



## REQUEST FOR PROPOSALS – September 8, 2022

### Hazardous Tree Assessment Brookwood Point and Otsego Land Trust Public Trails

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**Response Date: September 22, 2022**

Otsego Land Trust, Inc., a nonprofit conservation organization, invites qualified bidders with professional arborist training and experience to submit bids for completion of a hazardous tree assessment at Brookwood Point Conservation Area (Town of Otsego) and five other properties with public trails in Otsego County.

#### ***Background***

Otsego Land Trust has allocated funding to conduct an assessment of hazardous trees along the trails, parking areas, and structures on its six public properties. Separate funding is earmarked for the removal or pruning of hazardous trees subsequent to the assessment.

#### ***Scope of Work***

The Scope of Work includes the following key tasks, recognizing that the scope and schedule of work may be modified based on weather conditions.

1. Base Bid: Hazardous Tree Assessment: Brookwood Point Conservation Area, Existing Trails (0.16 miles), Garden and Structure Area (2.7 acres), and Driveway (0.28 miles) (See Appendix A: Brookwood Point Tree Assessment Area Map)
2. Add Alternate 1: Hazardous Tree Assessment: Brookwood Point Conservation Area, Proposed Trail (0.40 miles). (See Appendix A: Brookwood Point Tree Assessment Area Map)
3. Add Alternate 2: Hazardous Tree Assessment at five (5) additional properties comprising a total of approx. 4.52 miles of trails (See Appendix B: Otsego Land Trust Property Maps)

Due to the presence of nesting bald eagles at Brookwood Point, tree assessment at that property will take precedence over the other properties in the project schedule.

### ***Project Locations***

- **Brookwood Point Conservation Area (22.02 acres):** 6000 St. Hwy. 80, Cooperstown/ Town of Otsego/ Otsego County (TM#: 99.00-1-32.01)
- **Compton Bridge Conservation Area (2.98 acres):** 184 County Highway 11C, Cooperstown/ Town of Middlefield, Otsego County (TM#: 146.00-3-13.00)
- **Lordsland Preserve (79.07 acres):** 512 Gage Road, Town of Roseboom & 277 Doc Ahlers Road, Town of Roseboom/ Otsego County (TM #: 88.00-1-17.00)
- **Parslow Road Conservation Area (87.35 acres):** 127 Parslow Road, Hartwick/ Town of Otsego/ Otsego County (TM#: 97.00-1-3.01)
- **Fetterley Forest Conservation Area (103 acres):** 302 Roses Hill, Richfield Springs/ Town of Springfield/ Otsego County (TM#: 39.00-3-3.00)
- **Deowongo Island Conservation Area (6.15 acres):** 1 Deowongo Island, Richfield Springs/ Town of Richfield/Town of Springfield, Otsego County (TM#: 38.00-1-20.00 & 38.16-1-1.00) N.B. NOTE: *Deowongo Island is only accessible by boat.*
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### ***Methodology***

#### *Data Collection*

- Conduct a Visual Tree Assessment (VTA) field inspection, walking each property with an Otsego Land Trust representative
- Verify high risk target zones (trails, walkways, parking areas, structures) with Otsego Land Trust representative
- Identify and mark trees with moderate to high hazard potential (within high-risk target zones)
- Record GPS locations of trees (Otsego Land Trust rep will assist with GPS recording)

#### *Reports*

- Utilize Tree Inventory Spreadsheet EXCEL document (sample attached). Data to include:
  - Numeric Identification
  - Species
  - Diameter at breast height (DBH) with focus on trees with minimum 8" DBH
  - Height
  - Location
  - Hazard Rating System
  - Recommended Action
- Submit draft reports for review by Otsego Land Trust
- Submit final reports by the project deadline

## ***Project Schedule***

- September 22, 2022- Electronic bid submission due by noon.
- September 28 - Award Notification
- October 4 - Contract Execution, Project Kick-Off Meeting, Notice to Proceed
- Date TBD: Visual Tree Assessment at Brookwood Point Conservation Area
- October 14, 2022- Complete Base Bid Assessment for Brookwood Point (South Side).
- December 15, 2022- Complete Add Alternate 1 and Add Alternate 2 Assessments

## ***Deliverables***

- Completed Tree Inventory Spreadsheet(s) for each property
- Supporting photos and field notes from field inspections

Draft and final deliverables must be submitted in digital format to:

