

Request for Proposals (RFP):

LUMP SUM PRICED TREE AND STUMP REMOVAL

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 one or more qualified Companies to provide tree and stump removal services. 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 Village has recently completed an inventory of trees in the public right-of-way and a tree maintenance plan to provide a strategic approach to sustaining the urban and community trees on a short and long-term basis. The Village seeks to preserve and grow its Community Forest, utilizing current science-based urban forestry practices promoting native trees, sustainability, and canopy diversity. The Athens Tree Inventory and Athens Community Forest Management Plan are available for review at the Village office at 2 First Street, Athens, NY.

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.
- **Funding Disclosure:** Funding provided by the Environmental Protection Fund as administered by the NYS DEC.

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

Criteria	Weight
Budget and Cost Proposal (Primary Concern)	40 Points
Local Presence (Locally-based firms)	25 Points
Capacity and Schedule (Equipment and availability)	20 Points
Experience (General municipal removal history)	15 Points

IV. QUALIFICATIONS & MANDATORY SUBMITTALS

1. **Non-Collusive Bidding Certification (Exhibit A): Mandatory.** Failure to include this signed document results in immediate disqualification.
2. **Competency & Stability:** Provide a 10-year history of defaults/lawsuits and an **audited Annual Financial Statement**.
3. **NYS DOL Registration:** Must include the **Certificate of Registration (Labor Law §220-i)**.
4. **Insurance:** Must meet all requirements detailed in **Exhibit D**, naming the Village as additionally insured.

V. SCOPE OF WORK & TECHNICAL SPECIFICATIONS

1. **Quantity & Phasing:** Removal of **35 to 103 trees**. The "Initial Removal List" (Exhibit F) is the priority. The "Invasive Tree List" (Exhibit G) will be provided by Sept 1, 2026.
2. **Pre-Work Documentation:** Contractor **must** submit date-stamped photos of each site to the Village Representative before starting work to document pre-existing conditions.
3. **Utility Coordination:** Contractor is solely responsible for notifying **Dig Safely New York (811)** at least 72 hours before any grinding.
4. **Stump Grinding & Cleanup:** * Stumps must be ground **10 inches below grade**.
 - o **All wood chips must be hauled away and disposed of off-site.** Using chips as backfill is strictly prohibited.
 - o Holes must be filled with black soil, raked, and seeded within the same workday.
5. **Public Participation:** Contractor must attend **one public hearing** within 60 days of award.

VI. MEASUREMENT, PAYMENT, & LEGAL

1. **Lump Sum Adjustments:** The Village reserves the right to increase or reduce the Scope of Work. Final payment will be adjusted **pro-rata** based on the actual number of trees removed and their DBH (Diameter at Breast Height) class as verified by final inspection.
2. **Prevailing Wage:** Project subject to **NYS Labor Law Article 8**. Certified payrolls must be submitted monthly.
3. **Work Hours:** 8:00 AM to 5:00 PM, Monday through Friday.
4. **Traffic Control:** Contractor is responsible for all safety equipment/flaggers. Street closures require **7 days' written notice**.

LIST OF ATTACHMENTS

- **EXHIBIT A:** Non-Collusive Bidding Certification
- **EXHIBIT B:** Statement of Competency and Equipment List
- **EXHIBIT C:** NYS Department of Labor Certificate of Registration
- **EXHIBIT D:** Insurance Requirements
- **EXHIBIT E:** Technical Specifications for Removal and Grinding
- **EXHIBIT F:** Schedule of Unit Prices (Bid Form)
- **EXHIBIT G:** Initial Removal List (35 Trees)
- **EXHIBIT H:** Invasive Tree List (Contingency List)
- **EXHIBIT I:** Daily Work Report Template

EXHIBIT B: STATEMENT OF COMPETENCY AND EQUIPMENT LIST

To be completed by the Proposer

1. COMPANY OVERVIEW

- Legal Name of Business: _____
- Principal Place of Business (Address): _____
- Number of Years in Business under this Name: _____
- Primary Contact (Name & Title): _____

2. MUNICIPAL EXPERIENCE

Provide at least three (3) references for similar municipal tree removal projects completed in the last ten (10) years.

1. Municipality: _____ Contact Name/Phone: _____
2. Municipality: _____ Contact Name/Phone: _____
3. Municipality: _____ Contact Name/Phone: _____

3. FINANCIAL STABILITY & DISCLOSURES

- Audited Financial Statement: Attached (Required for evaluation)
- Has the firm ever defaulted on a contract? No Yes (If yes, explain on a separate sheet)
- Are there any pending lawsuits against the firm? No Yes (If yes, explain on a separate sheet)

4. EQUIPMENT LIST

List all primary equipment to be used on this project (e.g., Bucket Trucks, Chippers, Stump Grinders, Cranes, Log Loaders). Indicate if the equipment is Owned (O) or Leased (L).

