

VILLAGE OF SLEEPY HOLLOW, NEW YORK

REQUEST FOR PROPOSALS

**FOR A COMPREHENSIVE INVENTORY AND ASSESSMENT OF
VILLAGE TREES**

**AUGUST
2014**

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Introduction

The Village of Sleepy Hollow in Westchester County, New York, has been awarded a New York State Department of Environmental Conservation (DEC) Urban and Community Forest Grant to undertake a complete inventory of trees on public property throughout the Village. The Village seeks a qualified consultant using the best urban forestry assessment technology to produce a comprehensive and accessible report that evaluates the environmental, economic, aesthetic benefits and risks of Sleepy Hollow's street and park trees that will assist the Village and the Village Tree Commission in developing a tree management plan.

Background

The Village of Sleepy Hollow has a Tree Commission responsible for the positive husbandry of trees located on public property. The citizen members of the Tree Commission are ardent about the preservation, maintenance and replacement of Village trees and are working to educate residents on the benefits and care of trees on public and private property.

The new Village Code, adopted by the Board of Trustees in March 2013, addresses tree policies in Chapter 385, wherein it charges the Village Tree Commission with the task of taking a public tree inventory and developing a tree management plan.

This Community Forestry grant project will begin to fill the requirements of the Village Tree Code and allow the administrators and residents of Sleepy Hollow to begin informed discussion about general tree policies and local issues such as streetscapes for autumn tourism, downtown revitalization, riverfront development and relieving of older neighborhoods. It is the intention of the Village to retain a consultant to develop a tree management plan once the tree inventory is complete.

Public education will be a vital component of the overall process. The proposed tree inventory should, therefore, include useful and user-friendly data that will be accessible to citizens with few specific arborist skills including those who serve on Village boards or work in the Department of Public Works.

Timeline

| | |
|----------------------|--------------------|
| Release of RFP | August 18, 2014 |
| Proposals due | September 5, 2014 |
| Approval of Contract | September 9, 2014 |
| Project Begins | September 15, 2014 |
| Project Completed | November 14, 2014 |

All dates are subject to change at the discretion of the Village of Sleepy Hollow

Proposal Submission

Submit an original and four (4) copies of the written proposal to:

Anthony Giaccio
Village Administrator
Village of Sleepy Hollow
28 Beekman Avenue
Sleepy Hollow N.Y. 10591

Submit in a sealed package marked "Tree Inventory Proposal" no later than 3:00 p.m. on September 5, 2014.

Inquiries regarding this RFP should be directed to Anthony Giaccio (914) 366-5105 or agiaccio@villageofsleepyhollow.org

Proposal Content and Format

The proposal should contain the following:

- A. Cover letter introducing the firm, describing the nature of the proposal and demonstrating an understanding of the project
- B. Narrative items
 1. Brief resumes of personnel doing the inventory, each resume to include the individual's education and certifications, as well as the number of years of experience in the inventory and assessment of trees for their condition and management needs
 2. Program of work satisfying the scope of services including proposed software programs, and data collection approach and methodology, as well as any tree evaluation equipment to be used during inventory.
 3. Any recommended variations from the scope of services of this RFP should be highlighted
 4. Project schedule
 5. Name and involvement of any subcontractor(s) to be used on the project
- C. References
Names and phone numbers of 3-5 references for similar projects of this type and scope which your responsible officer has completed in the last five years.
- D. A total cost for each of the five project components (see "Trees to be Inventoried" on page 5) presented in a format that clearly identifies the cost of the base project, as well as the additional cost for each of the four Add Alternates.
- E. Proof of ISA Certification and liability insurance

Proposal Evaluation

The Selection Committee will thoroughly review proposals and consider previous experience, qualifications, approach and data collection methodology, past performance, understanding of the project and cost/pricing. The Village of Sleepy Hollow reserves the right to reject any and all proposals received. The Village of Sleepy Hollow reserves the right to award the contract to the firm recommended by the Selection Committee. The Village of Sleepy Hollow reserves the right to limit the size of the project to the Base Project alone (see 'Trees to be Inventoried' on page 5), or the Base Project + any or all of the four Add Alternates.

