



## **Request for Proposal (RFP): Avondale Estates On-Call Tree Removal Services**

Issuing Agency: City of Avondale Estates  
21 North Avondale Plaza  
Avondale Estates, GA 30002  
Phone: (404) 294-5400  
Fax: (404) 299-8137

Issuing Date: February 17, 2022  
Proposal Closing Date: March 31, 2022  
Proposal Closing Time: 3 p.m.

The City reserves the right to reject all proposals and accept any proposal that it may deem to be in the interest to the City.

All questions or concerns regarding this RFP should be submitted, in writing, to Paul Hanebuth, Assistant City Manager and Finance Director at [phanebuth@avondaleestates.org](mailto:phanebuth@avondaleestates.org), faxed to 404-299-8137 or mailed to 21 N. Avondale Plaza, Avondale Estates, GA 30002. All written questions are due by March 15, 2022 at 3 p.m. Written answers will be provided to all written questions received before the deadlines established above and all questions from the pre-application meeting.

**Award:** The lowest price proposal will not guarantee an award recommendation.

The City reserves the right to negotiate with the low bidder for the best price after RFP submittal.

### **I. Project Description and Scope of Work**

Avondale Estates is in periodic need of tree and stump removal services on an on-call basis, as described in the scope of work below.

#### **SCOPE OF SERVICES**

##### **Task 1 – Project Evaluation**

- The selected contractor will receive a tree trimming or removal request from a city representative.
- The contractor will submit a project order to the city with their understanding of what work is to be done. Contractor may use drawings and photos as necessary. The document will include the following:
  - Location
  - Photos of trees to be removed and/or trimmed

- Date the work will be performed
- The City, after reviewing the project order, will comment on or approve the document and return it to the contractor. If commented on, contractor will address the city's comments and resubmit for approval.
- The work shall be itemized on the project order as follows:
  - Removing trees up to 10 inches dbh (each)
  - Removing trees between 10 inches and 20 inches dbh (each)
  - Removing trees between 20 and 30 inches dbh (each)
  - Removing trees over 30 inches dbh (each)
  - Stump grinding (each). Stump grinding shall include fine grading the impacted area to match the surrounding grades.

**Task 2 – Project Execution**

- The contractor shall notify the residents immediately adjacent to the tree(s) to be removed 3 days in advance of the work and describe any special access problems they will encounter and the time it will take to perform the work.
- The contractor shall set up any traffic control and/or detours in the approved project order.
- The contractor shall perform the work and remove all debris from the project site and dispose of it off site.

**II. Proposal Format and Submittal Requirements**

- Proposals must be clearly marked "Tree Service On-Call Project".
- Vendor shall submit three (3) copies of the proposal and all documentation as well as a digital copy. All forms must be typewritten or printed in ink. Any changes or corrections must be initialed by the person signing the proposal documents.
- Bidder Response Form must be completed and submitted as the first page of the bid fee proposal. This form contains: Firm Information - Firm name, contact, address, telephone and fax numbers, email address and the names, addresses, and telephone/fax numbers of any sub-consultants. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.
- Execute the Contractor Affidavit and Agreement
- Insurance is required during the term of the Agreement. Provide documentation.

Within 10 days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering:

1. Workers' Compensation & Employer's Liability Insurance. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.
2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for

which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.

3. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.

4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.

The insurance policies shall contain or be endorsed to contain, the following provisions:

(a) A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least thirty (30) days prior written notice to the City.

(b) Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.

(c) Commercial General Liability, Automobile Liability Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers Additional Insureds under such policies.

A copy of these endorsements shall be provided to the City. Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City. The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance. Certificate Holder should read: The City of Avondale Estates, 21 North Avondale Plaza, Avondale Estates GA, 30002.

#### **IV. Selection Procedures**

##### **A. Selection**

The City shall determine the low bidder based on summing the product of 1 and the unit price of each bid sheet category.

## City of Avondale Estates

### RFP 2022-2: On-Call Tree Removal Services

#### Addendum No. 1

March 18, 2022

Below are questions received by the city related to this RFP with answers provided by the city.