Anne Wilfer, Public Lands Manager  
[anne@otsegolandtrust.org](mailto:anne@otsegolandtrust.org)

## **Proposal Requirements**

Proposals must be received by e-mail as PDF documents no later than **noon on Thursday, September 22, 2022.**

All bids must include:

- Resume, firm description, and credentials demonstrating professional arborist qualifications and any certifications related to the proposed work
- Copy of the bidder's insurance certificate showing liability coverage of at least \$1,000,000.
- Bid Submission Worksheet (attached)
- Client list and professional references

## ***Qualifications and Proposal Review:***

Otsego Land Trust is seeking the lowest qualified bid to accommodate the proposed scope and schedule.

Submissions will be evaluated for:

1. Professional qualifications and experience
2. Compliance with the proposed scope and schedule

### 3. Fee proposal

Otsego Land Trust, Inc. reserves the right to conduct background checks, interview bidders by phone or in person, negotiate any portion of the proposal, or reject any or all submissions.

In awarding contracts, Otsego Land Trust, Inc. does not discriminate by reason of race, creed, color, disability, sex, or national origin.

This Otsego Land Trust project is supported with funding from the New York State Conservation Partnership Program (NYSCPP) and New York's Environmental Protection Fund. The NRSCPP is administered by the Land Trust Alliance, in coordination with the New York State Department of Environmental Conservation.

Please direct questions and bid submittals to:

Anne Wilfer, Public Lands Manager  
Otsego Land Trust, Inc.  
101 Main Street  
Cooperstown, NY 13326  
607-547-2366 (ext. 105)  
[anne@otsegolandtrust.org](mailto:anne@otsegolandtrust.org)

## Otsego Land Trust Bid Worksheet

Name of Bidder & Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Scope of Work	Bid Amount	Notes
<b>Base Bid: Brookwood Point</b> <ul style="list-style-type: none"> <li>• Driveway (0.28 miles); Garden &amp; Structure Area (2.7 acres); Parking Areas; and Existing Trail (0.16 miles)</li> </ul>		
<b>Add Alternate 1: Brookwood Point (Proposed trail 0.40 miles)</b>		
<b>Add Alternate 2: OLT Properties:</b>		
<ul style="list-style-type: none"> <li>• Compton Bridge: 0.16 miles of trails and two parking areas</li> </ul>		
<ul style="list-style-type: none"> <li>• Lordsland Preserve: 1.36 miles of trails and two parking areas</li> </ul>		
<ul style="list-style-type: none"> <li>• Parslow Road: 1.25 miles of trail and one parking area</li> </ul>		
<ul style="list-style-type: none"> <li>• Fetterley Forest: 1.25 miles of trails and one parking area</li> </ul>		
<ul style="list-style-type: none"> <li>• Deowongo Island: 0.50 miles of trail (accessible by boat only)</li> </ul>		
<b>TOTAL BID:</b>		

Name and contact information for *at least* two references:

1. \_\_\_\_\_
2. \_\_\_\_\_

Please include:

- Resume and/or list of credentials



APPENDIX A: Brookwood Point Tree Assessment Area Map



**APPENDIX B: Otsego Land Trust Property Maps**

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**Compton Bridge**  
 Location: 184 Co Hwy 11C,  
 Town of Middlefield, Otsego  
 County  
 Trail Length: 0.16 miles  
 Notes: 2 parking areas & trail



