

Request for Proposals (RFP):

PUBLIC TREE AND PLANTING SITE INVENTORY

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 urban forestry firm or professional to conduct a comprehensive Public Tree and Planting Site Inventory. 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 contract is to capture high-quality, actionable data on existing street/park trees and to map up to 200 potential new planting locations to guide the Village's long-term community reforestation. High-quality data collection, strict adherence to GIS precision standards, and professional arboricultural assessments are the absolute priorities for this contract.

II. ADMINISTRATIVE INSTRUCTIONS & TIMELINE

- **RFP Release Date:** August 3, 2026
- **Pre-Proposal Meeting:** Thursday, August 13, 2026, at 6:30 PM (Village Clerk's Office)
- **Submission Deadline:** September 3, 2026, at 12:00 PM
- **Proposal Opening:** September 3, 2026, at 12:00 PM
- **Contract Award Date:** September 14, 2026
- **Work Plan & Kickoff Meeting:** Within 45 days of a signed contract.

TWO-STAGE DELIVERY TIMELINE:

To align with the Village's consecutive planting schedules, the field collection and final reporting must be executed in two distinct phases:

1. **Phase I (Potential Planting Sites):** Identification and mapping of up to 200 potential planting site locations must be completed, compiled, and delivered to the Village Representative no later than **March 31, 2027**. This data will directly inform the Spring 2027 Procurement and Planting RFP.
2. **Phase II (Existing & Newly Planted Tree Inventory):** The complete inventory of existing public trees (approximately 400 trees in mowed/maintained municipal areas) along with the tracking, geolocation, and attributes of the newly planted trees from the Spring 2027 planting cycle must be updated, with all final data sets and a Summary Report delivered to the Village no later than **August 31, 2027**.

III. QUALIFICATIONS & MANDATORY SUBMITTALS

Proposers must submit a complete response containing the following items. Failure to include mandatory submittals will result in disqualification.

1. **Non-Collusive Bidding Certification:** Mandatory (Execute using the standard Village template).
2. **Mandatory Professional Arborist Credentials:** Because data fidelity is paramount, all field data collection, risk evaluation, and planting site analyses must be directed or performed directly on-site by personnel holding active professional certifications. Bidders must submit proof of the following for all field supervisors/collectors:
 - **International Society of Arboriculture (ISA) Certified Arborist** credential in good standing.
 - *Preferred:* Preference will be given to firms utilizing staff with advanced qualifications such as ISA Board Certified Master Arborist (BCMA), ISA Tree Risk Assessment Qualification (TRAQ), or Certified Urban Forest Professional status. Local availability within Greene County will be heavily weighted.
3. **Financial Compliance & Stability Documentation:** Bidders must provide proof of financial compliance and structural stability. While audited Annual Financial Statements are preferred, the Village recognizes that certain corporate and specialized consulting structures do not generate formal audited financial statements. In lieu of an audited financial statement, a bidder may submit a formal letter from a Certified Public Accountant (CPA) certifying that the business is in full compliance with state and federal tax laws, and that all current state and federal tax obligations and returns have been fully met and are completely up to date.
4. **Relevant Experience & References:** Provide a portfolio of at least three (3) municipal or public-sector tree inventories executed within the past five (5) years.

IV. SCOPE OF WORK & TECHNICAL SPECIFICATIONS

1. Geographic Coverage & Existing Tree Inventory

The inventory shall encompass approximately 400 trees located in mowed, maintained public rights-of-way, municipal parks, and public property areas within the Village of Athens boundaries, as designated on the provided Village Site Map.

- **Field Referencing & Markers:** Existing public street trees currently feature explicit, small metal numerical markers affixed to their trunks matching the baseline public database. Bidders shall cross-reference these tags. (Note: Trees currently slated for municipal removal are highlighted on the internal master list via exact coordinates but are NOT visibly marked with spray paint or other distinct field indicators).
- **Data Attributes Per Tree:** For every tree inventoried, the Contractor shall collect and log the following metrics into an Excel format approved and provided by the Village or standardized GIS data format. The same descriptive language, numbering, ratings, and/or codes shall be used for the data categories, so that all data is consistent.
 - Unique ID Number (matching existing metal tags where present, or assigning new sequential numbers for untagged/new trees).
 - Exact GPS Coordinates (Latitude/Longitude using sub-meter accuracy receiver).

- Street Address and localized positioning notes (e.g., "Front of 24 Second St", "Median").
- Tree Common Name.
- Tree Genus.
- Tree Latin/scientific name (i.e., genus and species epithet).
- Diameter at Breast Height (DBH) measured to the nearest inch.
- Trunk Condition.
- Canopy Percentage Cover.
- Rating (i.e., Good - no action required, Fair - action required and can correct a defect/issue, Poor - no action is able to correct issue or defect, Dead - tree is not alive).
- Primary Maintenance Recommendation (e.g., Fine Prune, Structural Prune, Clean, Monitor, Remove, Mulch, Pest or Pathogen treatment required, Expose Root Flare; terminology shall be consistent).
- Potential Conflicts (e.g., Overhead Utilities, Street Sign or other obstructions, Pedestrian, Fire Hydrant, Streetlight, Gas or Electric line- if observable; terminology shall be consistent).
- Other observations that the contractor feels may be helpful to the Village (terminology shall be consistent).

