

## Request for Proposals

### Tree Removal and Remedial Pruning In Five Las Vegas, New Mexico Parks

1. Introduction - Tierra y Montes Soil and Water Conservation District (Tierra y Montes) has received an Urban Forestry Grant from the New Mexico Energy, Minerals and Natural Resources Department (EMNRD) for the treatment of trees in five public parks in Las Vegas, New Mexico. Tierra y Montes has teamed with two other parties; the roles of the parties are identified below:

Tierra y Montes - Fiscal Agent

The Las Vegas Tree Board - Technical Liaison

The City of Las Vegas - Supplier of selected equipment and staff services

2. Background - The five City of Las Vegas parks included in this grant contain predominantly aged trees which have been severely neglected for lack of funding. The majority of the trees are American Elm and Siberian Elm. Three of the five parks are within the Historic District, which limits change to their landscape.

The Las Vegas Tree Board has identified a select number of trees to be treated under the funding of this grant so as to reduce their risk to the public. The purpose of this Request for Proposal is to solicit bids for the removal of certain of the more hazardous trees and for remedial pruning of certain other trees.

The five parks are as follows:

Lincoln Park (Historic District) - located at 7<sup>th</sup> Street and Lincoln Avenue

Carnegie Park (Historic District) - located at 6<sup>th</sup> Street and National Avenue

Plaza Park (Historic District) - located at Plaza Avenue and Hot Springs Blvd.

South Pacific Park - located at South Pacific Avenue and Valley Street

Keyes Park - located at Mills Avenue and Park Place

3. Statement of Work -

- 3.1 Statement of work applying to both tree removal and pruning operations:

- 3.1.a Traffic and pedestrian control will be the responsibility of the contractor and will be in accordance with *ANSI Z133.1-2006, Safety Requirements for Arboriculture Operations, paragraph 3.2, Traffic Control Around the Jobsite.*

- 3.1.b Drop zones will be limited in the parks in question; the bidder should anticipate that much of the wood will need to be lowered.

- 3.1.c The contractor will be required to buck up all downed wood greater than six (6) inches in diameter to a length of approximately two (2) feet or shorter, stack the wood, and to pile slash. The City of Las Vegas will provide equipment and personnel to remove both the bucked up wood and the slash.

3.1.d Trees with electrical conflicts have been excluded from the scope of this RFP. If electrical conflicts become apparent during the work on any resultant contract, the contractor will be required to stop work immediately and inform the Technical Liaison.

3.2 Tree Removal - Tree removal will be done in accordance with 3.1 above and all other requirements identified in this RFP.

A total of twenty (20) trees in four of the five subject parks have been identified as removal candidates. These appear in *Appendix A - Removal Tree Candidates* of this RFP. Based upon pricing bids, a limited set of these candidate trees will be selected by the Technical Liaison for the final trees to be removed. The contractor will be responsible for grinding stumps of the removed trees.

3.3 Tree Pruning - Tree pruning will be done in accordance with 3.1 above and all other requirements identified in this RFP

A total of twenty (20) trees in five of the five subject parks have been identified as pruning candidates. These appear in *Appendix B - Tree Pruning Candidates* of this RFP. Based upon pricing bids, a limited set of these candidate trees will be selected by the Technical Liaison for the final trees to be pruned. The types of pruning operations will be predominantly structural improvement and/or correction but may also include crown cleaning and crown thinning, among others.

PLEASE NOTE: Because the park trees in question have been severely neglected, not all defects may be able to be eliminated by this event of pruning, given the requirement to remove no more than 25% of live canopy (paragraph 5.1.2, ANSI A300 [Part 1] - 2008 Pruning). Coordination with the on-site Technical Liaison will be required when problems or ambiguities arise (paragraph 6.1.4 of ANSI A300 referenced above).

#### 4. Type of Contract to Be Awarded

4.1 Grant Limitations - The grant which funds this tree work limits tree removal cost to a total of \$10,000.00 and tree pruning cost to a total of \$10,500.00.

4.2 Process for Selecting Trees to be Worked - In *the Bidder Response Form*, the bidder will be asked to separately price the total cost to perform the specified work on each tree in *Appendix A* and *Appendix B*. The Technical Liaison will select a limited set of the trees to be worked which will result in the most critical trees worked for the money available under this grant.

