

Mayor David Fowler
Commissioner Steve Martin
Commissioner Mike King
Commissioner Charlie Evans



Commissioner Minnie Truax
Commissioner Don Miller
Town Manager Zachary Steffey
Attorney Brett DeSelms

102 Dolphin Street
Cape Carteret, NC 28584

Request for Proposals (RFP) for Hazardous Tree Abatement Contractor

1. Proposals Due

All proposals are due by 12:00 PM on July 5, 2019. Interested bidders should submit written proposals to Zachary Steffey, Town Manager. Written sealed proposals may be submitted through the following methods:

By Mail: 102 Dolphin Street, Cape Carteret, NC 28584

In Person: 102 Dolphin Street, Cape Carteret, NC 28584

Proposals will be opened and tabulated at 1:30 PM on Friday, July 5, 2019 at Town Hall located at 102 Dolphin Street in Cape Carteret, NC 28584.

2. Rights

The Town of Cape Carteret reserves the right to waive any informalities, to reject any or all bids, and to accept that bid or bids which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the Town may include originally submitted bids for consideration in future RFP processes without requiring resubmittal.

3. Background

The Town of Cape Carteret is a municipality located at the crossroads of NC 58 and Highway 24 along the Bogue Sound in Eastern North Carolina. The Town has a population of approximately 2,200 residents. The Town of Cape Carteret typically enters into pre-positioned contracts prior to the Atlantic Hurricane Season. The contract for this service will begin on July 1, 2019 and expire at the end of Fiscal Year 2019-2020 which is on June 30, 2020. The mobilization of the selected contractor will be at the Town's discretion following a Hurricane or other natural disaster which results in hazardous trees and limbs throughout the Town. It is the Town's expectation that the selected contractor will take steps prior to mobilization to identify suitable

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local/regional FEMA and State of North Carolina approved disposal site(s) for the disposition of debris that results from the hazardous tree abatement activity.

4. Scope

The Town of Cape Carteret is requesting proposals from qualified firms with the experience, manpower, and equipment to perform dangerous tree abatement within the Town's Rights-of-Ways and Town owned properties/facilities. The contractor will be responsible for removing leaning trees, hanging branches, and dangerous stumps per FEMA guidelines. The requested scope of services for the contractor include but are not limited to:

- Removal of disaster related hazardous trees, limbs, and stumps from the Town's Right-of-Way including streets, parks, drainage easements, and other maintained public right-of-way. The contractor must conform to all applicable FEMA guidelines.
- The exact number of trees, limbs, and stumps to be removed under this contract is unknown. The Town makes no guarantee of the number of eligible trees and each contractor must verify to their satisfaction the potential quantity of work. Compensation shall be based on a per tree, limb or stump basis using FEMA eligibility guidelines.
- The contractor shall be responsible for cutting eligible hazardous trees and dangerous broken limbs and placing them in the right-of-way. The contractor shall make as many cuts as necessary to ensure the debris generated from the tree and limb removal is within the road right-of-way but does not obstruct the roadway. The contractor will be responsible for picking up and properly disposing of the debris including hazardous stumps generated from the work associated with the contract.
- All work shall be done in accordance with the most recent version of FEMA's Public Assistance Program and Policy Guide. This document can be found at: <https://www.fema.gov/media-library/assets/documents/111781>
- The selected contractor must include in the cost proposal the amount required to remove all debris generated by the hazardous tree abatement activity and to haul and dispose of the debris at a properly permitted debris disposal site that complies with all State and Federal Standards. The contractor should include all disposal costs i.e. transportation, tip, and disposal fees in their scope of work.

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5. Proposal

All proposals should include the following information:

- Experience and Qualifications – provide a description and history of the firm focusing on previous governmental experience and experience working within FEMA policies and guidelines in the removal of leaners, hangers, and stumps.
- Cost Proposal Form – the cost proposal will be evaluated on the per tree rates submitted on the cost proposal form for the labor positions listed (see Attachment A). The per tree rates shall include all applicable overhead and profit. Lodging, meals, and incidentals should be included in the hourly rates submitted on the cost proposal form. All other direct project expenses must receive prior written approval by the Town.
- The selected contractor shall provide a certificate of insurance coverage with the Town of Cape Carteret named as an additional insured party before commencing work.
- The selected contractor will be required to provide a performance and payment bond in the amount of \$250,000 for the project before commencing work.

6. Terms and Conditions

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The term of the agreement will be valid through June 30, 2020 and will be initiated by notice to proceed by the Town Manager or his designee.
- The proposer receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town:
 - Workers' Compensation (as required by the State of North Carolina)
 - Commercial General Liability for bodily injury, property damage, or personal injury
 - Business Automobile Liability
- The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFP.

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- The proposer agrees to the following Federal provisions as applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)
- The Town of Cape Carteret reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received
- Invoices for work performed must be issued on a Net 30 (30 day) payment window

7. Contacts and Additional Information

For additional information please contact: Zach Steffey, Town Manager 252-393-8483 or by email zsteffey@capecarteret.org

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Cost Proposal

Attachment A

Item	Description	Proposal Amount
Hazardous Limbs	Remove all eligible hazardous hanging limbs over 2" in diameter and place the limb on the right-of-way.	\$ per Tree
Hazardous Trees	Remove eligible hazardous trees and place the trees on the right-of-way.	\$ per Tree
	6 to 11.99 inch diameter	
	12 to 23.99 inch diameter	
	24 to 35.99 inch diameter	
	36 to 47.99 inch diameter	
	48 inch and greater diameter	
Hazardous Stumps	Extract eligible hazardous stumps and place the stump on the right-of-way.	\$ per Stump
	24 to 35.99 inch diameter	
	36 to 47.99 inch diameter	
	48 inch and over diameter	
Disposal Costs	Please provide the disposal cost information for debris generated by hazardous tree abatement activity.	
	Cubic yard disposal cost (include tipping fees, site fees, transportation costs, etc.)	\$ per cubic yard
	Tonnage disposal cost (include tipping fees, site fees, transportation costs, etc.)	\$ per ton