

City of Carthage Parks and Recreation Department

Request for Proposals

Carthage Golf Course Tree Removal



Carthage Parks and Recreation Department

521 Robert Ellis Young Drive

Carthage, MO

64836

The City of Carthage, Missouri Parks and Recreation Department is accepting proposals from qualified companies for tree removal and stump treatment at Carthage Golf Course.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the proposal, rating/selection process, the date and time to respond, and rendering of design.

A company will be considered qualified by having experience with projects similar in size and nature as well as all required certifications by the state and city.

1. BACKGROUND

Carthage Golf Course is a golf facility located in Carthage, Missouri. The course features a picturesque landscape, but some trees on the premises require removal due to various reasons, including disease, decline, or potential safety hazards. We are seeking professional tree work services to remove the identified trees and ensure the safety and aesthetic appeal of the golf course.

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

Chelsea Cholley
521 Robert Ellis Young Drive
Carthage, MO 64836
Office: 417-237-7035
Email: c.cholley@carthagemo.gov

Site visits will be scheduled as requested.

3. SCOPE OF SERVICES

Tree Identification and Assessment:

- The golf course has 7 hazardous tree, one of which is leaning on a tree and another being a hanger.
- Assess the health, stability, and risk factors associated with each tree to determine the order and priority of removal.

Tree Removal:

- Safely and efficiently remove the identified trees, adhering to industry best practices and local regulations.
- Utilize appropriate equipment and techniques to minimize damage to surrounding vegetation, structures, and the golf course itself.
- Ensure the safe disposal of all tree debris and clean up the work area upon completion of the project.

- Implement the recommended treatment methods, products to prevent sprouting, and regrowth of the identified stumps.

Risk Mitigation and Safety:

- Discuss plan to minimize risks associated with tree removal activities.
- Implement necessary safety measures to protect workers, golfers, and other individuals during the project.

Communication and Coordination:

- Maintain open lines of communication throughout the project, providing regular updates on progress, challenges, and any necessary modifications to the scope of work.
- Coordinate with Carthage Golf Course management to ensure minimal disruption to daily operations and golfing activities.

4. CONTENT OF PROPOSAL

Cover Letter

Summarize in the Cover Letter the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The Cover Letter should identify the primary contact/project manager for the project.

Project Timeline

Describe the company's time line of start and completion.

Cost

- Unit price for each item required
- Unit price for Labor
- Additional costs
- Total price for completed project

Note: The Parks and Recreation Department reserves the right to increase or decrease to scope of work based on available funds.

5. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company

Demonstration of ability to deliver the Scope of Work

Cost

6. SELECTION PROCESS

An award may be made to the responsible Company whose proposal is determined to be the most advantageous taking into consideration cost and the elevation factors set forth above to determine the lowest and best bidder.

Carthage Parks and Recreation Department reserves the right to reject any and all bids and is not obligated to award a contract to any bidder. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and at the City's discretion, new proposals may be solicited.

7. CONTRACTING AGREEMENT

The Carthage Parks and Recreation Department expects to enter a contract for services listed in this RFP. Fee type shall be lump sum, payable upon acceptance of your work by the Parks and Recreation Department.

The company selected will be required to provide General Liability insurance in the amount of \$2,000,000. The City of Carthage shall be named as additional insured.

8. INDEMNIFICATION

The work performed by the Contractor shall be at the risk of the Contractor exclusively.

9. SCHEDULE

In order to be considered, two copies of the proposal must be received at the Carthage City Hall at 326 Grant Street Carthage, MO 64836, on or before June 6, 2023 by 2:00 p.m. local time. All proposal shall be in a sealed package marked: **BID / GOLF COURSE TREE REMOVAL**