

Village of Lima, New York

Request for Proposals for Tree Planting

Proposals must be received on or before
Wednesday, September 14th, 2022 at 3 PM

Proposals may be submitted by one of the two methods below.

(1) Electronic copy in pdf format sent via email to:

jwadach@villageoflima.us

OR

(1) Printed Copy sent via US Mail or hand delivered to:

**Deputy Mayor, John Wadach
Village of Lima
PO Box 20A
7329 E. Main Street
Lima, NY 14485**

Background:

The Village of Lima is located at the ‘Crossroads of Western New York’, in the northeast corner of Livingston County. Lima has a population of approximately 2,000 people and contains an assortment of land uses and an abundance of public amenities. The Village of Lima has recently completed a number of public works projects to improve Village infrastructure including sidewalks, water mains, and sewage treatment. The Village is now seeking to add to the aesthetic value of our streetscapes by adding a number of shade trees.

The Village is one of a number of small towns along the NYS Routes 5&20 corridor with historic downtown areas in need of urban investment and poised for a revival complete with significant public amenities, including urban trees. The Village does not have a formal tree replacement policy and over time, the trees have died from age, disease, severe utility pruning and/or storm damage. There are still several large, old trees and a small number of younger trees along the Village Streets, but many gaps exist. In their current state, the street trees lack rhythm and continuity. There are many misshapen trees due to utility pruning and declining trees. Planting trees in the gaps and replacing trees in poor condition will greatly enhance the aesthetics, environmental value, and improve the quality of life for the residents of the Village.

The Village of Lima, New York has been awarded funds from Joule Community Energy for the completion of a tree planting program. The goal of the project is to create a greater tree canopy that can build on our foundation for increased community investment and the future care of the Village of Lima’s community urban forest. The long-term benefits of the project will continue to increase each year as the trees mature and additional trees are added. Adding trees to Village will improve air quality, sequester carbon, protect water quality by helping to manage stormwater, alleviate the urban heat island effect, provide shade and improve aesthetics, encourage social interactions, and generally improve the quality of life.

The Village of Lima was named a 2021 Tree City USA by the Arbor Day Foundation and is committed to engaging with residents and community groups to teach the importance of native tree species, the care and keeping of trees, and the preservation of our urban tree canopy.

REQUEST FOR PROPOSALS TO SUPPLY AND INSTALL TREES FOR THE VILLAGE OF LIMA, NEW YORK

SECTION 1. GENERAL INFORMATION

This document solicits Requests for Proposals (RFP) for unit prices to supply, install, and warranty approximately 50-75 2"-2.5" **balled and burlapped trees** (see Appendix A: Lima Recommended Tree List) for the Village of Lima, New York.

Contract Administration

Address all correspondence regarding this RFP to:

Deputy Mayor, John Wadach
Village of Lima, New York
PO Box 20A, 7329 E. Main Street, Lima, NY 14485

jwadach@villageoflima.us

All contractors who receive or download this RFP are requested to register their name and email address by sending an email to Deputy Mayor John Wadach at the email address above. Any revisions or corrections to this RFP after posting will be communicated to those registered. Failure to register your contact information may result in nonparticipation of the RFP process. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Any requests for additional information that may be needed for the preparation of the proposal should also be directed to the Deputy Mayor John Wadach at jwadach@villageoflima.us. All questions must be received before **10AM on Wednesday, September 7th, 2022**. Questions received after that time will not be addressed.

Submittal of Proposal (Choose Method 1 or Method 2)

Method 1: Email one (1) electronic copy in pdf format to:

jwadach@villageoflima.us

Method 2: Send one (1) printed copy via US Mail or hand deliver one (1) printed copy to:

Deputy Mayor, John Wadach
Village of Lima
PO Box 20A
7329 E. Main Street
Lima, NY 14485

Proposals must be received on or before Wednesday, September 14th, 2022 at 3pm

Our project timeline will run from approximately September 2022 - May 2023. An arborist or nursery (contractor) will be selected in September 2022. Review of locations will be conducted in the Fall of 2022 and trees must be delivered in the Spring of 2023 and installed on or before May, 31st, 2023.

