



**TOWN of WHEELOCK**  
**1192 VT Rte 122,**  
**Wheelock Vermont 05851**  
**802-626-9094 • <https://townofwheelockvt.org/>**

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**Request for Proposal for Qualified Consulting Services for Tree Clearing as described below. This is part of a repair from the 2024 flood damage FEMA DR4810-808322.**

**Issued: March 25, 2026**

**Due Tuesday, April 7, 2026 by noon**

Wheelock sustained damage during the July 2024 flood event on South Wheelock Road near Ballfield Drive. Engineering for the repairs is almost complete. The project requires tree clearing between the road and the South Wheelock branch, a perennial stream. **The tree clearing must be completed on or before April 14, 2026 to comply with bat habitat rules from the federal National Wildlife Service.** Excerpt attached. A sketch with tree cutting location is attached. The tree cutting is necessary so that slope stabilization can be completed, to protect infrastructure and property, and ensure public access and safety.

**Site Visit is scheduled for Tuesday, March 31, 2026 at 9am.**

### **Specifications**

The Firm shall provide a Certificate of Liability insurance, naming the Town as an additional insured according to the requirements of the Owner:

General Liability: Each Occurrence:	\$500,000
MED EXP (any one person):	\$5,000
Personal & ADV Injury:	\$1,000,000
General aggregate:	\$2,000,000
Products:	\$2,000,000

### **Scope of Work**

The selected firm will provide the following services:

- Tree clearing along the bank in the area designated on the attached sketch. Cut at ground level. Leave stumps.
- All material must be removed from the site.
- Ensure compliance with local, state, and federal regulations, including environmental, historical, and safety standards.
- Provide dated photos of completed work

### **Permitting**

Permits for this work are not required by VT Agency of Natural Resources (ANR) or U.S. Army Corps of Engineers (USACE).

**Provide a detailed cost estimate.** Include any flagging if necessary.

**Proposal Requirements. Please include the following elements:**

### **Cover Letter**

Briefly summarize the firm's interest in the project and highlight relevant qualifications.

### **Firm Qualifications**

- Overview of the firm's experience with similar projects.
- Key personnel and their roles, qualifications, and relevant project experience.
- Description of available resources, including specialized equipment.

**Project Approach** Outline the approach to completing the scope of work.

**Project Schedule** Provide a timeline for the project.

**Certificate of Insurance** as above.

**Bid Amount**

### **Proposal Submission Instructions, via email or by hand delivery:**

Email: Please submit proposals in a PDF, no more than 6 pages, by email to Erin Swigart, Wheelock Town Clerk, [wheelocktown@gmail.com](mailto:wheelocktown@gmail.com), with the subject line: **"RFP for Tree Clearing."**

Hand Delivery: Proposals may also be submitted by hand-delivery in an envelope marked **"RFP for Tree Clearing."** to the town clerk's office at 1192 VT Rte 122, Wheelock VT 05851. An email address must be provided.

Proposals must be received by **Tuesday, April 7, 2026 at noon.** Submissions will be opened and read aloud at that time. Late submissions will not be considered.

### **Questions and Clarifications**

Any questions regarding this RFP should be directed to Ann Lawless at [alawless.townofwheelockvt@gmail.com](mailto:alawless.townofwheelockvt@gmail.com) by **Friday, April 3, 2026, at 5pm.** Only questions submitted in WRITING will be answered. All questions and answers will be shared by Monday, April 6, 2026 at 10am in a Q & A document on the town website home page <https://townofwheelockvt.org/>. Scroll down to "BIDS RFQs & RFPs."

### **Terms and Conditions**

- The Town of Wheelock reserves the right to reject any or all proposals, or to accept a proposal in whole or in part, at its discretion.
- The Town may choose to conduct remote or in-person interviews
- All submitted materials will become the property of the Town of Wheelock and may be used in the selection process.
- This RFP does not commit the Town of Wheelock to award a contract or to pay any costs

incurred in the preparation of a proposal.

- The Town seeks bids from small and minority businesses and women's business enterprises.
- Bids will be discussed and selected at a Selectboard meeting Tuesday **April 7, 2026**.

## Attachments

Excerpt, Fish & Wildlife Service, Bats

Tree Clearing Sketch

State	Hibernation	Winter Torpor <sup>33</sup>	Spring Staging <sup>34</sup>	Summer Occupancy	Pup Season	Fall Swarming <sup>35</sup>
	Timeframe when most bats are hibernating (i.e., inactive <sup>36</sup> season)	Timeframe when mean winter temperatures fall below 40° F and bats roosting in trees are in torpor <sup>37</sup>	Timeframe when most bats are emerging from hibernation, roosting in trees near hibernacula, and preparing for migration to summer home range	Timeframe when bats are present and roosting in trees on their summer home range and/or roosting in colonies <sup>38</sup>	Timeframe during late pregnancy and when most young are born until they can fly and forage independently	Period of increased activity near hibernacula (including foraging, roosting in trees, and mating) prior to hibernation
South Carolina: Year-round Active Range (Zone 1)	N/A	Dec 15 – Feb 15	N/A	Apr 1 – July 15	May 1 – July 15	N/A
South Dakota (Plains)	Nov 1 – Apr 14	N/A	Apr 15 – May 14	Apr 15 – Sept 30	June 1 – Aug 15	Aug 16 – Oct 31
South Dakota (Black Hills)	Oct 1 – April 30	N/A	May 1 – June 1	May 1 – Aug 31	June 15 – Aug 31	Aug 16 – Sept 30
Tennessee	Nov 16 – Mar 31	N/A	Apr 1 – May 14	Apr 1 – Sept 30	May 15 – July 31	Aug 16 – Nov 15
Texas: Hibernating Range	Nov 16 – Mar 14	N/A	Mar 15 – Apr 30	Mar 15 – Sept 30	May 15 – July 31	Sept 1 – Nov 15
Texas: Year-round Active Range (Zone 1)	N/A	Dec 15 – Feb 15	N/A	Mar 15 – July 15	May 1 – July 15	N/A
Texas: Year-round Active Range (Zone 2)	N/A	N/A	N/A	Mar 15 – July 15	May 1 – July 15	N/A
Virginia: Hibernating Range	Nov 16 – Mar 31	N/A	Apr 1 – May 14	Apr 1 – Sept 30	May 15 – July 31	Aug 16 – Nov 15
Virginia: Year-round Active Range (Zone 1)	N/A	Dec 15 – Feb 15	N/A	Apr 1 – July 15	May 1 – July 15	N/A
West Virginia	Nov 16 – Mar 31	N/A	Apr 1 – May 14	Apr 1 – Sept 30	May 15 – July 31	Aug 16 – Nov 15

Tree Clearing Sketch, South Wheelock Rd, Ballfield Drive area

UTILITY POLE (SOUTH SIDE OF ROAD)

CULVERT OUTLET (SOUTH SIDE OF ROAD)

126'

30'

17'

LIMITS OF TREE CLEARING  
APPROX. 190' ALONG ROAD

LIMITS OF TREE CLEARING  
APPROX. 300' ALONG ROAD

LIMIT OF EXISTING STONE FILL

