

**CITY OF DUNKIRK**

**Request for Proposals for Tree  
Maintenance – Removal and Pruning**

**CITY OF DUNKIRK**

Proposals Due:

**12:00 Noon  
August 20, 2021**

**Address and contact name:**

Jill Meaux, Director of Planning and Development

City of Dunkirk

342 Central Avenue

Dunkirk, NY 14048

The City of Dunkirk, New York has been awarded funds from New York State Department of Environmental Conservation for the completion of tree maintenance for the City of Dunkirk'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 that can serve to increase the overall health of the urban forest and protect the future community investment.

#### Background:

Dunkirk has an aging, primarily low/moderate income population of approximately 12,000 and is located on Lake Erie in Chautauqua County. Thus, maintaining the trees in our city not only provides economic and environmental benefits such as increased property values and filtering storm water but also directly improves the health of all our residents, but especially those suffering with asthma or other diseases, by providing better air quality, reducing noise, and sequestering carbon.

Dunkirk is surrounded by parks, trails, woodlands, and is bordered to the north by Lake Erie. The City is seeing positive momentum on a number of different fronts and is proud of its many beautiful natural resources. Point Gratiot Park was recently chosen by the DEC as a Pilot Program for the implementation of green infrastructure to help decrease storm water loading to the beach and into Lake Erie. NYS has invested over a million dollars in Smart Growth funding to enhance the City's waterfront. Hundreds of new jobs are being created from new and expanding businesses, and major improvements to several city parks are all creating excitement and energy in the community. Improving Dunkirk by investing in maintaining long neglected trees is a great opportunity to capitalize on this momentum and will help ensure that Dunkirk remains an attractive place to live, work, and play by improving our green infrastructure as well as significantly enhance the aesthetics of the City's beautiful green spaces for generations to come.

# **REQUEST FOR PROPOSALS FOR TREE REMOVAL AND TREE PRUNING, FOR THE CITY OF DUNKIRK, NEW YORK**

## **SECTION 1. GENERAL INFORMATION**

This document solicits Requests for Proposals (RFP) to complete a Tree Maintenance (removals, pruning and stump removal) in the public right of way for the City of Dunkirk, 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:

Jill Meaux, Director of Planning and Development  
City of Dunkirk  
342 Central Avenue  
Dunkirk, NY 14048

All firms/consultants who receive or download this RFP are requested to register their name and email address by sending an email to Director of Development, Jill Meaux at [jmeaux@cityofdunkirk.com](mailto:jmeaux@cityofdunkirk.com). 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 Director of Development, Jill Meaux at [jmeaux@cityofdunkirk.com](mailto:jmeaux@cityofdunkirk.com). All questions must be received before 12:00 noon, 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:

Jill Meaux, Director of Planning and Development  
City of Dunkirk  
342 Central Avenue  
Dunkirk, NY 14048  
[jmeaux@cityofdunkirk.com](mailto:jmeaux@cityofdunkirk.com)

**Submittals will be accepted until 12:00 Noon on Friday, August  
20, 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 and tree pruning for City of Dunkirk, NY.*

Please provide a bid estimate on a per unit, actual number of trees and stumps as indicated below. Tree specific details attached.

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree removal dbh 12" - 17"		0	
Tree removal 18" dbh - 24"		7	
Tree removal dbh 25" - 31"		2	
Tree removal dbh 32"-39"		2	
Tree removal dbh 40"-50"		2	
Tree Removal dbh greater than 50"		1	
Tree Pruning - see notes on individual trees in attached list to determine work needed. Price per tree or average price.		14	
Stump removal (average price per attached list)		0	
Meetings - initial, phone meetings, kickoff, final, public presentation - anything expected to be charged		3	
Training (if applicable)		1	
<b>CONTRACT TOTAL (MAX)</b>	n/a		

The City of Dunkirk, NY, has been awarded funding from Department of Environmental Conservation Urban and Community Forestry Management Grant Program for the purposes of Tree Maintenance. Three years ago, the City of Dunkirk 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). In addition, there were many high priority tree prunes. The City of Dunkirk has attended to the most urgent of these.