4.3 Contract to be Awarded - Once the removal and pruning trees have been selected for work, Tierra y Montes anticipates letting a contract to the successful bidder with firm fixed prices (ffp) per specific, identified tree. Each ffp per specific tree will be the total billable amount allowed and should include all costs, including New Mexico Gross Receipts Tax. Tierra y Montes encourages all potential bidders to inspect the subject trees prior to bidding.

- 4.4 Pass-Through Grant Clauses - The work to be contracted as a result of this RFP will be performed under a grant from the State of New Mexico EMNRD. Applicable contractual clauses from that grant will be passed through to the successful bidder as a subcontractor working under that grant.
5. Performance Requirements - In order to be responsive to this RFP, the bidder must meet the following work requirements:
- 5.1 The tree work performed must comply with the following industry standards:
- ANSI A300 (Part 1) - 2008 Pruning  
ANSI Z133.1 - 2006 - Safety Requirements for Arboriculture Operations
- 5.2 All pruning work must be directed by an ISA Certified Arborist on staff to the bidder who will remain continuously on-site during all pruning operations.
- 5.3 The successful bidder must provide proof of incensing and insurance to include Workers Compensation and comprehensive protection covering property damage and personal injury liability equal to or greater than the liability limits set forth in NMSA 1978, Section 41-4-19.
- 5.4 The bidder must identify and have access to the equipment necessary to safely and efficiently remove and prune trees of the size and condition identified in this RFP and its appendices.
- 5.5 The bidder must have and provide personnel who are well equipped and trained in all safety and technical aspects of tree removal and pruning as are found in the above referenced standards, especially as they pertain to climbing and rigging in tree work.
- 5.6 Job experience similar in type and scope to the work identified in this RFP must be cited.
6. Period of Performance and Scheduling - The overall period of performance will be from the date of contract signing to November 30, 2012, at which time all tree work will have been performed, approved, and invoiced. However, there is some flexibility in the scheduling of tree removals and tree prunings as outlined below.

*NOTE: All scheduling of tree work must be coordinated with the Technical Liaison at least one week prior to arriving on site to avoid any conflicts with scheduled events in the parks and to ensure Parks Department and Technical Liaison availability.*

- 6.1 Tree Removals Schedule - The schedule for tree removal work will be from beginning of the contract until the end of the period of performance (November 30, 2012) for all work to be completed, approved, and invoiced. Tree removals cited in this RFP are those trees which pose some level of risk to the public; an earlier removal schedule would be welcomed but not mandatory.

6.2 Tree Pruning Schedule - Tree pruning must be scheduled to be performed during the ten week window from February 27th to May 4th, 2012.

## 7. RFP Response Information

7.1 To Bid - Please see The Bidder's Response Form which appears at the end of this package. It contains instructions on where and how to send your response, and a complete form to be filled out in order to present your bid.

7.2 Closing Date - Bids are due post-marked not later than January 13<sup>th</sup>, 2012.

## 8. Evaluation Process

8.1 Evaluation Team - The bids received will be evaluated by a team which will include a representative from Tierra y Montes, two representatives from the Las Vegas Tree Board, and a representative from the City of Las Vegas Parks Department.

8.2 To be Considered Responsive - In order to be considered responsive and eligible for further consideration, the bidder must answer in the affirmative the first five questions of the Bidder's Response Form.

8.3 Evaluation Criteria - Thereafter, the bids will be evaluated on the basis of qualification points and pricing.

8.3.a Points Scoring for Qualifications - Questions 6 through 9 on the Bidder's Response Form will be scored according to the maximum points indicated at each of those questions, with a total of forty (40) points possible.

8.3.b Bid Pricing - Questions 10 and 11 will be evaluated by prices bid per specific tree.

9. Award Date - The contract will be awarded to the successful bidder on February 6<sup>th</sup>, 2012.

10. Right to Cancel Procurement - Tierra y Montes reserves the right to cancel this procurement.

11. RFP Contact - For questions regarding this RFP, please contact:

Frances Martinez, Regional Director  
Tierra y Montes Soil and Water Conservation District, Las Vegas, New Mexico  
(505) 425-9088

### ATTACHMENTS:

*Bidder's Response Form*

*Appendix A - Removal Tree Candidates*

*Appendix B - Tree Pruning Candidates*