

# Request for Proposals (RFP): TREE INVENTORY, EDUCATION, AND OUTREACH

Village of Athens, New York

## I. INTRODUCTION AND PROJECT OVERVIEW

The Village of Athens, New York (hereinafter the “Village”) is issuing this Request for Proposal (RFP) to select a qualified Consultant to provide tree inventory services and community forestry education. This work is funded by a 2024 Community Forestry Management Plan Implementation Grant from the New York State Department of Environmental Conservation (NYS DEC).

The goal of this section is to update the Village’s data on public trees and planting sites while engaging the community through professional-level workshops. High-quality data collection and expert-led safety training are the priorities for this contract.

**Please note that this project is being divided into four (4) distinct Request for Proposal sections: (1) Tree and Stump Removal, (2) Education and Tree Inventory, (3) Tree Pruning, and (4) Tree Procurement and Planting. Proposers may submit proposals for any individual section, multiple sections, or all four sections of the grant work. Each section will be evaluated independently based on the specific criteria outlined within its respective RFP.**

## II. ADMINISTRATIVE INSTRUCTIONS & TIMELINE

- **RFP Release Date:** April 20, 2026
- **Pre-Proposal Meeting:** Thursday, May 21, 2026, at 6:30 PM (Village Clerk’s Office).
- **Submission Deadline: June 1, 2026, at 12:00 PM.**
- **Proposal Opening:** June 1, 2026, at 12:00 PM.

## III. EVALUATION AND SELECTION CRITERIA (100-POINT SCALE)

The Village has assigned equal weight to Professional Expertise and Budget to ensure high-quality technical delivery at a competitive price:

Criteria	Weight
Specialized Expertise & Arborist Certification	30 Points

<b>Budget and Cost Proposal</b>	<b>30 Points</b>
<b>Local Presence</b> (Locally based firms)	<b>20 Points</b>
<b>Capacity and Methodology</b> (Inventory tools/Lesson plans)	<b>20 Points</b>

#### IV. MANDATORY QUALIFICATIONS

1. **Lead Consultant Credentials:** The project lead **must** be an **ISA Certified Arborist** in good standing. Preference will be given to those holding **TRAQ (Tree Risk Assessment Qualification)**.
2. **Chainsaw Safety Instructor:** Any individual leading chainsaw safety workshops must hold a recognized safety trainer certification (e.g., Game of Logging, TCIA, or equivalent).
3. **Non-Collusive Bidding Certification (Exhibit A):** Mandatory submittal.
4. **Statement of Competency (Exhibit B):** Must include a portfolio of municipal inventories and a sample syllabus for an educational workshop.

#### V. SCOPE OF WORK (EXHIBIT E)

##### Part A: Professional Tree Inventory

- **Tree Data:** Inventory of ~400 trees. Data must include: Species, DBH, Health/Vigor, Maintenance Priority, and GPS coordinates.
- **Planting Site Analysis:** Identify and map **up to 200 potential planting locations and recommended tree species for each**, assessing each for utility conflicts and soil volume.
- **Removal Oversight:** Review daily reports from the Removal Contractor to ensure removals align with the Management Plan.

##### Part B: Training, Education, and Outreach

- **Public Engagement:** Lead **two (2) public meetings** regarding the community forest.
- **Staff/Public Workshops:** Conduct **up to 12 workshops**. Topics include: Tree Biology, Risk Assessment, Proper Planting Techniques, and Pest/Disease Identification.

#### VI. MEASUREMENT AND PAYMENT

1. **Data Standards:** Data must be delivered in a digital format (e.g., CSV, Shapefile, or TreePlotter) compatible with the Village's existing records.

2. **Verification:** The Village Representative will audit the inventory data. Any significant errors in species identification or risk assessment will require a re-inventory at the Consultant's expense.

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**EXHIBIT F: SCHEDULE OF UNIT PRICES (To be completed by Proposer)**

<b>Project Component Description</b>	<b>Unit</b>	<b>Per Unit Price</b>	<b>Est. Quantity</b>	<b>Total Price</b>
<b>Certified Tree Inventory (Detailed)</b>	Per Tree	\$	400	\$
<b>Planting Site Suitability Analysis</b>	Per Site	\$	200	\$
<b>Professional Outreach Meetings</b>	Per Meeting	\$	2	\$
<b>Technical Staff/Public Workshops</b>	Per Workshop	\$	12	\$
<b>Project Summary &amp; Management Fee</b>	Lump Sum	\$	1	\$
<b>TOTAL PROPOSED COST</b>				\$

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**LIST OF ATTACHMENTS**

- **EXHIBIT A:** Non-Collusive Bidding Certification
- **EXHIBIT B:** Statement of Competency and Professional Portfolio
- **EXHIBIT C:** NYS Department of Labor Certificate of Registration
- **EXHIBIT D:** Insurance Requirements
- **EXHIBIT E:** Technical Specifications (Inventory Standards & Workshop Curriculum)

- **EXHIBIT F:** Schedule of Unit Prices (Bid Form)



## EXHIBIT B: STATEMENT OF COMPETENCY AND PROFESSIONAL PORTFOLIO

To be completed by the Proposer

### 1. CONSULTANT INFORMATION

- Legal Name of Firm/Consultant: \_\_\_\_\_
- Lead Project Manager Name: \_\_\_\_\_
- ISA Certified Arborist Number: \_\_\_\_\_
- Other Certifications (TRAQ, BCMA, etc.): \_\_\_\_\_

### 2. RELEVANT MUNICIPAL EXPERIENCE

List three (3) municipal clients for whom you have provided Tree Inventory or Forestry Education services in the last seven (7) years.

