

**TOWN OF CHARLOTTE
REQUEST FOR BIDS and BID FORM
TO REMOVE POTENTIAL HAZARD ROADSIDE ASH TREES
ON FERRY ROAD, FROM GREENBUSH ROAD TO WINGS POINT ROAD
AND
ON GREENBUSH ROAD, SOUTH OF ORCHARD ROAD
AND SOUTH OF RAILROAD UNDERPASS
Issued: February 25, 2020**

REQUEST FOR BIDS

Project Description

To remove potential hazard ash trees from the roadside of Ferry Road from Wings Point Road to Greenbush Road and on Greenbush Road 0.6 miles south of Orchard Road and immediately south of the railroad underpass.

Deadline for Bid Submission: 4:00 PM March 23, 2020. Please see below for bid submission information.

Bid Opening: 6:00 PM March 23, 2020 at the Charlotte Town Hall

Tax Exempt Status: The Town of Charlotte is exempt from State of Vermont sales tax.

Bid Selection:

- The Selectboard intends to select a contractor at its meeting on April 13, 2020.
- The Town reserves the right to select any bid for any reason, and to reject any or all bids wholly or in part, to waive any informalities or immaterial irregularities therein, to accept any proposal even though it may not be the lowest cost, to call for rebids, and to make an award which in its sole and absolute judgement will best serve the Town's interest. The "Selection Criteria" below serve as guidelines but are not legally binding on the Town.

Schedule: All cutting and clean-up is to be completed by June 30, 2020

Payment Schedule

- to be paid upon the completion of work and written acceptance of the Town

Site Visit: A non-mandatory site visit for contractors will be held on Friday March 13 at 8:30 a.m., starting at the intersection of Ferry Road and Wings Point Road. Interested contractors should contact Mark Dillenbeck, Tree Warden, if you plan to attend at (802) 383-0476 ext. 1 or mark@ocmmr.com

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Insurance with general liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of Charlotte as an additional insured. The selected bidder will also be required to provide a Certificate of Insurance with excess liability coverage of no less than \$2,000,000. Additionally, the selected bidder will be required to submit a Certificate of Insurance with Workers

Compensation coverage, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement and a Liability Hold-Harmless Agreement will need to be signed.

Bid and Project Specifications

The project includes removing and disposing of all trees marked with green marking paint in the project area:

- The trees are marked with green paint on the west sides of the trunks and the south sides of the trunks on Ferry Road and Greenbush Road respectively.
- The following chart shows the number of trees by diameter class that are to be removed:

Size Class	#
6-12"	43
12-24"	15
>24"	13
Total	71

- Ash trees less than 6" DBH are generally not part of this contract, but may be removed at the discretion of the contractor. This may be desirable to clear a felling area, to clear a zone for chain saw operators, to create space for stacking logs, or other purposes.
- Some of the trees to be removed are on private property just outside the right of way.
- Some trees that lean away from the road and that will not pose a threat to the road when dead are omitted from the project and these are not marked for cutting.
- The contractor will be responsible for traffic control and must have Vermont State certified traffic controllers on duty at the time of cutting.
- Safe felling of trees will require the contractor to periodically block traffic. Traffic blockage should be minimized. In particular, temporary road closures should as much as possible be timed to avoid initiating closures immediately after vehicles disembark from the Charlotte/Essex ferry. Proposals must describe the contractor's plan for controlling traffic.
- The Town of Charlotte will be responsible for contacting landowners and advising them of the cutting.
- Native trees and shrubs in the cutting area must be protected from damage as much as reasonably possible. The Town will rely primarily on natural regeneration to replace ash trees. To that end native trees and shrubs within the cutting area will be preserved through directional felling and careful positioning of harvesting equipment. The Town recognizes that some loss of regeneration is unavoidable, but this loss should be minimized.
- Incidental removal of invasive woody plants such as buckthorn and honeysuckle is allowed and encouraged, but not required.
- Felled trees and woody debris must be removed with the exception of instances where the landowner has request to keep wood and/or chips (see below). Felled trees may either be chipped and/or bucked into logs for removal. Chips and logs may be deposited at the site of the former flea market off Route 7 or they may be transported to alternate locations at the discretion of the contractor, conditional on those locations being legal and subject to the permission of the owner of the site.
- Affected landowners have first claim to chips and wood and some may exercise their option to keep this material. Land owner requests for chips and wood will be processed through the Town

