

**Request for Proposals
Town of Ossining Tree Inventory Phase II
Town of Ossining, NY**

I. Introduction and Background

The Town of Ossining plans to conduct Phase II of an inventory of existing trees and potential planting spaces along all roadways in the public right-of-way, except those already inventoried as part of Phase I, in the unincorporated area of the Town of Ossining, utilizing grant funds from the New York State Department of Environmental Conservation. This inventory complements the Phase I inventory already completed of selected roadways (NYS Route 133 and 134, North State Road, and Louis Engel Park). Data from Phase I can be viewed [here](#).

The goal of this inventory is to help the Town gain a full picture of the age, species, health, and geographic distribution of the urban forest. A complete inventory of the remaining trees on public property, i.e. street and park trees (except in those areas already inventoried as part of Phase I) provides specific information for individualized tree care, including risk tree identification.

Please refer to the attached Zoning Map of the Town of Ossining for all streets located in the unincorporated area of the Town of Ossining. The following parks and other properties will also be included in the inventory: Ryder Park (43B Morningside Drive), Gerlach Park (Old Albany Post Road), Buck Johnson Park (Blue Lantern Road), Cedar Lane Park (235 Cedar Lane), and Dale Cemetery (104 Havell Street).

II. Proposal Requirements

Please submit a proposal with qualifications, fulfilling the following requirements and the attached Work Plan:

1. The inventory will address environmental issues (including storm water capture, water quality, air quality, urban heat island effects, structural heating/cooling, or brown fields) that are presently impacted by existing trees, or could be impacted with planting on strategic sites;
2. The inventory will also address the presumed effects on social and economic conditions by the presence of trees where they currently exist and in the selection of future planting sites;
3. Data must be collected in a computerized software program that will allow for an **environmental benefits analysis**, i.e. the quantification of the benefits of trees (carbon sequestration and other air quality); storm water capture; energy savings; particulate

matter capture; and property value. USDA Forest Service i-Tree software is recommended, but not required;

4. Upon completion of the project, a digital copy of the final tree inventory must be submitted in a format compatible with Microsoft Office Excel;
5. Upon the completion of the project, a narrative report such as a USDA Forest Service i-Tree Streets or i-Tree Eco or similar report must be submitted;
6. Upon the completion of the project, a presentation must be delivered at a Town Hall-style meeting to the Town Board; and
7. Completed tree inventories must include the following information:
 - Column headings and description of column content or codes
 - Measurement of tree DBH (diameter at breast height) in inches
 - Tree species – genus AND species common names accepted
 - Street address location
 - GPS coordinates
 - Arborist re-inspect management recommendations (for volunteer or non-professional inventories)
 - Location of empty and/or potential tree planting sites
 - Crown condition and/or percentage of crown dieback
 - Summary report of environmental benefits (see above)
 - Level II risk tree assessment – identification of risk trees 6” dbh or larger (certified arborist required on crew, a TRAQ qualified arborist is not required).

III. Contract Insurance Requirements

All certificates of insurance must be submitted to the Town Clerk and approved by the Town Attorney prior to the commencement of any work.

1. All coverage required for this project shall be placed with an Insurance Company “Admitted” to conduct business in New York State and having a Best Rating of A+XII or better and approved in advance by the Town of Ossining. Insurance coverage submitted from an Insurance Company of a lesser rating may not be accepted.
2. The successful bidder, prior to signing of the contract, shall provide to the **Town of Ossining** and maintain throughout the life of the contract, at his own cost and expense, proof of the following insurance by insurance companies licensed in the State of New York.

Commercial General Liability Insurance with a single limit of liability per occurrence for bodily injury and property damage of \$1,000,000. The Certificate of Insurance shall indicate the following coverages:

- (1) Premises/Completed Operations;
- (2) Any deductibles shall not be the liability of the Town of Ossining, New York.

Limit of Insurance

\$1,000,000 per occurrence

\$2,000,000 aggregate

Coverage shall include, but is not limited to:

1. Bodily Injury
2. Property Damage
3. Products and Completed Operations
4. Contractual Liability
5. Personal/Advertising Injury

Automobile Liability Insurance with the single limit of liability per occurrence for property damage at \$1,000,000. This insurance shall include coverage for:

- (1) Owned automobiles;
- (2) Hired automobiles;
- (3) Non-owned automobiles.

