



REQUEST FOR QUALIFICATIONS
2022 TREE TRIMMING & REMOVAL SERVICES

Issued by the

Village of Summit
Department of Public Works
37100 Delafield Road
Summit, WI 53066

SECTION 1 – INTRODUCTION

1.1 Notice & Background

The Village of Summit (“Village”) seeks proposals from qualified firms (“Contractor”) interested in obtaining eligibility to provide tree trimming and removal services for trees, shrubbery, and other woody vegetation that are located upon public properties throughout the Village, including the public right-of-way. Once a contractor qualifies and enters into a Professional Services Agreement with the Village, the Contractor will be included on the “Approved Contractors List” and authorized to bid on Village-managed tree maintenance activities through April 30, 2023.

The Village hires tree service contractors on an as-needed basis to perform work on public properties, including the public right-of-way. Contractors are expected to be available to respond to bid proposals year-round.

Once deemed qualified, Contractors will be offered the opportunity to bid on each project as it arises. Contractors will receive an email from Village personnel describing the types of services needed and the location. Contractors will generally have two (2) business days to respond and must submit bids by email, unless directed otherwise, before the bid deadline. Most correspondence and bid requests will occur via email; therefore, a valid email address is required and must be maintained.

The Village has several goals that will result from this Request for Qualifications (RFQ), including:

1. Establish a list of qualified contractors that are capable of providing the services described within this RFQ.
2. Maintain the safety and general welfare of the public by performing tree trimming and/or removal services to trees located on public properties, including the public right-of-way, that are a public nuisance and a hazard to public safety.
3. Provide the tree trimming and/or removal services to the Village of Summit in a cost-effective, safe, professional, and efficient manner.

The services sought will end April 30, 2023.

The Village of Summit reserves the right to reject without cause any and all proposals, and to waive any informality relative to proposals and accept any proposal deemed advantageous to the Village of Summit.

1.2 Instructions

The Village of Summit will accept proposals through 4:00 p.m. CST on February 25, 2022.

Proposals in response to this RFQ must be delivered in a sealed envelope to the address below:

Village of Summit
Clerk/Treasurer
37100 Delafield Road
Summit, WI 53066

Proposals must be clearly marked as follows:

“2022 Tree Trimming & Removal Services Proposal”

SECTION 2 – SCOPE OF SERVICE

2.1 General Specifications

The Contractor shall agree to perform the tree trimming and removal services requested as directed by Village staff. In general, the following standards are followed for all trees, shrubbery, and other woody vegetation:

- All limbs, branches, and foliage must be maintained at a height no less than fifteen (15) feet above the road and no less than seven (7) feet over a sidewalk.
- Bushes and shrubbery must not have branches, leaves, or other foliage extending over any public street, sidewalk, or trail.
- Any aged, decaying, or dead branches or limbs of trees or shrubbery located within the public right-of-way must be removed to eliminate the safety hazard created by falling limbs or branches.

2.2 Summary of Services Requested

The services requested in the RFQ include:

1. **Tree and/or Shrubby Trimming:** Tree trimming work will consist of trimming limbs or branches of trees and/or shrubbery on public properties at various locations throughout the Village, as directed by Village staff. Work locations may include, but are not limited to, public right-of-way or other publicly-owned properties, including the terrace area between the curb and private lot lines where curb is present. It is the Contractor's responsibility to ensure that sufficient trimming is performed to ensure compliance with Village standards and direction by Village staff. All pruning cuts and methods shall be in accordance with ANSI A300 Part I.

All debris must be cleared from the property, sidewalk, terrace, curb line, or roadway. The Contractor will be responsible for the repair of any ruts or other damage that might be caused during the execution of this contract. If the Contractor believes that damage to public and/or private property may occur as a result of tree trimming and/or removal work due to the use of equipment, proximity of structures, ground instability, or other unsafe conditions, the Contractor must express concerns to Village staff PRIOR to beginning work.

2. **Tree Removals:** Tree removal work will consist of removing dead, diseased, infected, infested, damaged, and unsafe trees on public properties at various locations throughout the Village, as directed by Village staff. Work locations may include, but are not limited to, public right-of-way or other publicly-owned properties, including the terrace area between the curb and private lot lines where curb is present. Trees will be marked with fluorescent paint by Village staff prior to removal on the trunk of the tree facing the road. Stumps will not be required to be ground, unless requested by Village administration on the bid request, but the Contractor is expected to remove the tree as close to the ground as possible.