**COMPTON BRIDGE CONSERVATION AREA**  
 Trail Map

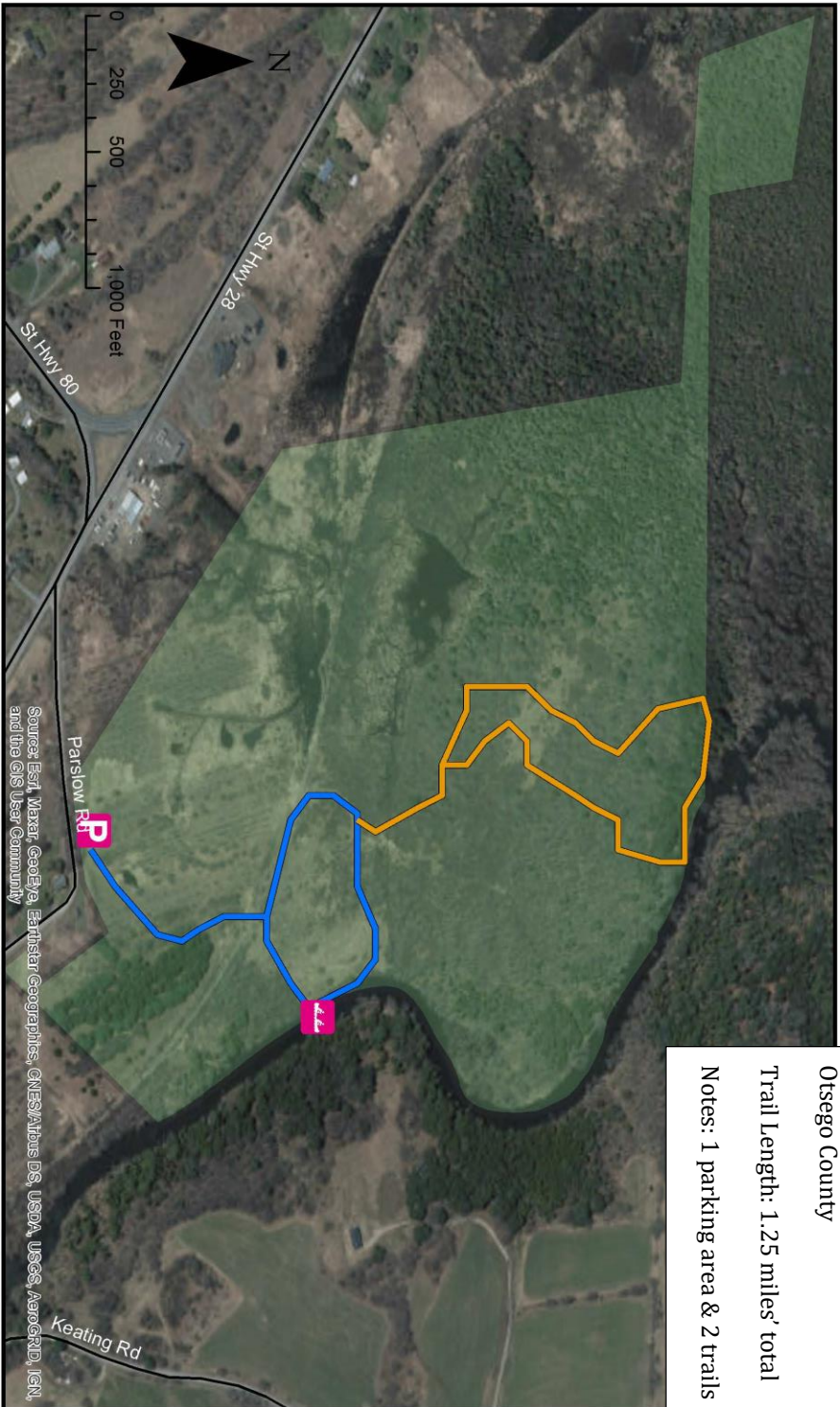
184 County Highway 11C, Cooperstown  
 Town of Middlefield, Otsego County  
 Conservation Area Owned by Otsego Land Trust  
[www.otsego.landtrust.org](http://www.otsego.landtrust.org)



**Legend**

-  End of Trail
-  Canoe Launch
-  Parking Area
-  Trail (0.16 miles)





# PARSLOW ROAD CONSERVATION AREA

## Trail Map

127 Parslow Road, Hartwick  
Town of Otsego, Otsego County

Conservation Area Owned by Otsego Land Trust  
[www.otsegoLandtrust.org](http://www.otsegoLandtrust.org)

