

**TOWN OF EAST MONTPELIER
REQUEST FOR BIDS and BID FORM
TO REMOVE POTENTIAL HAZARD ROADSIDE ASH TREES
GALLISON HILL, WHEELER, AND SCHOOLHOUSE ROADS
Issued: April 2, 2020**

REQUEST FOR BIDS

Project Description: To remove potential hazard ash trees along the roadside of Gallison Hill, Wheeler, and Schoolhouse Roads in the Town of East Montpelier (see table below).

Deadline for Bid Submission: 2:00 p.m. Thursday, April 30, 2020. Please see below for bid submission information. Please utilize the accompanying bid form.

Bid Opening: 2:00 p.m. April 30, 2020 at the East Montpelier town office.

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

Bid Selection

- The Selectboard will consider the selection of a contractor at its meeting on Monday, May 4, 2020.
- The Town reserves the right to select any bid for any reason, and to reject any or all bids wholly are 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.

Schedule: Work at U-32 Middle & High School must be done when school is not in session and completed by Friday, July 31, 2020. All cutting and clean-up is to be completed by Friday, October 2, 2020.

Payment Schedule: To be paid upon the completion of work and written acceptance of the Town.

Site Visit: A site visit for contractors shall be held on Friday, April 17, 2020 at 10 a.m. starting at the west end of the U-32 Middle & High School parking area adjacent to the Gallison Hill Road hedgerow. In light of the uncertainties surrounding the Covid-19 pandemic, it is possible that this meeting date or meeting methodology will need to change.

Insurance: Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of East Montpelier as an additional insured. The Certificate must also include Workers Compensation Insurance, 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 is for removal and disposal of all ash trees along Gallison Hill, Wheeler, and Schoolhouse roads in the town of East Montpelier:

- The trees to be cut have been flagged as of March 20, 2020 to facilitate accurate estimation of costs. Green flagging has been used, except for high-hazard trees, for which pink flagging was used.
- The following table shows the number of trees by diameter class that are to be removed; a “tree” that has two or three stems is counted based on the number of stems and not as a single tree. Locations are listed in order of priority for removal as it is unknown whether the project budget will cover removal of all of the trees listed. The Town may negotiate for additional tree removal if the bid allows.

Location listed based on priority	Tree Diameter (Inches DBH)				Total
	<6	6 - 11	12 - 23	>=24	
U-32 at Gallison Hill Rd.	13	9	10		19
Wheeler Rd. (hazard)		1	3		4
Schoolhouse Rd. (hazard)			4		4
Gallison Hill Rd. (not U-32)	11	1			12
Wheeler Rd. south side		5	2		7
Schoolhouse Rd.	13	46	20		79
Wheeler Rd. north side	2	12	8		22
Total	39	74	47		160

- Two ash trees in the U-32 Middle & High School hedgerow are to be preserved using insecticide treatment. Special care shall be taken to avoid damaging these trees when removing nearby trees. These trees have been flagged in blue by the Town; other trees that are not ash within the U-32 hedgerow for which special care is warranted will also be flagged with blue tape.
- Traffic control will be provided by the town road crew.
- The Town of East Montpelier 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 to the extent feasible. 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.
- Tree tops are to be chipped or cut for firewood where of suitable diameter. “Tree tops” are defined by the point on the tree trunk where live stems emerge to form the tree crown.
- Stumps must be cut to less than 6 inches from the ground as a safety measure to minimize damage in case of vehicle collision.
- 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.

- Logs left on site for the landowner shall be stacked or placed in an orderly manner outside of the town highway right of way where practicable.
- Any logs temporarily left on site as part of this contract must not impede passage of motorists, pedestrians, or bikes and must be staged outside of the paved or finished road surface and not in any road ditch or stream.
- The Town shall make available to the contractor a list of nearby landowners or businesses willing to accept chipped materials in cases where the material is not to be disposed of on site. Alternately, the Town may designate a nearby location for stockpiling the material for Town use or for citizens to pick up.
- With respect to access to private lands and disposal of materials, the contractor shall adhere to the attached Town/Landowner agreements. Any areas outside of the right of way on private land damaged during work shall be repaired to the satisfaction of the Town and landowner.
- At U-32 Middle & High School, the contractor may use the dirt parking area adjacent to the hedgerow for staging the tree removal on the school property. Trees in that hedgerow may be felled away from the road. The school does not want wood chips.
- Should the landowner elect not to keep logs under the Town/Landowner agreement, the selected contractor may remove wood for its own use or to sell.
- The section of Wheeler Road from Gallison Hill Road to Schoolhouse Road and alternately the north and south sections of Schoolhouse Roads (when there is no work on Wheeler Road) may be closed between 8 a.m. and 3 p.m. to facilitate work. The selected contractor must request the proposed date(s) of closure at least one week in advance of the cutting date. The Town Administrator will notify the Postal Service and dispatch for the East Montpelier Fire Department, and the Road Foreman will post notices of the closure at the appropriate road locations.
- The contractor must comply with the Town Tree Warden order dated February 11, 2020, copy appended.
- Bids will have two components:
 1. Cost for completing the cuttings within the entire project area.
 2. The area that can be covered with **\$15,000** in the order of priority as listed in the table above, with the Schoolhouse Road tree removal starting at the south end of the road.

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 \$15,000: _____

Number of working days required to complete the job: _____

Relevant equipment for project: _____

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 ROADSIDE ASH TREES IN EAST MONTPELIER" and mailed to: East Montpelier Selectboard, Attn: Town Administrator, PO Box 157, East Montpelier, VT 05651 or delivered by hand to the Town Administrator, East Montpelier Town Office, 40 Kelton Road, East Montpelier Village.

Town Contact: Questions may be directed to Bruce Johnson, Town Administrator at (802) 223-3313 X 204 or manager@eastmontpeliervt.org.