SECTION 2: OVERALL SCOPE OF SERVICES

- Provide a bid estimate on a cost per-unit basis for each trees species assuming a total number of 50-75 trees. The total number of each species to be installed will be determined during the location verification walk-through with the consultant and therefore the cost per unit installed is the critical information required.
- Please provide a bid estimate on the unit cost to install an irrigation system and fill with water (1) time upon installation for the trees proposed.
- Installation shall occur per the detail shown within this RFP.
- Trees must be inspected and approved by a Village representative prior to installation.
- **A two-year warranty for all supplied trees is a mandatory condition of this proposal.**
- Each tree installation / tree condition must be accepted by the Village representative before the warranty period can begin. It is the responsibility of the consultant to inform the Village representative and set up a formal inspection and approval.
- All trees used must be true to the Botanical Name. Size and grading standards will conform to the American Nursery Stock Standard as established by AmericanHort (<https://www.americanhort.org/>). Substitutions will be accepted following discussion with Village of Lima prior to purchase of tree stock.

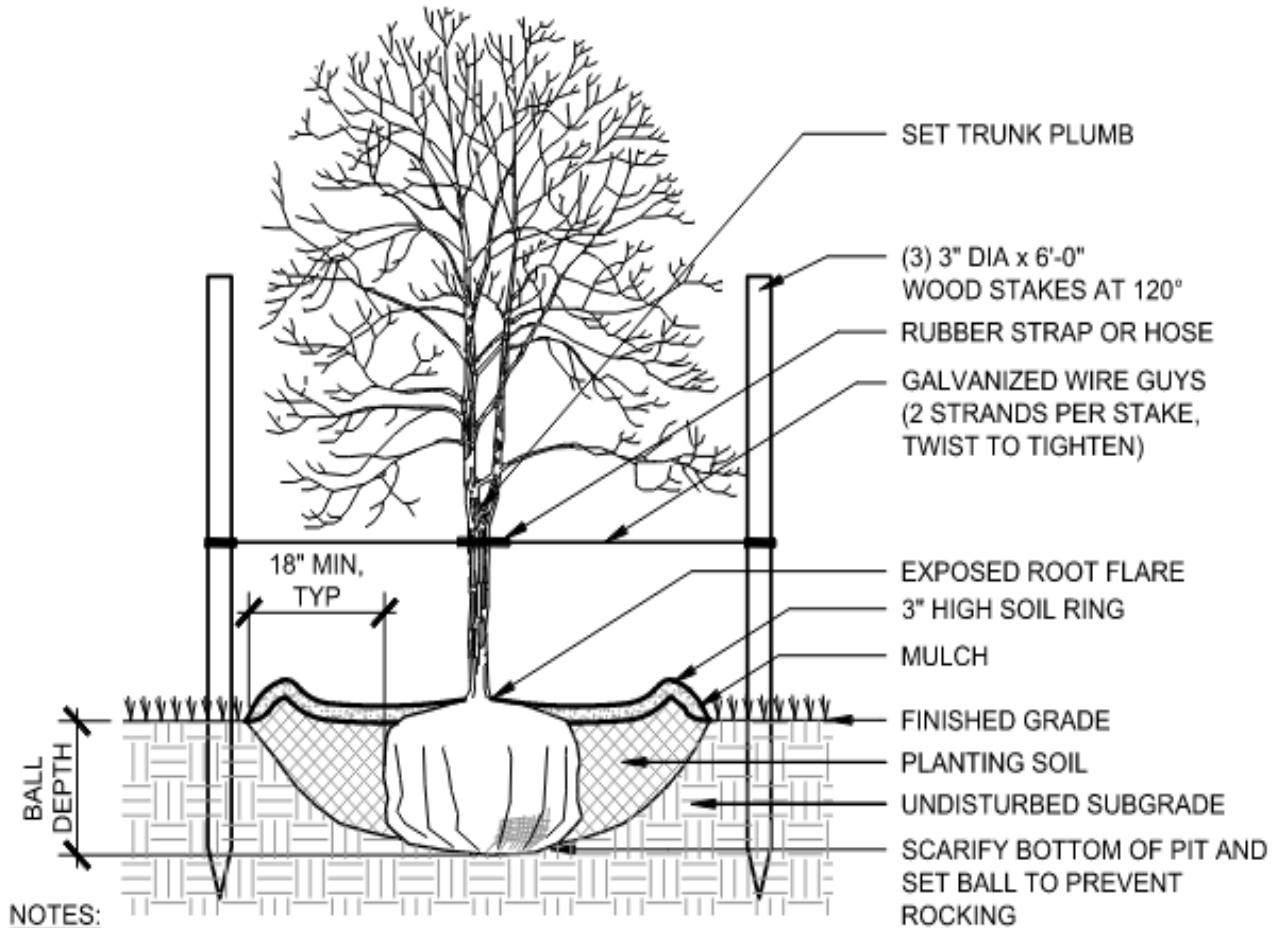
Item for Bid- Installed, Warrantied, Balled and Burlapped, 2-2.5” caliper trees	Cost per Unit	# of Units	Total Bid (Rate X # of Units)
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Botanical Name / Common Name		TBD	
Assumed total number of trees to be installed		50-75	
Installation of tree irrigation system per tree (Tree Gator, Tree Diaper, etc.)		TBD	
CONTRACT TOTAL (MAX)			

