

TOWN OF CANANDAIGUA

REQUEST FOR BIDS/PROPOSALS FOR TREATMENT OF HEMLOCK TREES IN BARNES GULLY AT ONANDA PARK INFESTED WITH THE HEMLOCK WOOLLY ADELGID (RFP/RFQ)

Released: August 30, 2019

Due: September 27, 2019

Introduction

The Town of Canandaigua, New York is interested in procuring services from a New York State certified pesticide applicator and arborist to identify and treat hemlock trees for the invasive non-native species hemlock woolly adelgid (HWA) in/along Barnes Gully at Onanda Park in the Town of Canandaigua.

This Request for Proposal (RFP) is posted on the Bids and Proposals page on the Town of Canandaigua's website at townofcanandaigua.org. It is also available on the NY State Contract Reporter portal.

RFP Schedule

RFP Released	August 30, 2019
Questions Due	September 13, 2019
Proposals Due	September 27, 2019
Estimated Contract Start	October 2019
Contract End	March 31, 2022

Proposals Submission Requirements

Two hard copies and one digital copy of the proposals are required. Proposals must be submitted via postal mail and/or in-person to the following (PDFs may be emailed to sreynolds@townofcanandaigua.org or submitted with hard copies on a flash drive):

**Town of Canandaigua
Attn: Sarah Reynolds
5440 State Route 5 & 20 West
Canandaigua, NY 14424**

Proposals **MUST BE RECEIVED** by **NOON, September 27, 2019**.

Questions Concerning the RFP

All questions or clarifications concerning this RFP should be submitted by email to: Sarah Reynolds at sreynolds@townofcanandaigua.org. All questions must be submitted by September 13, 2019.

Responses to questions will be available on the Town's website on or before September 16, 2019.

Project Background and Location

In 2016, the Town of Canandaigua worked with a certified arborist to treat some of the affected hemlock trees for the invasive non-native species hemlock woolly adelgid (HWA) in/along Barnes Gully at Onanda Park. The arborist noted that further treatment of the remaining infested trees would be necessary. In early 2019 the Town of Canandaigua was awarded with a Terrestrial and Aquatic Invasive Species Rapid Response grant from the NY State Department of Environmental Conservation (NYSDEC) which will provide funding to enable the Town to procure services from a New York State certified arborist to identify and treat the remaining infested hemlock trees in Onanda Park (see attached project map showing known infestations along the gully as of 2016) for up to a three-year period.

Onanda Park is located in the Town of Canandaigua on the west side of Canandaigua Lake on two parcels at 4956 and 4965 County Road 16. The park straddles County Road 16 and has frontage on Canandaigua Lake on the east side of the road (the Lakeside portion) and continues across to the west side of County Road 16 along the north side of Barnes Gully and into the forest (the Uplands portion). The two parcels of the park are located just north of Barnes Road and the entrances to each part of the park are just to the north of the intersection of Barnes Road and County Road 16.

The terrain in Barnes Gully is typical for the region with some areas of steep slopes and loose shale. The arborist who previously treated hemlocks in this area required the use of rappelling gear to access some of the infested trees.

Project Purpose

The overall goal of this project is the full treatment of HWA infested hemlocks in Onanda Park within the three-year grant window (timeline dictated by the grant from NYSDEC). The work will be done by a qualified contractor who is knowledgeable about and experienced with treatment for HWA. Contractor must be a certified arborist and pesticide applicator in the state of NY.

Budget

Proposed budget should include all costs necessary to complete the project including equipment, supplies, salaries, travel, etc. The total project budget for the three-year window is not to exceed \$17,617.

Timeline

The timeline for this project begins immediately upon the execution of a contract with the successful bidder (expected to be October 2019) and will continue through March 31, 2022. This timeline is set by the NY State DEC, the funding organization for the grant award.

Mandatory Qualification

To be eligible for consideration, the contractor **must** be a certified arborist and pesticide applicator in the state of NY and must provide proof of certification. The consultant must have recent experience performing similar work. The consultant must demonstrate an understanding of the biology, phenology, and recommended treatment protocol for HWA.

Proposal Content

Proposals must include the following information:

1. Resumes (or other written statement of qualifications for all partners) that clearly and concisely identify the experience of individual(s) that will be working on this project.
2. Documentation demonstrating NY State arborist and pesticide application certification.
3. A written description of the proposer's understanding of the project and how the Proposer will meet the project goal.
4. The Proposer must establish measurable program objectives which can be evaluated for effectiveness.
5. A timeline for the entire project plus a timeline for the duration of each of the deliverables.
6. A budget which clearly states the personal service costs to complete the project.
7. List of examples of similar work done previously and contact information for references. Work used as examples should have been performed within the last five years.

Project Deliverables

The successful consultant shall provide the Town with the following reports resulting from and related to the identification and treatment of hemlocks in Barnes Gully at Onanda Park:

- Quarterly (or seasonal) written progress reports. Progress reports shall provide a detailed description of the work that has been completed and shall include an identification of specific objectives that have been accomplished to date.
- After each treatment (or season), provide a list (such as an excel document) detailing at minimum, the following:
 - list (with location--general area within gully ok; maps are ideal; coordinates or waypoints are preferred) of identified infested trees noting if and when they received treatment and what kind of treatment(s) were used.
- At the end of the project, provide an updated file of the list described above.

Notification of Award

The Town of Canandaigua will notify the successful contractor verbally, followed by a written

confirmation. Unsuccessful proposers will be notified in writing (either by email or postal mail). A contract defining all project terms and conditions and responsibilities of the successful contractor is subject to review and approval by the Town Attorney and the Town Board.

Selection

The Town of Canandaigua is not responsible for any costs incurred by the proposers related to the submittal of proposals in response to this request. The Town of Canandaigua reserves the right to invite any or all proposers for an interview before making a final selection. Such invitation does not commit the Town of Canandaigua to pay any costs incurred in participating in said interview. Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s), in accordance with the Town's Best Value Policy, in part or in whole meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process. The Agreement may be terminated by the Town of Canandaigua at any time if the Consultant is not completing the deliverables in accordance with the terms of the Agreement and subsequent contract at the discretion of the Town Board.