



Request for Proposal Tree Trimming Services 2018

June 4, 2018
Procurement Contact – Linda Lapeyrouse
citymanager@skyvalleyga.com

1. CITY OF SKY VALLEY OVERVIEW

The City of Sky Valley's intent is to establish hourly pricing for right-of-way tree trimming services for an annual contract. Hourly prices should include supervision, materials, labor, and equipment needed for a satisfactory completion of each project. Contractor shall perform services within the Tree Care Industry Association (TCIA) Standards (formerly known as National Arborist Association Standards), and shall take all reasonable and customary safety measures to protect people, property, and the surrounding environment. All work shall be conducted in a safe manner and shall comply with all governing regulations concerning safety.

2. ATTACHMENTS

Appendix "A" – Price Proposal

3. PROJECT SCOPE & OBJECTIVES

The City of Sky Valley is soliciting proposals for right-of-way tree trimming services within the city limits, including the following:

- Work, not exceeding, 100 hours is to commence approximately the week of July 30th, 2018, and must be completed no later than the week of August 27th, 2018.
- Provision of all equipment required to execute the work.
- All equipment must be in compliance with applicable inspection requirements.
- Traffic control must meet Manual on Uniform Traffic Control Devices (MUTCD) Standards.
- Must have a minimum of 5 years' experience.
- Mobilization & de-mobilization of equipment and resources.
- Daily mobilization & de-mobilization of equipment and resources to specific work areas as designated by the City of Sky Valley.
- Provide and assure compliance in using personal protective equipment such as hard hats, gloves, goggles, harnesses, and safety shoes to Contractor's workers and personnel.
- Daily disposal of debris in an approved manner.
- Erect and maintain adequate barricades, signage, and traffic cones, and safeguard work area to prevent damage to all property and for the safety of employees and other people. Contractor shall secure equipment and materials that are stored temporarily in or around a project site.
- Clean the area of all debris and trash remaining as a result of the completion of a project.

- Be responsible for the repair of any damage caused by the Contractor and shall, at no cost and to the satisfaction of the City of Sky Valley, restore all areas to their original condition including, but not limited to, structures, grass, plant materials and ground areas.
- All tree trimming to be performed according to the Tree Care Industry Association (TCIA) Standards.

The Contractor will be provided with a map of areas where tree trimming services are required.

The City of Sky Valley shall have the option to extend this contract for up to two (2) renewals, such extension to be upon the same terms, conditions, and covenants contained in this Request for Proposal, excepting rates which shall be agreed upon by the City of Sky Valley and bidder. Each extension will be awarded individually on a yearly basis.

City of Sky Valley’s objective is to select a Contractor that:

- a. Is competitive from a quality and cost perspective;
- b. Has the ability to meet the schedule dates;
- c. Provide the required documentation.

4. SOLICITATION SCHEDULE

Proponents should base their proposals on the following dates:

RFP issued:	June 4, 2018
Questions & Clarifications from Proponents due:	June 25, 2018
Proposals due:	June 29, 2018

Please note that the above schedule is subject to change.

5. FORMS & SUBMISSIONS

a) Proposals:

Proposal submissions, signed by an authorized company officer, are due no later than **3:00 p.m. EST on June 29, 2018**. Proposals received after that time may not be accepted and may be returned to the sender.

Proposals are required in two separate parts:

- 1) Technical Proposal
- 2) Price Proposal.

The individual sections are to be segregated. The Technical Proposal will be evaluated first. If it is found in order, the Price Proposal will be reviewed. The Technical Proposal shall have no direct or indirect reference to any price or financials related to the proposal. Any submissions that are found violating this clause at any stage may be disqualified without further explanation. Both parts of the proposal shall be submitted on or before the due date for submitting the proposal.

Please provide one key contact for all matters relating to the RFP process.

Proposals that have been received by the City of Sky Valley prior to the issuance of this RFP will not be considered by the City of Sky Valley under this process and should be resubmitted.

b) Where to send proposals:

Please submit your proposal no later than **3 p.m. June 29, 2018**.