Scope of Services

The project is to undertake on the ground in person field work and data collection, produce an analysis report using current analysis models that outline the environmental, economic, aesthetic and health benefits of the trees on public property, including parks, in the Village of Sleepy Hollow. Each tree will be individually assessed, with the 21 data points detailed in the Tree Inventory Data Fields section on page 5 gathered and recorded. Hazard trees should be identified.

The Sleepy Hollow Cemetery, a private not-for-profit organization, also wishes to perform an inventory of its trees. The Village of Sleepy Hollow has agreed to partner with the Sleepy Hollow Cemetery in this Request for Proposals in the hope that both organizations will benefit from economies of scale. The scope of services will, thus, include the same in person field work and data collection, and production of an analysis report on certain trees in the Sleepy Hollow Cemetery. Note that two separate contracts for the project will be executed; one with the Village and the other with the Cemetery. Additionally, the two inventories will require separate databases, and separate software packages.

The successful contractor will create an initial digital database of tree locations and tree inventory data which will be incorporated into an industry standard tree management mapping software program which can import and export data in ESRI format. The software program will be used by village staff to manage and update the tree inventory both spatially and to attribute tree features. The contractor will support this by instructing selected Village staff members and community leaders in utilizing and maintaining the tree inventory.

The successful contractor will report to the Village Administrator. They will work with the Tree Commission, the Village Administrator and selected Village staff members. For the inventory of the Sleepy Hollow Cemetery staff, the contractor will work with the Manager of the Cemetery.

Trees to be Inventoried

For the Base Project and Add Alternate 1 (see below) only trees owned by the Village of Sleepy Hollow, in the public right-of-way or on public property will be inventoried. Westchester County and the Village of Sleepy Hollow will provide maps indicating the right-of-way. Street trees shall take priority over park trees. Park trees along publicly accessible roadways will be considered street trees.

In addition to the trees, potential planting spaces in the public right-of-way or on public property should be inventoried.

Base project (Village of Sleepy Hollow): Complete inventory of the Village of Sleepy Hollow's street trees.

Add Alternate 1 (Village of Sleepy Hollow): Complete inventory of the Village of Sleepy Hollow's park trees. Please note that the Village of Sleepy Hollow does not own Kingsland Point Park, the Old Croton Aqueduct or Rockefeller State Park Preserve.

Add Alternate 2 (Sleepy Hollow Cemetery): Inventory mature trees on 3 acres out of a 12 acre parcel owned by the Sleepy Hollow Cemetery and identified internally as Rockefeller property.

Add Alternate 3 (Sleepy Hollow Cemetery): Inventory specimen trees on approximately 70 acres west of the Pocantico River and east of Route 9 owned by the Sleepy Hollow Cemetery.

Add Alternate 4 (Sleepy Hollow Cemetery): Inventory specimen trees on approximately 10 acres on a parcel east of the Pocantico River owned by the Sleepy Hollow Cemetery.

All trees will be located in the village of Sleepy Hollow, Westchester County, New York. Further geographic limits and priority target areas will be defined once the successful vendor is selected and prior to the execution of the project contract.

Tree Inventory Data Fields

Characteristics/attributes of each tree must be compatible with the most current analysis models:

1. Tree ID number – sequential numbering
2. X,Y Coordinates (NYS Plane Feet East Grid Zone NAD 83) in ESRI Geodatabase and shapefile format
3. Street address location

4. Species
5. Height
6. Diameter at Breast Height
7. Crown width or canopy radius from stem to drip line
8. Number of stems
9. Tree Condition
10. Damage or Defects
11. Pest/Disease Detection
12. Primary Maintenance Needs
13. Secondary Maintenance Needs including need for pruning to raise, reduce, thin or clean
14. Risk Assessment
15. Risk Rating
16. Observations (e.g. poor location, pruning, etc)
17. Further Inspection Recommended
18. Location Value (rating for the site and the tree's placement and contribution)
19. Hardscape Damage
20. Overhead utilities/wires
21. Potential tree planting spaces and growing space type and size

Meetings

Prior to starting the inventory, a meeting will be held with selected consultants, relevant Village staff and the Tree Commission to introduce the project, define its purpose, discuss concerns and agree on deliverables. The consultant will provide expertise and advice to on which software and data management package will best serve the needs of the Village, and will provide training on its use for the Tree Commission members and Village staff.