Umbrella Liability Coverage

\$1,000,000

The Umbrella Liability Coverage must respond over the underlying coverage as required above. (Except for Workers Compensation, Disability)

Workers Compensation. The selected consultant shall maintain during the life of this contract the statutory Workmen's Compensation and Employer's Liability insurance for all of his employees to be engaged in work on the project under this Contract, and, in case any such work is sublet, the successful bidder shall require the Sub contractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

Disability. The successful bidder shall maintain during the life of this contract the statutory Disability insurance for all of his employees to be engaged in work on the project under this Contract, and, in case any such work is sublet, the successful bidder shall require the Sub contractor similarly to provide Disability Insurance for all of the latter's employees to be engaged in such work.

3. All policies and certificates of the successful bidder shall contain clauses as follows:
 - a. In case of cancellation or material change in any of the policies, thirty (30) days notice shall be given to the **Town of Ossining, New York 10562**, by registered mail, return receipt requested.
4. The Town of Ossining and its officers, agents, employees, and affiliated entities shall be named as additional insureds on the General Liability, Umbrella/Excess Policies and proof of being named as an additional insured in the form of an Additional Insured Schedule. All coverage shall apply on a Primary and Non-Contributory basis and include a Waiver of Subrogation in favor of the Town of Ossining.
5. The selected consultant agrees to protect, defend, indemnify and hold the **Town of Ossining** and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs charges, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

IV. Estimate

Please provide an estimate based on per unit, actual number of trees/sites to be inventoried:

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree Inventory Startup, with digital copy (enter lump sum price for inventory of up to 2,000 trees)		1	
Additional Expected Trees (enter price per tree for inventory of 2,001 to 4,000 trees)		2,000	
Additional Trees Up to Contract Max (enter price per tree for inventory of 4,001 to 6,000 trees)		2,000	
I-Tree Eco Inventory Report		1	
Presentation to Town Hall meeting		1	
CONTRACT TOTAL (MAX)	n/a	n/a	

V. Submission

Please submit one (1) electronic copy of the full proposal to Victoria Cafarelli, Confidential Secretary, Supervisor’s Office by 4:30pm on Friday, March 29.

Victoria Cafarelli
Supervisor’s Office, Town of Ossining
16 Croton Avenue, Ossining, NY 10562
E-mail: vcafarelli@townofossining.com
Phone Number: (914) 762-6001

ATTACHMENT C - WORK PLAN

SUMMARY

PROJECT NAME: Phase Two Tree Inventory in Town of Ossining

CONTRACTOR SFS PAYEE NAME: OSSINING TOWN OF

CONTRACT PERIOD: From: 12/17/2018

To: 12/16/2020

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The primary goal of this project is to complete a tree inventory in the Town of Ossining. In the prior grant round, the Town received funding to complete an initial portion of a tree inventory along selected commercial thoroughfares and one Town park. These sites are the primary focus of forthcoming infrastructure improvements, so were first priority for being inventoried. The goal of this project is to complete phase two of this inventory, evaluating the remaining roadways and parks in the unincorporated area of the Town of Ossining. The desired outcome is to develop a comprehensive tree inventory and present the findings to the public, in order to gain a collective understanding in the community about the benefits of a healthy tree canopy and the tree preservation goals of the Town. The locations included in this project are all of the roadways and parks located in the unincorporated area of the Town of Ossining, except for North State Road, NYS Routes 133 and 134, and Louis Engel Park, which have been previously inventoried. The target population is the entire Ossining community, which according to the most recent data from the US Census Bureau is approximately 37,674. It is expected that the information gleaned from this inventory will have positive environmental and economic impacts on the whole population, and beyond. In order to complete this tree inventory, the Town will engage a consultant, deploying a Registered Consulting Arborist, who is Tree Risk Assessment Qualified, to collect data on existing trees and potential tree plantings in the identified study areas, using ArcGIS Online Software. Inspections will be ANSI A300 Part 9 Level 2 assessments (360-degree, ground-based visual observations) except where access or right-of-entry is limited, in which case Level 1 assessments will be performed (limited visual assessments from a fixed point). Data collected will include measurement of tree DBH in inches, tree species (genus and species common names accepted), street address location, GPS coordinates, ANSI risk assessment level (1 or 2, as described above), risk rating, risk mitigation and other management recommendations, and location of empty and/or potential tree planting sites. Inventory data collected will be run through iTree Eco to report the tree canopy cover and ecosystem services provided by the trees over a 20 year period. The selected consultant will also report on the social and economic conditions in the study area using ESRI Tapestry market segmentation data. Results will be shared at two public outreach sessions: a community presentation at a Town Hall style meeting to the general public and the Town Board with an opportunity for questions from and discussion with participants and a press conference held by the Town announcing the release of the inventory and its findings. Green Ossining, a local, volunteer-based environmental organization will partner with the Town on this project by participating in the public information sessions, providing the community with recommendations for improving individual actions related to tree preservation and information regarding how the inventory will improve the Ossining community's collective impact on the environment.