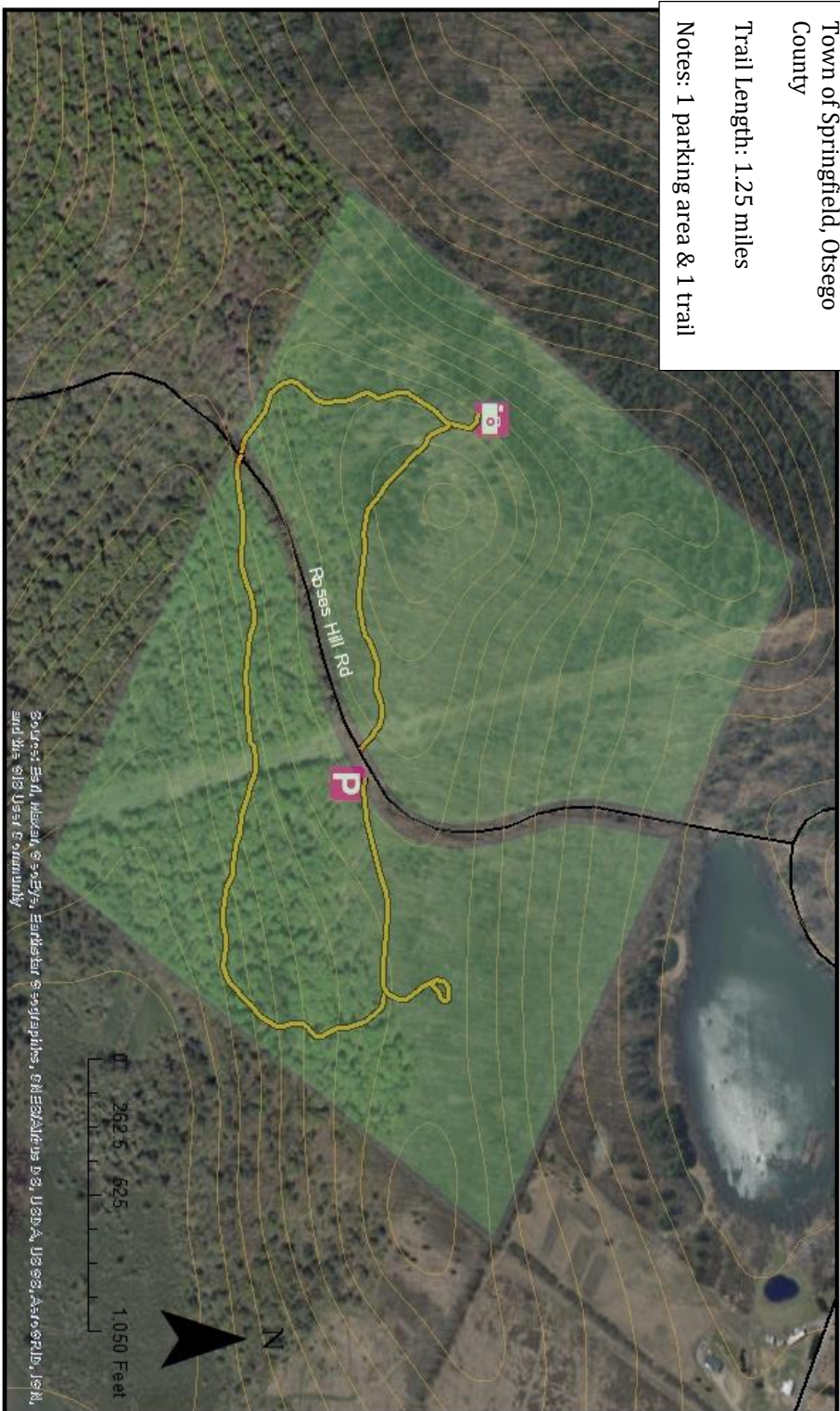


Legend	
	Parslow Blue Trail (0.55 miles)
	Parslow Orange Trail (0.70 Miles)
	Parslow Canoe Access
	Parslow Parking Area

**Fetterley Forest:**  
Location: 302 Roses Hill Road,  
Town of Springfield, Otsego  
County

Trail Length: 1.25 miles

Notes: 1 parking area & 1 trail



## FETTERLEY FOREST CONSERVATION AREA Trail Map

302 Roses Hill Road  
Town of Springfield, Otsego County  
Conservation Area Owned by Otsego Land Trust  
[www.otsego.landtrust.org](http://www.otsego.landtrust.org)



Legend	
	Fetterley Forest Trail (1.25 Miles)
	Fetterley Forest Parking Area
	Fetterley Forest Scenic Vista

**Deowongo Island:**  
Location: 1 Deowongo Island,  
Canadarago Lake/ Town of  
Richfield & Town of Otsego

Trail Length: 0.50 miles of trail

Notes: 1 trail



## DEOWONGO ISLAND CONSERVATION AREA Trail Map

1 Deowongo Island, Canadarago Lake  
Town of Richfield & Town of Otsego

Conservation Area Owned by Otsego Land Trust  
[www.otsegolandtrust.org](http://www.otsegolandtrust.org)

**Legend**

-  Canoe Access
-  Deowongo Island Trail (0.50 miles)