1. Municipality: \_\_\_\_\_ Service Provided: \_\_\_\_\_
2. Municipality: \_\_\_\_\_ Service Provided: \_\_\_\_\_
3. Municipality: \_\_\_\_\_ Service Provided: \_\_\_\_\_

### 3. TECHNICAL CAPABILITIES

- Inventory Software: Describe the software/platform you will use to collect and deliver data (e.g., TreePlotter, ArcGIS, etc.):  
\_\_\_\_\_
- GPS Accuracy: Specify the GPS hardware/accuracy level used:  
\_\_\_\_\_
- Workshop Samples:  Attached (Provide a sample syllabus or outline for a past workshop).

### 4. FINANCIAL DISCLOSURES

- Audited Financial Statement:  Attached
- Has the firm ever defaulted on a contract?  No  Yes
- Are there any pending lawsuits against the firm?  No  Yes

**EXHIBIT C: NYS DOL CERTIFICATE OF REGISTRATION**

Instructions for the Proposer

Pursuant to NYS Labor Law §220-i, all contractors and consultants performing work on a public work project must be registered with the New York State Department of Labor. This applies to the field-work portion of the Tree Inventory.

A valid copy of the "Certificate of Registration" issued by the NYS Commissioner of Labor must be attached to this page.

**CONSULTANT DECLARATION:**

The undersigned hereby certifies that the bidding entity is currently registered with the NYS Department of Labor and that such registration is active and in good standing. We further certify that all staff or subcontractors utilized for field data collection will be covered under this registration or hold their own in accordance with state law.

Company Name: \_\_\_\_\_

NYS DOL Registration Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EXHIBIT D: Insurance Requirements**

VILLAGE OF ATHENS

TREE WORK RFP INSURANCE REQUIREMENTS

MARCH 2026

Proof of Workers' Compensation coverage for all individuals working on the project

General Liability in the amount of \$2,500,000 per individual and \$5,000,000 aggregate

Automobile Liability in the amount of \$2,500,000 per individual and \$5,000,000 aggregate

## EXHIBIT E: TECHNICAL SPECIFICATIONS

### Inventory Standards and Educational Curriculum

#### 1. DATA COLLECTION STANDARDS

The Consultant shall perform the tree inventory using professional-grade GPS hardware and forestry software. Data must be delivered to the village in both the original format as well as an Excel spreadsheet. All data must meet the following minimum requirements:

- **GPS Accuracy:** Sub-meter accuracy is required for all points.
- Address (if applicable)
- **Data Fields:** For each of the ~400 trees, the following must be recorded:
  - **Tag Number**
  - **GPS Coordinates**
  - **Location Address**
  - **Genus**
  - **Species Epithet**
  - **Common Name:** Spelling and names shall be consistent with the existing inventory.
  - **Size:** Diameter at Breast Height (DBH) measured to the nearest inch.
  - **Trunk Condition**
  - **Canopy Percentage Cover**
  - **Rating:** Rated on a 1-5 scale (Excellent to Dead/Dying) based on crown, trunk, and root flare health.
  - **Maintenance Task:** Recommendation (e.g., Prune, Remove, Monitor).
  - **Location Description:** Growing space (e.g. open, planting strip, tree pit)
  - **Potential Conflicts:** (e.g. Overhead utilities, Street sign or other obstructions, streetlight.)
  - **Notes:** Other observations that may be helpful to the village
- **Planting Site Analysis:** For the 200 potential sites, the Consultant must identify "Right Tree, Right Place" constraints, including overhead wires, sidewalk width, and proximity to intersections/hydrants.

#### 2. EDUCATIONAL WORKSHOP CURRICULUM

The Consultant is responsible for providing all instructional materials. Workshops must cover the following core competencies:

- **Chainsaw Safety & Maintenance:** Must include PPE requirements, reactive forces (kickback), and "bore cutting" techniques. This must be a field-based demonstration.
- **Tree Identification:** Local species identification using bark, buds, and branching patterns.
- **Young Tree Training:** Hands-on pruning of young trees to establish a central leader and strong structure.
- **Proper Planting:** Demonstration of removing wire baskets/burlap and finding the proper root flare depth.

### **3. REMOVAL DATA VERIFICATION**

The Consultant shall act as the Village's "Quality Control" by reviewing the daily reports from the Removal Contractor. The Consultant will flag any discrepancies between the inventory's "Removal Priority" and the trees actually removed.

## EXHIBIT F: SCHEDULE OF UNIT PRICES

### To be completed by the Proposer

*The unit prices below shall include all professional fees, travel, software licensing, insurance, and materials required to complete the tasks described in the Scope of Work.*

<b>Task Item</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Total Cost</b>
<b>Detailed Tree Inventory</b> (Full assessment)	Per Tree	400	\$	\$
<b>Planting Site Analysis</b> (Mapping/Suitability)	Per Site	200	\$	\$
<b>Public Outreach Meetings</b>	Per Mtg	2	\$	\$
<b>Technical Staff/Public Workshops</b>	Per Wkshp	12	\$	\$
<b>Removal Review &amp; Grant Coordination</b>	Lump Sum	1	\$	\$
<b>TOTAL PROPOSED COST</b> (Basis for Award)				