Deputy Mayor John Wadach will:

- ☐ act as the primary point of contact with contractor
- ☐ be on site to accept tree delivery
- ☐ be in touch prior to two-year warranty, if necessary

Partnerships – The Village of Lima’s Board, as well as the Lima Street Tree Commission, will have a role in this project and provide local knowledge where appropriate. The organization may wish to take photos and video that may include the contractor and crew prior to and during the planting project.

Planting Detail – All elements shown in this detail must be included in the installation price per tree.



1. REMOVE BURLAP, ROPE, OR WIRE BASKET FROM TOP 1/3 OF BALL MINIMUM, CUT REMAINING PORTIONS OF ROPE OR WIRE BASKET ONCE PLANT IS IN THE FINAL POSITION IN PIT.
2. TOP OF ROOT BALL SHALL BE SET FLUSH WITH SURROUNDING FINISHED GRADE.

PLANTING - DECIDUOUS TREE

Scale: NTS

WITH UPRIGHT STAKES

SECTION 3: SELECTION

Process

Village of Lima staff, with the help of a consulting advocacy group, will evaluate all submitted proposals. Following this review, the consultant may be asked to provide more details by phone or email for clarity.

If, for any reason, the selected firm/consultant is not able to move forward with their proposal within 30 days, the Village of Lima reserves the right to contract with another qualified firm/individual. However, firm/consultant extended timetables will be considered.

The Village of Lima shall not be liable for any expenses incurred prior to the contract being signed including the proposal preparation, attendance at interviews or time spent on the oral presentation and/or final contract negotiations.

The Village of Lima reserves the right to reject any and all proposals or to request more information from any or all of the firms/individuals.

SECTION 4: CONTRACT TERMS AND CONDITIONS

Upon selection of a firm/consultant, an agreement or contract for services shall be entered into by the Village of Lima and the Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions. The contract will be amended as appropriate for each successive phase:

- I. Payment or reimbursement shall be made based on the actual quote. Billing in excess of 'not to exceed' amount will not be compensated unless a contract revision has been approved in advance.
- II. The Village of Lima, New York shall retain ownership of all documents and data prepared under this proposal.
- III. If, for any reason, the contractor is unable to fulfill the obligations under the contract in a timely and proper manner, the Village of Lima, New York reserves the right to terminate the contract by written notice. In this event, the contractor shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the Village of Lima's Attorney.
- IV. The consultant shall not assign or transfer any interest in the contract without prior written consent of the Village of Lima, New York.
- V. The consultant contract shall be governed by the laws of the State of New York.

PROPOSALS MUST BE RECEIVED PRIOR TO WEDNESDAY, SEPTEMBER 14TH, 2022 AT 3 PM

LATE SUBMITTALS WILL NOT BE CONSIDERED

Appendix A: Lima Recommended Tree List

Trees under 30 feet		
AG	<i>Amelanchier x grandiflora</i>	Apple Serviceberry
AT	<i>Acer tataricum</i> sp. Ginnala	Amur Maple
CA	<i>Carpinus caroliniana</i>	American Hornbeam
CC	<i>Cercis canadensis</i>	Eastern Redbud
CK	<i>Cornus kousa</i>	Kousa Dogwood
CM	<i>Cornus mas</i>	Cornelian Cherry Dogwood
CR	<i>Crataegus</i> sp.	Hawthorn
MA	<i>Malus</i> sp.	Crabapple
PV	<i>Prunus virginiana</i>	Chokecherry
SR	<i>Syringa reticulata</i>	Japanese Tree Lilac
Trees 30 feet +		
BN	<i>Betula nigra</i>	River Birch
CO	<i>Celtis occidentalis</i>	Hackberry
GB	<i>Ginkgo biloba</i>	Ginkgo
GT	<i>Gleditsia triacanthos inermis</i>	Thornless Honeylocust
NS	<i>Nyssa sylvatica</i>	Black Gum
QR	<i>Quercus rubra</i>	Red Oak
UA	<i>Ulmus</i> 'Accolade'	Accolade Hybrid Elm
UF	<i>Ulmus</i> 'Frontier'	Frontier Hybrid Elm