## **PROJECT TIMELINE:**

Our project timeline will run from approximately September 1, 2021 through October 31, 2021. An ISA Certified Arborist will be selected by August 27, 2021. 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. Details should be organized for Contractor or volunteers to photograph trees and pruning prior to and at the end. On completion of the tree maintenance project, the DEC regional forester will inspect the work, and after the approval of work, the Contractor will be asked to speak at a community meeting to report on project results. This outreach is integral to the project funding. Generally, the presentation would 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.

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 Dunkirk 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	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, 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 Dunkirk 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 90 days, the City of Dunkirk 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 Dunkirk 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 of Dunkirk 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 Dunkirk 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 Dunkirk. 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 Dunkirk 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 of Dunkirk.
- 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 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.
- VI. 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
  - Proof of Worker's Compensation Insurance coverage or exemption (see Insurance Considerations)
  - Proof of Disability Benefits or exemption (see Insurance Considerations)
  - Liability Insurance - General Liability, (minimum \$1,000,000 coverage, naming City of Dunkirk as additional insured)

## **SECTION 6: COMMUNITY BACKGROUND**

Specific needs this project will address:

1. Environmental: Dunkirk is a designated Brownfield community and is committed to cleaning up the environment. Addressing the City's long-neglected trees align with the goal of creating a more visually appealing and environmentally healthy community. In addition, the City is the sole provider of healthy, clean drinking water to Northern Chautauqua County Water District, so it's important to us that we keep Lake Erie as clean as possible. Dunkirk is currently working with DEC on creating rain gardens at Point Gratiot and with the Chautauqua Watershed Conservancy on educating the public on what not to put in storm drains.

2. Health: Over 15% of the City's population is over age 65 and Chautauqua County has one of the highest

rates of asthma hospitalizations in the state. Removing, caring for, and replanting trees is one of the ways in which we hope to provide healthy community for our residents to live.

3. Economic: Dunkirk is a rust belt city that is on the cusp of revitalization. Years of decline led to the inability to properly care for our resources. Today the City is seeing positive momentum and excitement with new investment both public and private. This project will further the progress we are making on creating a vibrant, beautiful community that will improve the aesthetics, quality of life, and property values for our residents.

4. Social: Much of the work in this proposal is targeted to low/moderate income Environmental Justice areas purposefully to create a more visually appealing neighborhood thus increasing socialization opportunities (residents outside enjoying the environment and socializing with neighbors) while secondarily addressing lowering crime levels by increasing the canopy and creating a 'greener' place to live as many studies have shown the correlation between increasing trees and decreasing crime rates.

5. Recreational / Parks: Point Gratiot is a crown jewel of the City so we want to include some of the larger dead trees in this project so we can protect this beautiful and important resource.

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 Dunkirk 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 12:00 Noon, August 20, 2021.**



Address	Street	Species	DBH	Condition	Risk Rating
14	E Courtney St	Maple, Silver (Acer saccharinum)	51	Dead	High
417	Nevins Street	Maple, Silver (Acer saccharinum)	46	Dead	Moderate
122	E 2nd St	Maple, Sugar (Acer saccharum)	40	Dead	Moderate
0	Oak St (Point Gratiot)	Cottonwood, Eastern (Populus deltoides)	32	Dead	Low
0	Oak St (Point Gratiot)	Cottonwood, Eastern (Populus deltoides)	32	Dead	Low
123	W 2nd St	Horsechestnut (Aesculus hippocastanum)	30	Dead	High
701	Washington Ave	Ash, White (Fraxinus americana)	25	Dead	Extreme
627	Washington Ave	Maple, Red (Acer rubrum)	24	Dead	Moderate
126	Lincoln Ave	Horsechestnut (Aesculus hippocastanum)	23	Dead	Moderate
209	Lincoln Ave	Maple (Acer species)	23	Dead	High
239	Franklin Ave	Maple, Sugar (Acer saccharum)	22	Dead	Moderate
538	Deer St	Horsechestnut (Aesculus hippocastanum)	21	Dead	Moderate
534	Deer St	Ash (Fraxinus species)	20	Dead	Moderate
218	Franklin Ave	Horsechestnut (Aesculus hippocastanum)	18	Dead	Moderate