1. Is the pollution insurance policy necessary for the tree work?  
A. No evidence of this type of insurance is required for this proposal; if the city later determines it to be necessary, it will be included in contract negotiations.
2. Will service require brush removal?  
A. Bid should include normal and customary cleanup after tree removal, but other brush cleanup will be negotiated/invoiced separately.
3. How can we provide a bid based on caliper size when every tree removal scenario is unique?  
A. The City intends to remove approximately 200 trees in the near- to mid-term, and believes this sample size will be large enough that a bid based on the average cost for each caliper size will be appropriate. However, the City will also consider a lump sum bid for the first 35 trees on the removal list (attached hereto) as a responsive bid for any vendor that finds that method more conducive to his or her business practices.
4. What is the quantity of trees that will require traffic control?  
A. 10 of the 35 trees requiring attention most immediately are located on Covington or Clarendon roads, which are the only roads in the city requiring traffic control. 17 of 188 trees currently slated for removal will likely require traffic control.
5. On what schedule would the City require the removals to be completed?  
A. The City has already completed removal of all public trees deemed to be high risk. It is therefore willing to be flexible on the removal if the remaining trees as long as the pace remains consistent with annual budget cycles.
6. Will a bidder selected through this RFP be exclusively used by the City for tree services?  
A. Yes, except for emergency situations. Since the bulk of the City's tree service budget is devoted to removals, the City plans to exclusively use the vendor selected for tree removals to do pruning and other tree work in the City, at least until and unless priorities are adjusted in a future annual budget.
7. Does the city have an online portal where vendors can find the locations and other data for City trees in question?  
A. Yes, <https://avondaleestatesga.treekeepersoftware.com/index.cfm>

List of first 35 trees to be removed, with addresses:

Number	Street	Species	DBH	Condition
6	Windsor Ter	Dogwood, Flowering ( <i>Cornus florida</i> )	7	Poor
1166	Chatsworth Dr	Cherry, Black ( <i>Prunus serotina</i> )	8	Dead
3187	Wiltshire Dr	Dogwood, Flowering ( <i>Cornus florida</i> )	9	Dead
685	Windsor Ter	Mimosa ( <i>Albizia julibrissin</i> )	9	Dead
48	Clarendon Ave	Maple, Silver ( <i>Acer saccharinum</i> )	10	Poor
2	Covington Rd	Maple, Sugar ( <i>Acer saccharum</i> )	11	Poor
1	Fairfield Dr	Oak, Water ( <i>Quercus nigra</i> )	12	Poor
7	Exeter Rd	Maple, Red ( <i>Acer rubrum</i> )	14	Poor
36	Berkeley Rd	Maple, Red ( <i>Acer rubrum</i> )	16	Poor
100	Berkeley Rd	Chery, Japanese Flowering ( <i>Prunus serrulata</i> )	17	Poor
14	Dartmouth Ave	Maple, Sugar ( <i>Acer saccharum</i> )	20	Poor
20	Fairfield Dr	Maple, Sugar ( <i>Acer saccharum</i> )	20	Dead
17	Clarendon Ave	Maple, Sugar ( <i>Acer saccharum</i> )	22	Poor
47	Covington Rd	Pear, Callery 'Bradford' ( <i>Pyrus calleryana</i> 'Bradford')	22	Poor
47	Covington Rd	Pear, Callery 'Bradford' ( <i>Pyrus calleryana</i> 'Bradford')	22	Poor
8	Kensington Rd	Oak, Water ( <i>Quercus nigra</i> )	22	Poor
3	Dartmouth Ave	Maple, Sugar ( <i>Acer saccharum</i> )	23	Poor
2823	E College Ave	Oak, Willow ( <i>Quercus phellos</i> )	24	Poor
676	Ashton Pl	Pine, Loblolly ( <i>Pinus taeda</i> )	25	Poor
57	Dartmouth Ave	Pine, Loblolly ( <i>Pinus taeda</i> )	25	Dead
33	Lakeshore Dr	Maple, Red ( <i>Acer rubrum</i> )	25	Poor
1	Berkeley Rd	Oak, Live ( <i>Quercus virginiana</i> )	26	Poor
47	Covington Rd	Pear, Callery 'Bradford' ( <i>Pyrus calleryana</i> 'Bradford')	26	Poor
6	Exeter Rd	Maple, Sugar ( <i>Acer saccharum</i> )	26	Poor
23	Lakeshore Dr	Maple, Sugar ( <i>Acer saccharum</i> )	26	Poor
69	Clarendon Ave	Maple, Sugar ( <i>Acer saccharum</i> )	27	Poor
46	Berkeley Rd	Maple, Sugar ( <i>Acer saccharum</i> )	28	Poor
2	Clarendon Ave	Oak, Willow ( <i>Quercus phellos</i> )	30	Poor
71	Dartmouth Ave	Elm, American ( <i>Ulmus americana</i> )	30	Poor
1078	Lakeshore Dr	Pine, Loblolly ( <i>Pinus taeda</i> )	30	Poor
2983	Parry St	Sweetgum, Common ( <i>Liquidambar styraciflua</i> )	31	Poor
89	Clarendon Ave	Maple, Sugar ( <i>Acer saccharum</i> )	32	Poor
58	Wiltshire Dr	Maple, Sugar ( <i>Acer saccharum</i> )	34	Poor
11	Covington Rd	Oak, Water ( <i>Quercus nigra</i> )	36	Poor
22	Clarendon Ave	Oak, Water ( <i>Quercus nigra</i> )	41	Poor

58 Wiltshire Dr  
11 Covington Rd  
22 Clarendon Ave

No stump. Traffic control  
Traffic control