2. Planting Site Analysis (Phase I - Due March 31, 2027)

The contractor shall map and assess up to 200 potential planting locations in the public right-of-way and village-owned properties to expand the urban canopy safely and sustainably.

- **Analysis Criteria:** Each planting site entry must include localized attributes ensuring its long-term viability:
 - Exact GPS Coordinates.
 - Grow Space Type and Size (e.g., tree lawn width, open park, sidewalk cutout).
 - Utility Conflicts (Presence of overhead wires, proximity to underground infrastructure, fire hydrants, or intersections).
 - Recommended tree size at maturity.
 - Recommended Species based on "Right Tree, Right Place" principles (e.g., Small/Under-wire vs. Large Canopy Shade Tree).
- **Homeowner Consideration Protocols:** While the final authority on planting locations rests strictly with the Village and its consulting arborist, the inventory contractor must design the planting location database to accommodate civic parameters. The database must include a notes/status field to track public outreach metrics (derived from consecutive Village-led public education hearings) indicating adjacent homeowner considerations, specific species preferences, or constraints.

3. Spring 2027 Post-Planting Integration (Phase II - Due August 31, 2027)

Following the Spring 2027 community tree planting cycle, the inventory contractor must return to the field to locate, inspect, and fully integrate all newly planted trees into the master GIS framework. This ensures that the final deliverable represents an absolutely current snapshot of

the Village forest at grant closeout, logging nursery stock type, installation specs, initial condition, and watering baseline.

4. Removal Log Quality Control & Coordination

The Inventory Contractor shall provide an important "Quality Control" check on the concurrent municipal removal program. The inventory contractor will have ongoing digital access to the public street tree data layers and will review the daily reports submitted by the Village's separate removal contractor. The inventory contractor shall flag any technical discrepancies between the inventory's high-priority hazard listings and actual field removals executed.

5. Summary Report

The Inventory Contractor shall provide an inventory summary report that includes:

- Total number of trees inventoried.
- Name (scientific and common), number of, and percentage of each tree species.
- Number of and percentage of each tree diameter using size groupings, i.e., .5"–2"; 2"–5"; 5"–10"; 10"–15"; 15"–25"; 25"–35"; 35"–50"; 50" and above.
- Number and percentage of trees requiring safety pruning.
- Number and percentage of trees requiring routine pruning.
- Number and percentage of trees requiring removal.
- Recommended actions and their urgency, i.e. priority 1, 2, 3, etc.

V. MEASUREMENT, PAYMENT, & LEGAL

- Quarterly Progress Payment Structure
- Payments under this contract shall be disbursed on a Quarterly Progress Basis throughout the grant lifecycle. Disbursements are strictly contingent upon the review, verification, and formal approval by the Village Representative of the following mandatory contract submittals:
 - Quarterly Status Reports: The Contractor must submit a narrative report outlining the precise milestones achieved during the billing quarter (e.g., specific streets completed, number of planting sites mapped, data reconciliation tasks performed).
 - Itemized Invoiced Hours: Invoices must present a completely itemized breakdown of logged hours worked, categorized by personnel title, field operations, software data entries, and administrative/QC tasks.
 - Pro-Rata Balance Safeguard: Total quarterly billings shall not exceed the proportional percentage of project milestones completed against the maximum contract cap established via the baseline price schedule (Exhibit F). The Village will withhold a 10% retainage from each quarterly payment, to be released upon final delivery and acceptance of all completed GIS datasets and the Final Summary Report.

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)
- **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 \$1,500,000 per individual and \$3,000,000 aggregate

Automobile Liability in the amount of \$1,500,000 per individual and \$3,000,000 aggregate

EXHIBIT E: TECHNICAL SPECIFICATIONS

Inventory Standards

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.

3. REMOVAL AND PRUNING

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 INVENTORY ESTIMATES & RATES

To be completed and submitted by the Proposer. Rates shall be used as the auditing framework for hourly billing invoices and total project caps. Unit fields include all labor, GIS mapping software licensing, tools, sub-meter GPS equipment, travel, and insurance incidentals.

| Project Task Component | Unit Basis | Estimated Quantity | Proposed Rate (USD) | Total Cost Cap (USD) |

| Detailed Tree Inventory (Full assessment of existing trees) | Per Tree | Up to 400 |
\$ _____ | \$ _____ |

| Planting Site Analysis (Mapping & utility conflict analysis) | Per Site | Up to 200 | \$ _____
| \$ _____ |

| Post-Planting Integration (Logging newly installed Spring 2027 trees) | Per Tree | Actual Count
| \$ _____ | \$ _____ |

| Removal Log Review & QC Coordination | Lump Sum | \$ _____ |

| TOTAL MAXIMUM CONTRACT CEILING COST | \$ _____ |

PROPOSER HOURLY RATE SCHEDULE

(To be utilized for invoicing validation alongside Quarterly Status Reports)

* Lead ISA Certified Arborist Field Supervisor Rate: \$ _____ / Hour

* GIS Technician / Data Management Rate: \$ _____ / Hour