All debris must be cleared from the property, sidewalk, terrace, curb line, or roadway. The Contractor will be responsible for the repair of any ruts or other damage to property that might be caused during the execution of this contract. If the Contractor believes that damage to public and/or private property may occur as a result of tree trimming and/or removal work due to the use of equipment, proximity of structures, ground instability, or other unsafe conditions, the Contractor must express concerns to Village staff PRIOR to beginning work.

3. **Disposal of Tree Debris:** The Contractor may dispose of tree stumps, trunks, branches, and brush removed from the trees in any manner that complies with all applicable laws, regulations, and firewood moving restrictions. The transport of tree debris and firewood from trees infested with a regulated pest must be disposed of according to any Wisconsin Department of Natural Resources (WDNR) mandated quarantines and regulations.

2.3 Requirements of Contractor

The Contractor shall meet the following minimum requirements:

- Contractor must provide all necessary personnel, equipment, transportation, supplies, apparatus, supervision, and expertise to perform the services outlined.
 - All trucks and trailers used for transportation of equipment or tree services must comply with federal, state, and local regulations.
- Contractor must agree to perform the work safety, ensuring that all proper protective gear, eyewear, hearing protection, etc. is worn by employees while work is completed and that proper traffic control is utilized when equipment, personnel, or vehicles are located within the roadway.
 - Appropriate reflective clothing and use of barricades, cones, or other traffic control devices is required. OSHA safety requirements must be followed at all times while performing work for the Village.
- Contractor must perform the tree trimming and removal services in such a manner as to minimize the inconvenience to adjacent residents and motorists.
 - Contractor must have the permission of any adjacent property owners if access through their property is required or if work will be performed upon their property.
 - The cleanup of tree and/or shrubbery wastes must be completed on the same day as the work is completed. No materials may be left for later pickup, unless pre-approved by Village staff.
 - If detours or deviation of traffic from normal patterns are required, proper detour planning must be completed by the Contractor in advance and approved by Village staff.
- Contractor is responsible for the repair of any ruts or other damage to property that was caused as a result of the tree service work performed.

- Contractor must report ALL damage to public or private property immediately to Village staff.
 - Ruts must be repaired on the day that services are performed with screened topsoil and turf seed.
 - Contractor must report a timeline to Village staff for repair work as soon as possible.
 - Contractor is responsible for inspecting a property before work commences and after work is completed to ensure work has not resulted in damage to property.
 - Failure to report property damage may result in ineligibility to bid on future work or removal from the “Approved Contractors List.”
 - If damage is caused to public and/or private property due to work performed during the execution of this contract, the Village reserves the right to withhold payment of an invoice until the repair has been satisfactorily completed.
- Contractor must at all times have one (1) person responsible for the conduct and supervision of crew members.
- Contractor must maintain professionalism at all times while performing work for the Village.
 - Contractors, including all field, administrative, or management employees, whom engage in verbal arguments or exhibit inappropriate or rude behavior will not be tolerated and will be excluded from bidding on future work for the Village.
- Contractor must guarantee that work can be completed within the time frame specified on each bid, unless approval is granted for a deviance by Village staff.
 - If Contractor has not made significant progress by the project deadline, as determined by Village administration, or fails to complete the project to the satisfaction of the Village within the mutually agreed timeframe, the Contractor forfeits the bid and the Village will award the bid to the next lowest, qualified bidder.
 - Forfeiture of a bid or repeated (more than one) failure to complete awarded work may result in ineligibility to bid on future work or removal from the “Approved Contractor List.”
- Contractor must take before and after photos of all services performed when requested as a condition of the bid.
 - Photographs must be provided to Village staff in digital format (.jpeg) with a legible timestamp indicating the day, month, year, and time.

- Contractor must be able to perform tree removal services on the following days and times:
 - Monday through Friday: 7:00 a.m. to 4:00 p.m.
 - Exceptions include the following holidays:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Friday after Thanksgiving Day
 - Christmas Eve
 - Christmas Day

- Contractor will coordinate directly with any utilities to have limbs removed that are in direct contact with or immediately surrounding overhead utility lines prior to Contractor work.
 - Under no circumstances are Contractors permitted to cut or move utility service lines of any type.