Mail

Proposals may be submitted in a sealed package clearly marked on the outside with

“RFP - Tree Trimming Services 2018” to:

Linda Lapeyrouse
City of Sky Valley
3444 Highway 246
Sky Valley, GA 30537

Email

Submit via email to citymanager@skyvalleyga.com Proposals submitted electronically must be in Adobe Portable Document Format (PDF). Proposals must be formatted for single space with each page numbered.

The City of Sky Valley reserves the right to reject any proposals that do not meet the requirements of this section.

6. QUESTIONS AND ADDENDA

The requirements specified in this RFP reflect those presently known. City of Sky Valley reserves the right to modify solicitation documents by issuing addenda at any time prior to the due date for the submission of proposals, for any reason, whether at its own initiative or in response to a clarification requested by a proponent.

All proponents are urged to carefully examine the RFP immediately and contact the City of Sky Valley at once if there are any items that require clarification. Proponents are expected to be fully conversant with all clauses of the RFP document before responding. All clarifications deemed by the City of Sky Valley to be material will be issued as written addenda and sent to all proponents. No verbal interpretation provided by City of Sky Valley shall be valid and only written addenda shall bind the City of Sky Valley.

In the event of a conflict between the RFP and any addenda, later issued addenda shall govern to the extent of any such conflict. All addenda shall be deemed to form part of the proponent's submission.

All requests for clarification must be directed in writing via e-mail to Linda Lapeyrouse at citymanager@skyvalleyga.com on or before the date stipulated in the Solicitation Schedule.

7. WITHDRAWAL AND MODIFICATION OF PROPOSALS

Proponents may withdraw their proposal and submit a revised proposal prior to the proposal due date. After the response deadline, proponent-initiated changes will not be accepted. Proposals may be withdrawn from consideration at any time prior to the proposal due date.

8. TECHNICAL PROPOSAL REQUIREMENTS

Responses to all requirements listed below are required, unless otherwise stated as optional. Responses are to be provided in the same order as listed in this RFP, do not re-number or re-organize any section.

7.1 Organizational Capabilities

- a. Provide a brief overview of your company including your company name and headquarters address, the name of any sub-contractors or business partners used as part of this proposal, and length of time in business.
- b. Give examples of previous engagements of similar nature/expertise/scale, including contact information for at least three references that are currently using your services that the City of Sky Valley may contact.
- c. Identify key personnel within your management structure who will ultimately be accountable to the City of Sky Valley for your company's performance.

7.2 Quality and Safety

- a. Provide a brief description of your safety program.

7.3 Certifications and Requirements

- a. Indicate compliance and/or supply the necessary documentation for the following certifications with your proposal. Your proposal should also list all other certifications not listed in this RFP:
 - i. Qualified operator with a minimum of 5 years of experience in similar type work with a bucket truck that is able to reach 45'
 - ii. Chipper
 - iii. Contractor must have at least the following insurance coverage:
 - \$1,000,000 Commercial Liability
 - iv. Four (4) men, one (1) truck operator, one (1) ground man and two (2) certified traffic signalers.
 - v. Proof of current Workers' Compensation insurance policy.

7.4 Specialized Services

- a. Describe any other related services your company supplies.

9. PRICE PROPOSAL REQUIREMENTS

- a. Pricing assumptions should be clearly stated.
- b. Pricing is to include "Everything Necessary" to have the work completed. If a price element is required but has not been specifically requested in this document, proponents are required to include the element and clearly note it.
- c. Specify any additional charges for "out-of-scope" work.
- d. Costs should be in US dollars.
- e. The prices in the Pricing Proposal shall be the full inclusive value of the work described, including all costs and expenses which may be required for the work described together with all general risks, liabilities and obligations set forth or implied in this RFP.
- f. The prices shall be free from any escalation due to labor or material.
- g. The price quoted must be an hourly amount that includes the entire crew and all scope of work.