The consultant will meet separately with staff of the Sleepy Hollow Cemetery to discuss their project.

Deliverables

The final reports (separate and distinct for the Village of Sleepy Hollow versus the Sleepy Hollow Cemetery) shall be submitted in MS Word format on a thumb-drive. Two separate MS Excel files will also be provided which will include the tree inventories and associated attributes itemized above. The reports should have user-friendly information about individual trees, as well as tables, graphs and maps providing summary data to support decisions on budget, policies and risk mitigation.

The selected vendor will be responsible for collecting tree X,Y coordinates at a sufficient accuracy which can be rendered in the selected tree mapping software package in context of Town of Mount Pleasant/Village of Sleepy Hollow digital tax parcel data, as well as other relevant planimetric datasets (i.e., edge of pavement, sidewalks, parking lots, building footprints, etc.) and orthophotography. These digital datasets are available from Westchester County GIS (<http://giswww.westchestergov.com>).

The Village will request an initial pilot project to be completed so as to review data capture accuracy and consistency prior to authorizing village-wide data collection.

Other Requirements

The project supervisors for all proposers shall have at least 5 years of experience in the inventory and assessment of street trees for their condition and management needs. All personnel involved in the street tree inventory shall have at least 2 years of experience in the inventory and assessment of street trees for their condition and management needs.

The successful vendor will be required to enter into a formal contract with the Village of Sleepy Hollow. This contract will not govern the work done for/in the Sleepy Hollow Cemetery, which may require its own contract.

The successful vendor shall not discriminate in its employment practices against any person on the basis of age, race, ethnicity, color, sex, creed, sexual orientation, national origin or disability. A non-discrimination clause shall be included in the contract governing the project.