- Contractor is required to follow the Manual on Uniform Traffic Control Devices (MUTCD) requirements for traffic control signage/advanced warning for all work that is performed within the public right-of-way.

- Contractor must notify Village administration of any work stoppage for any reason, including weather, equipment issues, etc.

- Contractor will forward all private property owners' questions and/or concerns related to tree trimming and removal services to Village administration immediately.

- Contractor agrees to prepare and send to the Village a detailed, itemized invoice that clearly references the specific work performed and any job/work orders assigned.
 - The Village of Summit follows net 30 payment terms and will make payment within 30 days of receipt of an invoice provided that the Contractor has completed all work satisfactorily and has provided all required documentation.

- Contractor must maintain any required State of Wisconsin licensure for the services performed.

- Contractor must at all times observe and comply with all laws, ordinances, and regulations of federal, state, and local governments.
 - It is the Contractor's responsibility to stay informed of relevant laws, codes, ordinances, and regulations.

2.4 Requirements of Village

The Village shall assume the following minimum responsibilities:

- Provide concise directions to the Contractor regarding the work required to be completed, including the location of the tree(s), shrubbery, or other vegetation, marking the trees appropriately, and specific removal instructions.
 - A Village member will be available within one (1) business day to meet on site if additional direction is requested by the Contractor.

SECTION 3 – RFQ RESPONSE SUBMITTAL

RFQ response submittals must contain the following minimum specifications and requirements arranged in order. Additional information may be included if deemed pertinent by the applicant. The Village will not evaluate or consider submittals missing one or more of the following submission materials.

3.1 Submittal Requirements

- **Cover Letter:** A brief introductory letter, including Contractor’s number of years in business, experience with similar projects, and business locations. Clearly indicate the designated contact and authorized representative (principal-in-charge) with mailing address, business telephone, emergency telephone, and email address.
- **Statement of Qualifications:** A statement of qualifications and other pertinent information that shows that Contractor has the knowledge, experience, labor, and equipment needed to perform the services required herein. List all relevant tree care training and certifications, including the name of the trainer(s) and/or organization that provided the instruction, as well as the date(s) completed.
- **References:** At least three (3) recent references, preferably related to Contractor’s experience performing similar services in other municipalities. Include the client name, contact person, address, telephone number, and email address. If work has been completed by the Contractor for the Village of Summit within the past three (3) years, the Village may be listed as a reference.
- **Insurance Certificates:** Proof of comprehensive general liability insurance and worker’s compensation insurance that meet the requirements of Section 3.5 Insurance.

3.2 Evaluation & Selection Process

The Village will evaluate all proposals, and the evaluation and selection process for the “Approved Contractor List” will be based on the following criteria:

- Understanding of project objectives, project approach, licenses, experience and expertise with similar types of work. Any expertise and training for tree rigging and climbing should be noted.
- Quality and completeness of submitted proposal.
- Availability to provide services in terms of equipment and labor.
- Availability to meet scheduling requirements.

- Results of reference checks.

3.3 Proposed Service Agreement

Successful applicant will be required to enter into contract for the services identified in the RFQ. Applicant agrees that all information submitted is guaranteed through the term of any contract resulting from this proposal process.

3.4 Declaration of Proposal Terms and Agreement

Completion of Form 1 attached.

3.5 Insurance

Applicant must submit proof of comprehensive general liability insurance that covers the Village of Summit against any loss or damage caused by the negligence of contractor or any employee or agent of contractor, which shall be maintained for the duration of any contract entered into with the Village. Contractor shall also provide its own worker's compensation insurance coverage for its employees.

3.6 Questions and Additional Information

Questions regarding this Request for Qualifications may be directed to:

Kamron Nash, P.E., Public Works Director
Village of Summit
37100 Delafield Road
Summit, WI 53066
Phone: 262-567-2757
Email: pwdirector@summitvillage.org

FORM 1 – DECLARATION OF PROPOSAL TERMS AND AGREEMENT

The undersigned applicant, having full authority submitting this proposal, hereby declares and agrees with all the terms, conditions and requirements of the within and foregoing proposal, and the printed specifications attached hereto:

SUBMITTED BY _____, APPLICANT/BUSINESS NAME

ADDRESS _____
Street City State Zip

AUTHORIZED SIGNATURE _____ DATE _____, 2021

PRINT NAME _____