

**Village of Ossining, New York**

# **Request for Proposals for Tree Planting**

Proposals Due By:  
**Wednesday, April 14<sup>th</sup>, 2021—10AM**

(3) Hard Copies OR (1) Online PDF Submission Due To:  
**Assistant Village Manager Maddi Zachacz**  
**Village of Ossining**  
**16 Croton Avenue, Ossining NY 10562**  
**OR**  
**Maddi@villageofossining.org**

### **Background:**

The Village of Ossining is located on the eastern shore of the Hudson River 30 miles north of New York City. Although situated within only three square miles, Ossining has a population of approximately 26,000 people and contains an assortment of land uses, social diversity and an abundance of public amenities. To the north and northeast, the Village borders the Town of Ossining and to its south and southeast it borders the Village of Briarcliff Manor. The Hudson River forms the western boundary of the Village and provides three miles of Riverfront land. Spectacular views of the water and the pristine Hudson Palisades are offered throughout the Village, even in locations remote from the River's shores. The Village is one of a number of river towns with older industrial waterfront and historic downtown areas in need of urban investment and poised for a revival complete with significant public amenities, including urban trees.

Both Nelson Park and Nelson Sitting Park are severely lacking in trees and canopy cover. The Village does not have a formal tree replacement policy and over time, as trees died from age, disease, or storm damage the parks have gradually become deforested. There are a few large, old trees and a small number of younger trees in each park which provide extremely limited shade and screening. In their current state, the parks are not inviting. They are bordered by high traffic, major roadways and dense residential development with very little screening. There are many dead tree stumps and declining trees. There is little shade to provide relief from urban heat. Planting trees in Nelson Park and Nelson Sitting Park will greatly enhance the aesthetics and environmental value of these parks and improve the quality of life for the mainly low to moderate income residents of the Village.

The Village of Ossining, New York has been awarded funds from New York State Department of Environmental Conservation for the completion of a tree planting project for Nelson Park and Nelson Sitting Park. 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 Ossining'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 these two urban parks 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 in this low to moderate income neighborhood.

The Village of Ossining was named a 2020 Tree City 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 PLANTS FOR VILLAGE OF OSSINING, NEW YORK**

## **SECTION 1. GENERAL INFORMATION**

This document solicits Requests for Proposals (RFP) to price out eighty (80) **1.5"-2" balled and burlapped OR bareroot trees** (see species list) for the Village of Ossining, New York.

### **Contract Administration**

Address all correspondence regarding this RFP to:

Assistant Village Manager Maddi Zachacz  
Village of Ossining, New York  
16 Croton Avenue, Ossining NY 10562  
[Maddi@villageofossining.org](mailto:Maddi@villageofossining.org)

All contractors who receive or download this RFP are requested to register their name and email address by sending an email to Assistant Village Manager Maddi Zachacz 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 Assistant Village Manager at [Maddi@villageofossining.org](mailto:Maddi@villageofossining.org). All questions must be received before **10AM on Wednesday, April 7<sup>th</sup>, 2021, 5 days prior to the receipt of proposal date.** Questions received after that time will not be addressed.

### **Submittal of Proposal**

Please provide three (3) paper copies OR one (1) electronic pdf copy of the Proposal to:

Maddi Zachacz, Assistant Village Manager  
Village of Ossining, New York  
16 Croton Avenue, Ossining NY 10562  
[Maddi@villageofossining.org](mailto:Maddi@villageofossining.org)

**Submittals will be accepted until April 14<sup>th</sup>, 2021, at 10AM**

**Our project timeline will run from approximately April through May 2021. An arborist or nursery (contractor) will be selected by April 16<sup>th</sup>, 2021 and trees must be delivered on or before May 17<sup>th</sup>, 2021.**

### **Acceptance of Proposal Contents**

The contents of this RFP will be included as part of the contractual obligations if a contract ensues.

## SECTION 2: OVERALL SCOPE OF SERVICES

- ☐ Please provide a bid estimate on a per-unit, actual number of trees priced by species.
- ☐ Please provide a bid estimate on a total delivery charge for the trees proposed.
- ☐ **A one-year warranty for all supplied trees is a mandatory condition of this proposal.**
- ☐ All trees used will be true to name. Size and grading standards will conform to the American Standard for Nursery Stock as established by AmericanHort (<https://www.americanhort.org/>).
- ☐ Substitutions will be accepted following discussion with Village of Ossining prior to purchase of tree stock.

Item for Bid- Balled and Burlapped OR Bareroot (Bareroot Preferred)	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Eastern Hophornbeam ( <i>Ostrya virginiana</i> , Autumn Treasure) OR American Hornbeam ( <i>Carpinus caroliniana</i> ) OR Eastern Redbud ( <i>Cercis candensis</i> ) OR American Smoketree ( <i>Cotinus obovatus</i> )		8	
Hybrid Elms		6	
Thornless Honey Locust ( <i>Gleditsia triacanthos</i> ‘Imperial’, ‘Inermis’)		8	
Sugar Maple ( <i>Acer saccharin</i> ‘Goldenspire’) OR Red Maple ( <i>Acer rubra</i> “Bowhall”, ‘Brandywine’) OR Freeman Maple ( <i>Acer x freemanii</i> )		6	
American Linden ( <i>Tilia americana</i> , <i>Tilia americana</i> ‘Redmond’)		8	
Hackberry ( <i>Celtis occidentalis</i> )		8	
Black Tupelo ( <i>Nyssa</i> full size)		8	
Tulip Tree (Yellow Poplar), Compactum		8	
White Oak Varieties (no more than 6 of any one species- 10 total) <ul style="list-style-type: none"> <li>Swamp Chestnut Oak (<i>Quercus michauxii</i>)</li> <li>Overcup Oak (<i>Quercus lyrata</i>)</li> <li>Chinkapin Oak (<i>Quercus muehlenbergii</i>)</li> <li>Bur Oak (<i>Quercus Macrocarpa</i>)</li> <li>Swamp White Oak (<i>Quercus bicolor</i>)</li> </ul>		10	
Red Oak varieties (choose no more than 10 in all) <ul style="list-style-type: none"> <li>Shingle Oak (<i>Quercus imbricaria</i>- excurrent form)</li> <li>Willow Oak (<i>Quercus phellos</i>- excurrent form)</li> </ul>		10	
Sub Total – Trees only		80	
Contractor Tree Delivery			
<b>CONTRACT TOTAL (MAX)</b>			

Superintendent of Recreation and Parks Bill Garrison will:

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

**Partnerships** – The Village of Ossining’s Environmental Advisory Council, as well as local advocacy group Green Ossining, will have a role in this project, or will involve community engagement, volunteer support, and provide local knowledge where appropriate. The organization may wish to take photos and video to include contractor and crew prior to and during the planting project.

### **SECTION 3: SELECTION**

#### **Process**

Village of Ossining staff, with the help of a consulting arborist, 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 Ossining reserves the right to contract with another qualified firm/individual. However, firm/consultant extended timetables will be considered, within the DEC Urban and Community Forestry Contract dates.

The Village of Ossining 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 Ossining 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 Ossining and 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 extension has been approved in advance.
- II. The Village of Ossining, 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 Ossining, 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 Ossining's Corporation Counsel.

- IV. The consultant shall not assign or transfer any interest in the contract without prior written consent of the Village of Ossining, New York.
- V. The consultant contract shall be governed by the laws of the State of New York.

**PROPOSALS MUST BE RECEIVED PRIOR TO APRIL 14<sup>th</sup>, 2021 AT 10AM.**

**LATE SUBMITTALS WILL NOT BE CONSIDERED.**