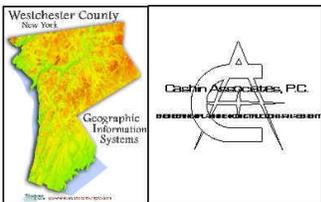
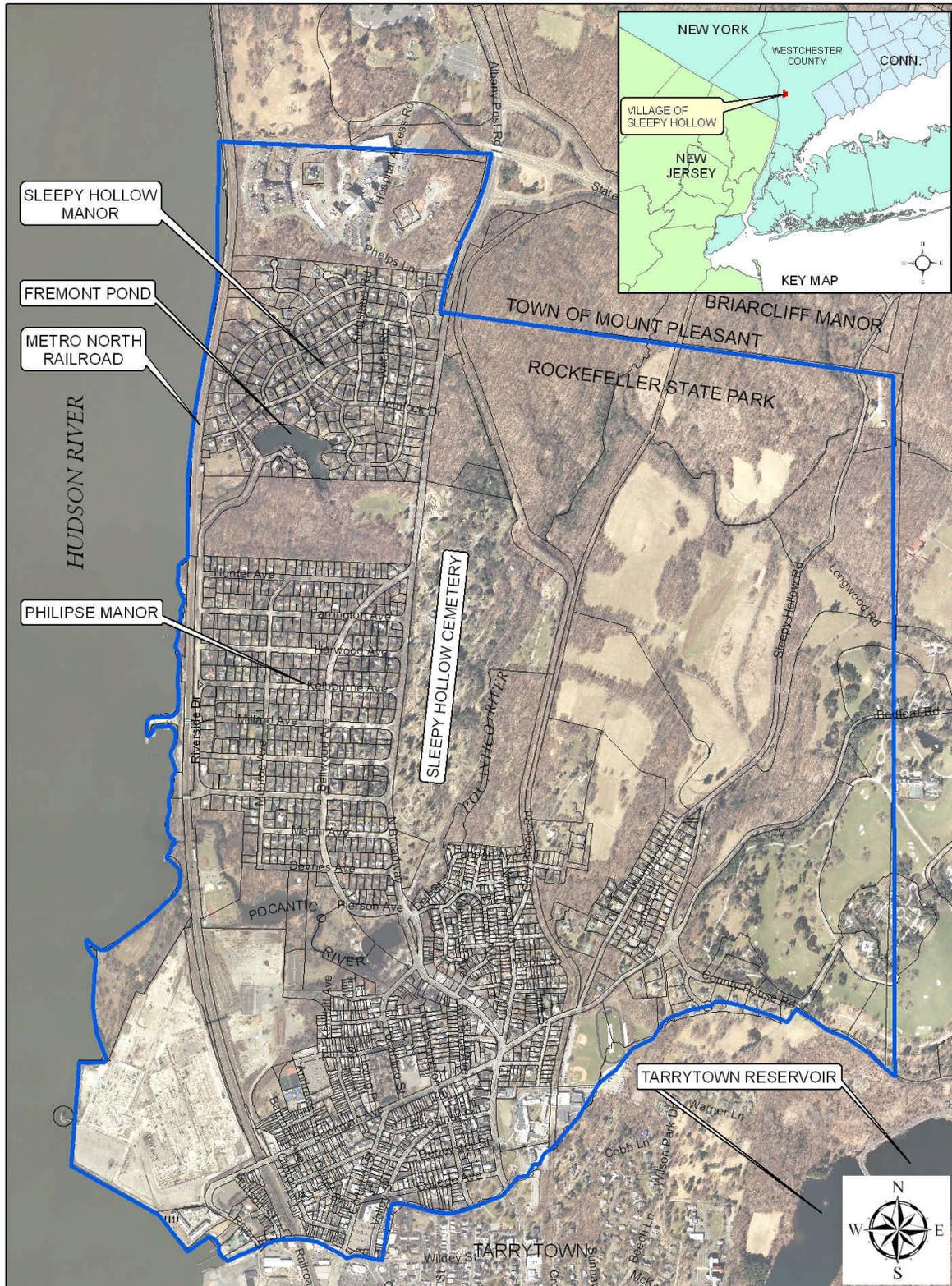
The successful vendor shall be required to maintain appropriate and applicable liability, automobile and other insurances, with the Village of Sleepy Hollow named as an additional insured for claims that may arise under the project contract.

Contact Information

Inquiries regarding this RFP should be directed to:

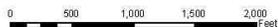
Anthony Giaccio
Village Administrator
28 Beekman Avenue
Sleepy Hollow, NY 10591