Equipment Description (Make/Model/Year)	Capacity/Size	O/L
1.		

2.		
3.		
4.		

EXHIBIT C: NYS DOL CERTIFICATE OF REGISTRATION

Instructions for the Proposer

Pursuant to NYS Labor Law §220-i, all contractors and subcontractors bidding on a public work project must be registered with the New York State Department of Labor.

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

CONTRACTOR 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 subcontractors utilized for this project will likewise be registered 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

Tree Removal and Stump Grinding Standards

1. APPLICABLE STANDARDS

All work shall be performed in accordance with the most current revisions of:

- ANSI A300 (Part 1): Tree Care Operations – Standard Practices (Pruning/Removal).
- ANSI Z133: Safety Requirements for Arboricultural Operations.
- NYS DOT MUTCD: Manual on Uniform Traffic Control Devices (for roadside safety).

2. TREE REMOVAL METHODOLOGY

- Standard of Care: Trees shall be removed in a manner that causes zero damage to adjacent public or private property (sidewalks, curbs, fences, or remaining "keep" trees).
- Rigging: Lowering of limbs and trunk sections via ropes and rigging is required when falling a tree would risk property damage.
- Log Management: All wood must be reduced to manageable lengths. Wood may not be left on the parkway (the area between the sidewalk and the curb) or sidewalk for more than five (5) business days.
- Brush/Debris: All brush, branches, and debris under 3 inches in diameter must be chipped and hauled off-site the same day the tree is felled.

3. STUMP GRINDING & SITE RESTORATION

- Grinding Depth: All stumps shall be ground to a minimum depth of ten (10) inches below the existing soil grade.
- Surface Roots: All visible surface roots extending from the stump must be ground to the same 10-inch depth to allow for future turf growth or replanting.
- Debris Removal: All stump grindings and wood chips must be removed from the site. Using chips as backfill is strictly prohibited as it leads to nitrogen depletion and soil settling.
- Backfill & Seed: Holes must be backfilled with high-quality screenable black topsoil, raked to a level grade, and compacted slightly to prevent

settling. The area must be hydro-seeded or hand-seeded with a sun/shade grass mix and mulched with straw on the same workday as the grinding.

4. UTILITIES AND INFRASTRUCTURE

- Dig Safely NY: The Contractor is responsible for calling 811 for utility markings. Grinding may not commence until all utilities are cleared.
- Overhead Lines: Only Certified Line-Clearance Arborists may work within the Minimum Approach Distance (MAD) of energized electrical conductors.
- Site Protection: If heavy equipment (cranes, bucket trucks) must leave the paved roadway, the Contractor must use "AlturnaMATS" or equivalent ground protection to prevent rutting of Village lawns or parks.

5. CLEANUP AND FINAL INSPECTION

- Clean-Site Policy: At the end of each workday, the street, sidewalk, and private driveways must be swept or blown clean of all sawdust, leaves, and twigs.
- Final Inspection: The Village Representative will inspect each site. Any "sinkholes" from poor compaction or missed surface roots must be corrected within 48 hours at the Contractor's expense.

Note to Proposers: Compliance with Exhibit E is mandatory for grant reimbursement. Failure to follow these technical steps may result in the withholding of payment or termination of the contract.

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

Tree Size (DBH)	Unit Price (Removal + Grinding + Cleanup)
6 - 12 Inches	\$
13 - 18 Inches	\$
19 - 24 Inches	\$
25 - 30 Inches	\$
31 - 36 Inches	\$
Over 36 Inches	\$
TOTAL PROPOSED LUMP SUM (Max 103 Trees)	\$

EXHIBIT I: DAILY WORK REPORT TEMPLATE

Instructions: The Contractor shall complete this report for each day work is performed and email it to the Village Representative (and the Education/Inventory Consultant, if applicable) by **9:00 AM the following business day.**

Date of Work: _____

Crew Leader Name: _____

Number of Personnel on Site: _____

1. REMOVAL & GRINDING LOG

Tree Tag #	Location (Address/Street)	DBH (Measured)	Status (Removed/Ground/Seeded)

2. SITE CONDITION & SAFETY NOTES

- **Traffic Control Used:** Cones Signs Flaggers Street Closure

- **Utility Issues:** (Note any conflicts with 811 markings or overhead lines):

- **Property Notes:** (Note any pre-existing damage or issues encountered with residents):

3. DEBRIS STATUS

- **Brush/Chips:** Removed off-site Staged for pickup (Location: _____)
- **Logs/Wood:** Removed off-site Staged for Village (Location: _____)

4. CONTRACTOR CERTIFICATION

I certify that the above information is an accurate representation of the work completed on the date specified and that all work was performed in accordance with the ANSI A300 and Z133 standards outlined in Exhibit E.

Signature: _____ **Date:** _____