Administrator, Tree Warden, or the Road Commissioner and the approved requests will be communicated to the contractor. If landowners request woody material from felled trees, this material must be set out of the roadway so as not to impede passage or create a safety issue for motorists, pedestrians, or bicyclers. The contractor must ensure that no debris is left on site where it might block ditches or in any way impede road crews from regular maintenance practices such as ditch clearing or grading of gravel roads.

- Chipped material can also be taken by truckload to nearby landowners who are not necessarily affected landowners, if requested by a nearby landowner. Such requests will also be processed through the Town Administrator, Tree Warden, or Road Commissioner.
- Stumps must be cut to less than 6” from the ground as a safety measure to minimize damage in case of vehicle collision.
- Bids will have two components:
 1. Cost for completing the cuttings within the entire project area.
 2. The area that can be covered with \$20,000 starting from Wings Point Road. The bidder will identify the end point as measured in 0.10 mile increments starting from Wings Point Road that can be covered with this sum.

Selection Criteria

The contract will be awarded by the Town of Charlotte Selectboard based on the following criteria:

1. Price: Lowest price will be a top, but not the only criterion.
2. Professional Competence: This will be based on known reputation, references, available equipment, staff levels and skills, relevant professional certifications and memberships.
3. Traffic Control Proposal: Minimizing traffic disruption is an important part of the project.
4. Total Time Required: Related to the requirement to minimize traffic disruption is the need to accomplish the task with in the shortest amount of time.
5. Local Preference: All things being approximately equal, in the case of two or more close bids, assessed based on Criteria 1-4, preference may be given to local operators. A “local operator” for the purpose of this RFP is a company located in Charlotte, or a company whose owner or manager lives in Charlotte.

Absent a clear front runner, the Selectboard will use a scoring system to objectively award the contract. In this scenario, each Selectboard member will rate selection criteria 1-4 on a five-point scale. The contractor with the highest total rating will be awarded the contract. In the case of a tie or very close total rating, preference may be given to a local operator.

Appendix*

Running Tally of Trees to be Removed on Ferry Road Starting from Wings Point Road Moving East:

10", 8", 30", (8"+10"), (10", 8", 18", 6"), 11", 12", (6", 8", 7", 10", 6"), 13", (8", 6", 7", 6", 18"), (7", 8", 5"), 28", 6", 6" 11", 10", 9", 5" (10", 8"), 6", 18", 18", 16", 14", 15", 12", 8", 11", (11", 10"), 16", 16", 12"

Running Tally of Trees to be Removed on Greenbush Road, Starting from Immediately South of the Railroad Underpass, Moving North:

8", 14" (14", 13"), (10", 8", 9"), 14", 14", 9", 12", 28', 10", (12", 16"), 26", 28", (18", 10", 14")

* These measurements are the *approximate* diameters at breast height of the trees. There may be small errors in this tally. The trees marked on the ground are definitive. The tree diameters within parentheses represent multi-stem trees or close clusters of trees.

BID FORM

Please provide the following information:

Name of Contractor: _____

Contractor's mailing address: _____

Contractor's phone number: _____

Contractor's e-mail address: _____

Quote for entire project area: \$ _____

End point achievable with \$20,000:- _____

Number of working days required to complete the job: _____

Please provide the name and phone number for three references:

1. _____
2. _____
3. _____

Signature of Contractor

By signing this Bid Form, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

Signature: _____ Date: _____

Bid Submission: Bids are to be sealed and marked "REMOVAL OF POTENTIAL HAZARD ROADSIDE ASH TREES" and mailed to: Charlotte Selectboard, Attn: Town Administrator, P.O. Box 119, Charlotte, VT 05445 or delivered by hand to the Town Administrator, Charlotte Town Office, 159 Ferry Road, Charlotte.

Town Contact

Questions may be directed to Dean Bloch, Town Administrator at 425-3071 ext. 5 or dean@townofcharlotte.com.