(914) 366-5105
agiaccio@villageofsleepyhollow.org

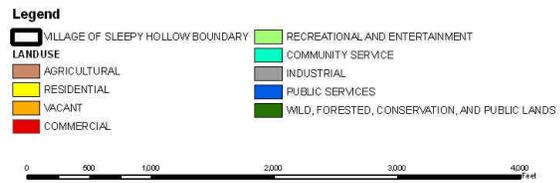
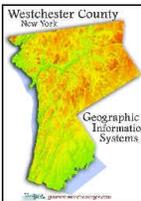
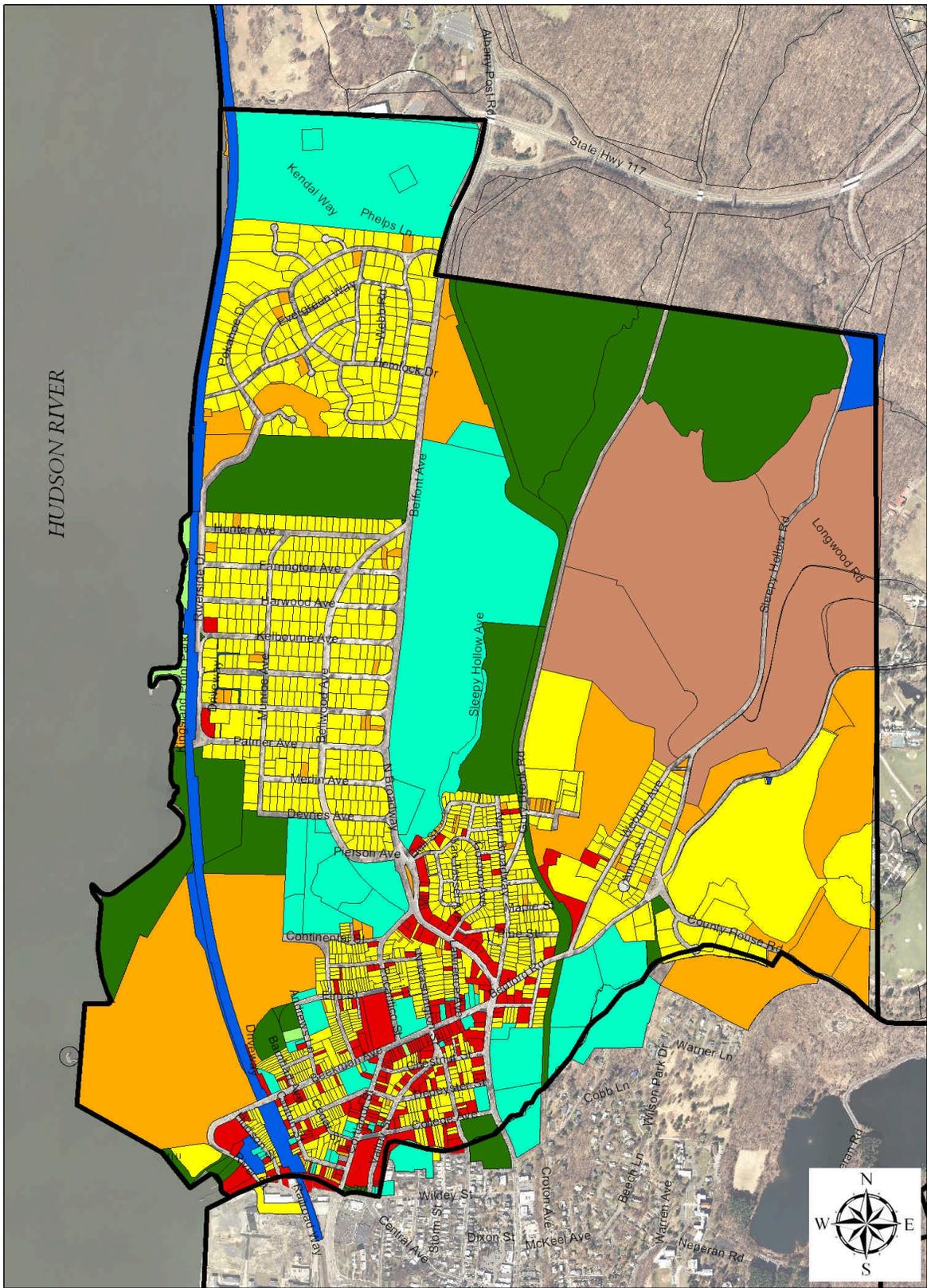