10. KEY SELECTION CRITERIA

City of Sky Valley will evaluate proposals received using the following scoring:

Technical Proposal	-	30%
Price Proposal	-	70%

11. GENERAL CONDITIONS

Notwithstanding anything contained elsewhere in this RFP, including any schedules or attachments hereto, this RFP is subject to the following terms and conditions, all of which the proponent is deemed to accept without qualification by the proponent's submission of a proposal in response to this RFP:

- a) **No Obligations:** This is an invitation for proposals. The City of Sky Valley does not intend to and does not assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or submission of a proposal by a proponent, the receipt, opening and consideration of a proposal, the evaluation of proposals, provision of additional information or conduct of presentations, the proponent's participation in any discussions or negotiations, or on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no Contract A is formed by the submission of a proposal in response to this RFP.

- b) **Discretionary Process:** The City of Sky Valley shall have sole and absolute discretion to:
 - i) modify or amend the RFP, including without limitation the Solicitation Schedule for the RFP process, the proposal requirements, or any other terms, whether material or not.
 - ii) suspend or cancel this RFP at any time.
 - iii) reject any or all proposals submitted in response to this RFP and, in that event, at its option, to call for additional proposals.
 - iv) accept or reject the lowest price proposal. If only one proposal is received, it may be selected, accepted or rejected at the City of Sky Valley's discretion.
 - v) accept any proposal which in any manner, whether substantially or in a non-substantial or minor way, fails to conform to or comply with any of the requirements of this RFP, whether or not such requirements are expressed in mandatory terms, or reject any proposal for any such non-conformity or non-compliance.

- vi) enter into post-submission negotiations and discussions with any one or more proponent(s) regarding price, project scope, or any other term of a proponent's submission, and such other terms as the City of Sky Valley may require, and to request additional information and clarification regarding any proposal.
 - vii) enter into simultaneous competitive negotiations with some or all proponents or negotiate with individual proponents.
 - viii) modify the scope of the project or any component thereof subsequent to the date for submission of proposals, whether in the context of negotiations or otherwise.
 - ix) discontinue any negotiations at any time.
 - x) solicit new proposals from firms that did not respond to this RFP and enter into negotiations with any such firm including but not limited to negotiations or proposals for components of the scope, if any, that are not included in the scope of any contract negotiated and executed with any proponent as a result of this RFP.
- c) **Evaluation and Selection:** The City of Sky Valley shall have the sole and absolute discretion to:
- i) assess any proposal on the basis of any one or more of the selection criteria set forth in this RFP, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by the City of Sky Valley.
 - ii) undertake a comparative evaluation of any proposals received and evaluate such proposals based on considerations which, in the sole opinion of the City of Sky Valley, would yield the best value to the City of Sky Valley and its taxpayers.
 - iii) select any proposal considered by the City of Sky Valley to be in its best interests or the most satisfactory, including without limitation the lowest or any price proposal.
- d) **Approval:** Any contract or contracts entered into as a result of this RFP process shall be subject to the City of Sky Valley's financial policy.
- e) **Governing Law:** This RFP and proposals shall be deemed to have been made in the State of Georgia, Rabun County and shall be construed and interpreted in accordance with the laws of the State of Georgia.
- f) **Volume of Work:** The City of Sky Valley shall not at any time be held responsible if the estimated volume of work is found to be inaccurate. Service Providers shall not claim damages or loss of profits because of any difference between the quantities as estimated and those actually achieved in the progress of the work.

Appendix A Price Proposal

Pricing

The proponent will provide below an hourly price as stated in the RFP.

Description	Per Hour
Crew and all necessary equipment to complete scope of work as described in RFP	
Additional Costs for out of scope work, please describe if any	

Company Name: _____

Contact Information:

Contact Name: _____

Contact Title: _____

Telephone No. _____

Contact Email: _____

Signature: _____

Date: _____