenda, Attendance at meeting, Meeting summary.

TASK 5. REVISIONS TO INVENTORY: The consultant shall make revisions as necessary based on advisory committee feedback. Deliverables: Revised Street Tree Inventory Document.

TASK 6. TOWN BOARD MEETING: (Town Staff/Committee only)

Town staff will present an overview of the street tree inventory process, a data summary, and key findings to the Town Board. Staff will discuss how the inventory will be used in the creation of the community forestry management plan and provide an overview of the community forestry management plan process.

TASK 7. SECOND STREET TREE ADVISORY COMMITTEE MEETING: The consultant shall meet with the advisory committee to craft a vision statement for the plan, review what makes a successful Community Forestry Management Plan, and discuss approaches to possible plan components and/or topics: risk assessments, maintenance and planting strategies, budgets, implementation schedules, policy and/or procedure manuals or guides, specific standards or specifications, monitoring plans, public education strategies, review of existing town laws and codes, and other components found in forestry management plans. The group will also discuss an outline of the document and particular topics that should be addressed in each section of the plan. Deliverables: Attendance at meeting, Meeting agenda and meeting summary

TASK 8. PREPARE DRAFT OF COMMUNITY FORESTRY MANAGEMENT PLAN: The consultant shall prepare a draft of the Community Forestry Management Plan based upon the street tree inventory data summary, risk analysis to date, and feedback provided by the Advisory Committee, Town Staff, and the public. Deliverables: A PDF and hardcopies of the draft plan. Staff will let the consultant know how many hard copies of the draft plan will be necessary.

TASK 9. THIRD STREET TREE ADVISORY COMMITTEE MEETING: The consultant shall meet with the advisory committee to present and review the draft Community Forestry Management Plan. Deliverables: Attendance at meeting, Meeting agenda, and meeting summary

TASK 10. REVISE DRAFT COMMUNITY FORESTRY MANAGEMENT PLAN: The consultant shall revise the draft plan based on feedback provided by the Advisory Committee and Town Staff prior to the town releasing the draft for public meeting and comment. Deliverables: A PDF and hardcopies of the draft plan. Staff will let the consultant know how many

hard copies of the draft plan will be necessary.

TASK 11. PUBLIC MEETING: Town staff and the consultant shall present the draft Community Forestry Management Plan at a public meeting. Deliverables: Attendance at meeting, meeting agenda, and meeting summary.

TASK 12. PREPARE THE FINAL DRAFT OF THE COMMUNITY FORESTRY MANAGEMENT PLAN: The consultant shall work with Town staff and the Advisory Committee to address public feedback as they finalize the plan. Deliverables: A PDF and hardcopies of the draft plan. Staff will let the consultant know how many hard copies of the draft plan will be necessary.

TASK 13. PRESENTATION TO THE TOWN BOARD: The consultant shall present the final plan to the Town Board and respond to Board member questions. Deliverables: PowerPoint file and presentation at meeting.

In addition to the listed Street Tree Advisory Committee and public meetings, the consultant should anticipate additional video, conference call, and/or in-person meetings with staff as necessary.

SCORING CRITERIA

Proposals will be scored according to the following criteria:

- Understanding of project scope (25%)
- Experience with similar types of projects (25%)
- Quality, experience of staff and any subconsultants proposed, and specific staff/task assignments (i.e. certified arborist for street tree inventory) (25%)
- Familiarity with local environmental context, utility infrastructure, and tree species performance (25%)

WORK PRODUCT SUBMISSIONS

All work products, if applicable, must:

- Acknowledge the support of NYSDEC.
- State that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Town of Bethlehem and Firm's Name and do not necessarily represent the opinions, interpretations, or policy of NYSDEC.
- Any draft or final version of the street tree inventory will include a disclaimer stating that inclusion on the inventory does not constitute a final determination of location within the Town of Bethlehem or other public agency right of way. Exact language to be determined at a later date and provided to the consultant.

PROPOSAL SUBMISSIONS

Applicants shall submit three hard copies and one digital copy (pdf) of their proposal by ~~4:00PM May 9, 2019~~ **May 20, 2019**

Any submission sent by fax, email, or other form of transmission, or received after the deadline, will not be accepted.

Submissions shall be sent to the following:

Robin Nagengast
Office of the supervisor
Town of Bethlehem
445 Delaware Avenue
Delmar, NY 12054

For questions about this RFP, please contact Nate Owens, AICP at (518) 439-4955 ext. 1155 or

Submissions shall include the following:

- Cover Letter
- Project Understanding Statement
- Project Approach: A narrative of the consultant’s approach to completing the street tree inventory and community forestry management plan. What are the special skills the team would provide?
- Documentation on the firm, including qualifications to prepare this plan.
- Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work, particularly those managed by the project manager assigned to this project. Name, phone number and email address of client contact.
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
- List of references: Provide a minimum of four client references with which the applicant has provided similar planning services within the last five years. Include the name, email address, and phone numbers of the contact person and description of the role and services provided to that contact.
- Provide other information relevant to indicate the applicant’s abilities to successfully complete an inventory and management plan of this nature.
- Budget and expense information detailing all costs:
 - Proposals should include a flexible, per unit estimate and billing structure. Use the following table in the proposal as recommended by NYSDEC.

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 500 trees)		1	
Additional Expected Trees (enter price per tree for inventory of 501 to 1,500 trees)			
Additional Expected Trees (enter price per tree for inventory of 1,501 to 4,000 trees)			
Additional Trees Up to Contract Max (enter price per tree for inventory of 4,001 to 7,000 trees)			
Community Forestry Management Plan (including Inventory Report)		1	
Consultant In-Person Meetings			
Consultant Conference Calls/Skype Sessions			
CONTRACT TOTAL (MAX)	n/a	n/a	

- Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project tasks. The same information shall be

submitted in detail for subcontractors, if any. This information shall be provided as a project task and budget table.