Legend

VILLAGE OF SLEEPY HOLLOW BOUNDARY



**FIGURE 1-1
VILLAGE OF
SLEEPY HOLLOW
MULTI-HAZARD
MITIGATION PLAN
AERIAL PHOTOGRAPH
OF VILLAGE**



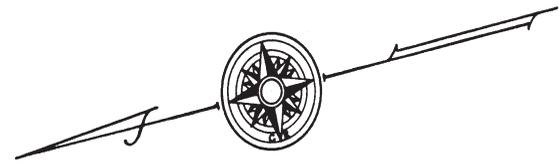
**FIGURE 1-2
VILLAGE OF
SLEEPY HOLLOW
MULTI-HAZARD
MITIGATION PLAN
LAND USE**

Sleepy Hollow Cemetery

540 North Broadway • P.O. Box 754

Sleepy Hollow, NY 10591

914-631-0081 • www.sleepyhollowcemetery.org

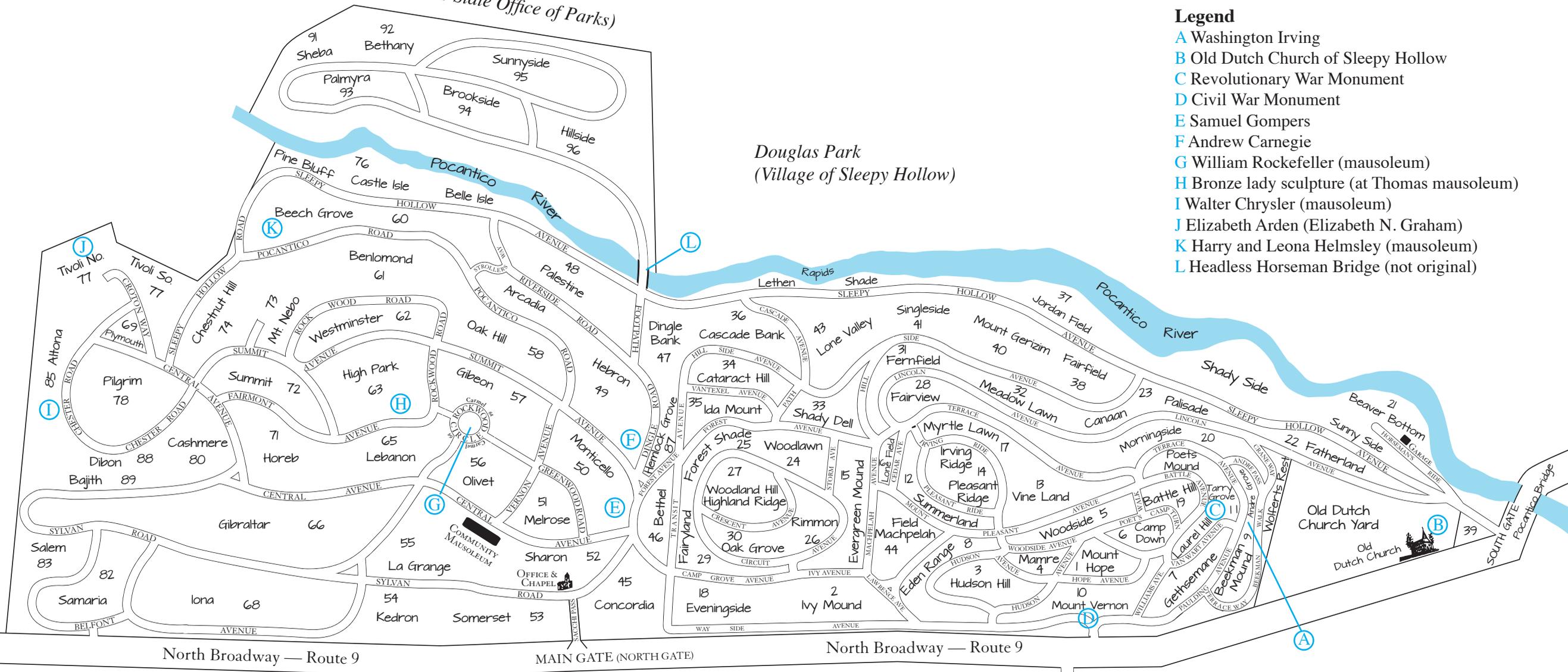


Old Croton Aqueduct
(NY State Office of Parks)

Douglas Park
(Village of Sleepy Hollow)

Legend

- A Washington Irving
- B Old Dutch Church of Sleepy Hollow
- C Revolutionary War Monument
- D Civil War Monument
- E Samuel Gompers
- F Andrew Carnegie
- G William Rockefeller (mausoleum)
- H Bronze lady sculpture (at Thomas mausoleum)
- I Walter Chrysler (mausoleum)
- J Elizabeth Arden (Elizabeth N. Graham)
- K Harry and Leona Helmsley (mausoleum)
- L Headless Horseman Bridge (not original)



Visiting hours: Cemetery grounds are open Monday through Friday from 8:00 AM to 4:30 PM, Saturday and Sunday from 8:30 AM to 4:30 PM.
Office hours: Monday through Friday, except major holidays, 8:30 AM to 4:30 PM.