

**REQUEST FOR PROPOSAL
REMOVAL OF TREES AND BRUSH WITHIN DESIGNATED CORRIDOR
BETWEEN GREINER AND MALONEY ROADS**

**Freedom Drainage District
Outagamie County, Wisconsin**

The Outagamie County Drainage Board is issuing a Request for Proposal (RFP) for interested contractors to submit proposals for the removal of trees and brush within the designated district corridor of Freedom Drainage District.

Sealed Proposals: Contractor will either deliver one proposal to the physical address listed below between the hours of 7:30 a.m. and 3:00 p.m. or email to: christnjc@hotmail.com

Outagamie Drainage Board
c/o OC Land Conservation Department Office
3365 W Brewster Street
Appleton WI 54914

PROPOSAL DEADLINE: Friday, September 26 at 12 P.M.

Proposal Terms

1. The Outagamie County Drainage Board (Board) reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the contractor's qualifications and capabilities to provide the specified service, the cost to perform the work, and other factors which the Board may consider.
2. The Board reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposed procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Board to be in the best interests of the Board even though not the lowest bid.
3. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed to date of bid.
4. Proposals must be signed by an official authorized to bind the provider to its provisions for at least 90 days. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
5. The Board will provide a map of the corridor area where brush and trees are to be removed. The work is located in a residential area and low ground pressure equipment must be used for minimum disturbance of surrounding landscape.
6. A service contract will be executed between the Board and the award contractor.

Consultant Qualifications

1. The contractor shall have previous experience working with tree row clearing in residential areas with examples and references provided and should be familiar with the local government environment in the State of Wisconsin.

INSURANCE REQUIREMENTS FOR CONTRACTOR – LIABILITY AND PROPERTY

- A. Commercial General Liability coverage including coverage for Products Liability, Completed operations, contractual Liability, and XCI coverage with the following minimum limits:
 - 1. General aggregate limit (other than Products-Completed Operations) per project \$1,000,000
 - 2. Products-Completed Operations aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury \$1,000,000
 - 4. Each Occurrence limit \$1,000,000
 - 5. Leased, Hired, Borrowed Equipment \$100,000
- B. Automobile Liability coverage at least as broad as Insurance Service Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis
- C. Workers Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.
- E. Property Coverage (to be provided by contractor)
 - 1. Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractors bonding company, if any.
 - 2. Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.
 - 3. The Board, contractor and subcontractors will be added as loss payees to the policy.

INSURANCE REQUIREMENTS FOR SUBCONTRACTORS

- A. All subcontractors shall be required to obtain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employees Liability insurance. This insurance shall be as broad as those noted for Contractor requirements contained as stated above.

Certificates of Insurance, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the Board shall be submitted prior to commencement of the work.

Scope of Services

- 1. Contractor to clear trees and grind brush in the corridor area. The centerline of this section of legal drain from Maloney Road to Greiner Road is approximately 3,660 lineal feet in the drainage ditch corridor. The approximate corridor area for tree clearing is 143,360 square feet. (See attached map.) Several trees will be marked to be set aside for property owners for firewood and keeping. Some larger trees will be used as toe wood erosion stabilizers. These trees will be required to be cut 10' or as field directed, from the ground and left standing. They will be removed by the excavation vendor during the legal drain dredging process. Specific instructions will be provided by the Outagamie County Land Conservation Department and Drainage Board for these trees prior to start of the tree removal project and on site during the process.
- 2. Timber that is marketable shall be cut to the longest length that offers the highest value. i.e. greater than 8 feet. Campfire/junk wood shall be cut to 8 feet or less. Wood shall be sort piled accordingly in the area designated by the Board.

3. A knife style teeth mulcher shall be used for grinding brush. Grindings are to be spread within the corridor unless designated by the Board. Grindings are to be placed on leveled ground after completion of the tree and brush removal.
4. The contractor must use low ground pressure equipment.
5. Stumps shall be cut at ground level.
6. Contractor shall remove all debris from residential property and work site
7. Contractor shall be responsible for procuring any permits for working or parking along roadways.
8. The Board shall notify all residents informing them of the work that is being performed and why the work is necessary.
9. The contractor shall utilize proper traffic control measures when working or staging equipment on a town, county, or state road or in the right of way. All traffic control measures need to be approved by the applicable municipal department prior to work being performed.

This section is not meant to provide an exhaustive and complete scope of services. Some, all or potential additional items may be added to this scope of services. A final scope of services agreement will need to be arranged between the Outagamie County Drainage Board and Contractor.

Completion

The substantial completion of the project including final inspection will be performed by the Board. The contractor must notify the Board 24 hours in advance for a final inspection.

Submittal Process and Details

Proposals are sought from firms with expertise in removing trees and brush. Proposals should include the following:

1. Contractor's name, address and names of primary contact.
2. 1 or 2 samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
3. An estimated cost for providing all work detailed in the scope of services itemizing each task separately. Provide estimated hours and cost for each service separately.
4. An estimated work schedule for all work performed.
5. Identification of personnel that will be assigned to this project listing their experience and credentials. Identify who will be the Board's main point of contact.

It is not the intent of this RFP to solicit an overly long response, but it is important the contractor's experience/expertise be adequately described. The area being worked in is within a residential development and communication is a high priority to the Board to resolve any issues that may arise. Respect of the resident's property is of utmost concern. The Board will review the submitted proposals. The selected contractor will meet with the Board, or their representatives, to prepare a contractual agreement between the Board and the Contractor.

Questions concerning this project or to request an on-site visit may be directed to the Outagamie County - Drainage Board, Al Kramer, Jr. at 920-841-9392 or Greg Nettekoven at 920-470-7659.

