

Friends of Lindenwald Request for Proposals

Issue Date: 01/04/2020
Title: Martin Van Buren Nature Trail Hazard Tree Project
Issuing Agency: Friends of Lindenwald
PO Box 64
Kinderhook, NY, 12106
Location of Work: 2408 Route 9H Kinderhook, NY

Proposals will be received by 2:00PM on March 16, 2020 for the implementation of the project described by this document.

All requests for information should be directed to Andrew Randazzo, Trail Project Manager, (716) 400-1845 or randazzo3b@gmail.com.

Bids may be either mailed or emailed. Mailed bids should be sent directly to the issuing agency listed above or electronically to randazzo3b@gmail.com.

The below firm agrees to provide all supplies and services outlined in this Request for Proposals. Proposals represent an official offer to complete the project for the price outlined in the proposal provided.

Date: _____	Name: _____
Name and Address of Firm: _____	Title: _____
_____	Email: _____
_____	Phone: _____
_____	Signature: _____

1) Overview

- **Purpose of Solicitation:** Friends of Lindenwald (FOL), an educational, not-for-profit, tax exempt organization, has received grant funding for hazard tree removal, including those infested by the emerald ash borer (EAB). As a result, FOL is seeking to remove 31 trees.
- **Location:** From I-90 take exit 12 for US-9, head south following US-9 and NY-9H for 9 miles. The location is located on the south-east side of NY-9H.
- **Existing Trail Specifications (Outer Loop Trail):** Average Tread Width: 3 feet, Clearing Width: 5 feet, Vertical Clearing Limit: 8 feet, Grade Range: 0-1%
- **Parcel Description:** The Friends of Lindenwald parcel is a seventy-acre unit of land (+/-) that consists of an actively used trail system. The site has four trails that are organized by a color-coded system, representing a total of four miles of trails.
- **Optional Site Visit:** To arrange a date and time please contact Andrew Randazzo, (716) 400-1845 or randazzo3b@gmail.com to express interest in attending a site visit.

2) **Scope of Work:** The contracted firm will provide all labor, supervision, insurance, equipment and supplies to complete the job in a satisfactory manner. Once a contract is awarded the firm must provide a written timeline of operations within a week.

- **Considerations:** The contractor must prioritize the minimization of impact and compaction. All non-handheld equipment must be approved by the issuing agency. Neither equipment nor contractor may veer from or create an impact more than 100 ft. from designated hazard trees.
- **Specific Project Requirements:** The contractor will be retained in order to remove 31 hazard trees (size class break down below) that are within 100 feet of the trail. The dominant genera of trees to be removed are ash and maple. With the majority being EAB infested ash. Bids can be submitted for removing less than the desired 31 trees. Several trees will need to be limbed and removed with additional care as they overhang trail structures (bog bridges). Removal of the timber will not be required, but some timber removal can be negotiated, timber will primarily be left on site to serve as habitat and erosion control.
 - Estimated Size Class Breakdown (Approximate # of trees to be removed per size class range):
 - 5-9" – 06 trees
 - 10-15" – 15 trees
 - 16-20" – 08 trees
 - 20-25" – 02 trees

3) **Project Timeline:**

- Proposal Submission Deadline: March 16, 2020
- **Project Start Date:** June 2019, provided trail conditions are suitable. The project start date may be delayed until July 2019 if the trail is excessively saturated. A cleared unsecured parking area is available for staging.
- **Project Completion Date:** July 31st, 2020 or sooner
- **Project Inspection Date:** August 1st, 2020 or sooner

4) **Terms and Conditions:**

- **Proposal Selection:** Proposals must not exceed \$4,200 dollars. Contractors may submit proposals that vary slightly from the issued standards provided they give justification for variance. The outlined standards are the preference of the issuing agency.
- **Insurance:** The successful bidder will be required to name the Friends of Lindenwald as an additional insured on a primary and noncontributory basis, including a waiver of subrogation
- **Period for Proposals:** All proposals must be valid for at least 60 days after submission. After that time contractors may withdraw their proposal with a written statement.
- **Final Inspection:** When the work has been completed the contractor must demonstrate to the issuing agency that the work has been completed to the agreed upon specifications. Any variances must be promptly corrected at no additional cost to the issuing agency.
- **Job Site:** The submission of a proposal implies you are aware of the site conditions and agree to execute the agreed upon project. Failure to inspect the site does not alter this agreement.

5) **Submission Requirements:** All submissions must include a proposal detailing how the standards of the projects will be met, what equipment will be used and an itemization of cost.

- **Executive Summary:** Provide a project overview detailing the significant features of your proposal.
- **Contact Information and COI:** Proof of insurance must be included
- **Timeline:** A project timeline can be provided up to a week after the proposal is accepted but a general agreement to meet the deadlines of the project must be included.
- **Needs from Issuing Agency:** State your organizations needs from the issuing agency.