- Costs for each of the tasks. Administrative costs for travel, postage, telephone and other related expenses should be included in the cost for each task.
- MWBE Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the New York State Department of Environmental Conservation establishes an overall goal of 0% for Minority and/or Women-Owned Business Enterprises (MWBE) participation. However, MWBE participation is desired and encouraged.

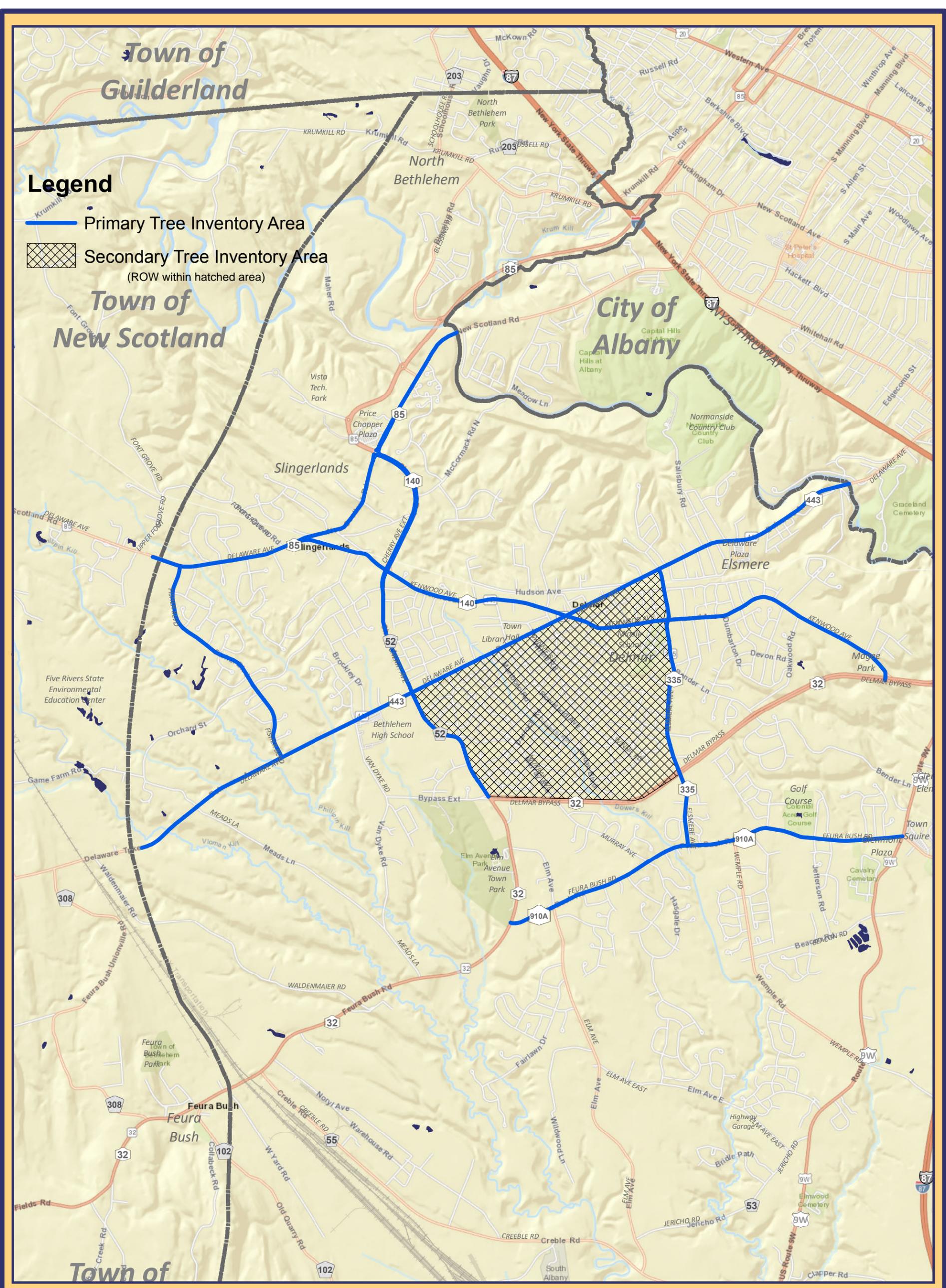
REVIEW PROCESS

Selection of the consultant will be determined by the Town with support from the Street Tree Advisory Committee, and based on the items detailed in Section III above. Depending on the quality and volume of responses the Town may conduct interviews. Please note, the NYSDEC must approve all consultants and subcontractors.

The following schedule identifies the anticipated submission/award schedule:

Issuance of Bethlehem Request for Proposals (RFP): April 22, 2019

Proposal Due Date: ~~May 9, 2019~~ **May 20, 2019**, 4:00 PM

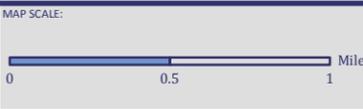


Town of Bethlehem Street Tree Inventory Map NYSDEC 2018 Urban and Community Forestry Grant

Town of Bethlehem - County of Albany - State of New York

DATE: 06/2015

DISCLAIMER:
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



PREPARED BY:
Town of Bethlehem
Department of Economic Development and Planning
445 Delaware Avenue
Delmar, New York 12054

Cartographer: RFL
Reviewer:

EXHIBIT

Path: I:\projects\14029\mxd\Street Tree Inventory Map - NYSDEC Grant 2018.mxd