ATTACHMENT C - WORK PLAN

DETAIL

Objective

1 Care for and enhance public assets

Tasks

1.1 Hire consultant and conduct inventory - Selected consultant will inventory public trees as prioritized by the Town of Ossining

Performance Measures

1.1.1 Completed inventory in a timely fashion - Complete within 90 days of notice to proceed by Town.

1.1.2 Digital/Cloud Copy - A cloud-based GIS map of all collected inventory data and a digital copy of the final tree inventory with all required fields in MS Excel format for submission through the Grants Gateway or CD or thumb drive.

Tasks

1.2 Plan for long-term canopy sustainability - Use iTree Eco Forecast to plan for canopy sustainability over the next 20 years

Performance Measures

1.2.1 iTree Report - iTree Eco Forecast model run results on existing canopy and planting needed to sustain canopy over 20 year period.

Objective

2 Improve Safety and Aesthetics at Primary Public Areas

Tasks

2.1 ANSI A300 Risk Assessment - Perform industry standard (ANSI A300) tree risk assessments on all inventoried trees.

Performance Measures

2.1.1 Tree Risk Assessment - Tree risk assessments with ISA Tree Risk BMP risk ratings and risk mitigation recommendations, performed by a Tree Risk Assessment Qualified Arborist.

ATTACHMENT C - WORK PLAN

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Objective

3 Environmental Equity and Community Engagement

Tasks

3.1 Environmental Equity Analysis - Environmental Equity Analysis of community demographics and accessibility of study areas to diverse constituents.

Performance Measures

- 3.1.1 Long term Support - 1.Consultant will provide a report on the completed Environmental Equity Analysis.
2.Parks and Highway Dept. will be responsible for implementing recommendations made in the TI report and continue to monitor the tree canopy.

Tasks

3.2 Outreach & Education - Community Engagement - Partnering with the prominent community organization Green Ossining, there will be two outreach events upon the completion of the inventory.

Performance Measures

- 3.2.1 Educational outreach - Consultant will present findings and Green Ossining member Donna Sharrett will prepare coinciding educational presentation.
- 3.2.2 Press event - Town will host a press event to highlight the completion of the inventory.

Tasks

3.3 Partnership Tasks - 1. Green Ossining - will attend to Outreach & Education - distribution of materials at Earth Day Festival and Village Fair; advocating sustainability and engaging residents in taking simple but effective measures to reduce footprint. Upload to GG Progress reports all media related materials such as press, photos, links to social media, screen shots of FB.

Performance Measures

- 3.3.1 Partnerships - Partners - Green Ossining will attend to Outreach & Education - distribution of materials at Earth Day Festival and Village Fair; advocating sustainability and engaging residents in taking simple but effective measures to reduce footprint. Upload to GG Progress reports all media related materials such as press, photos, links to social media, screen shots of FB.

TOWN OF OSSINING, NY

FREDERICK P. CLARK ASSOCIATES, INC.
 Planning, Transportation, Environment and Development

ZONING MAP

Revised Through August 26, 2014

Zoning Districts

- R-40 One-Family Residence District
- R-30 One-Family Residence District
- R-20 One-Family Residence District
- R-20A One-Family Residence District
- R-15 One-Family Residence District
- R-10 One-Family Residence District
- R-7.5 One-Family Residence District
- R-5 One-Family Residence District
- MF Multifamily Residence District
- MF-I Multifamily - Inn Residence District
- NC Neighborhood Commercial District
- GB General Business District
- GB-1 General Business District - 1
- O-RB Office-Research Business District
- O-RE Office-Research Education District
- BE Business Education District

