

# **City of Savannah**

## **Request for Statements of Qualification for TREE REMOVAL**

RFSQ – Event No. 5933  
Qualifications Due: April 24, 2018 at 1:30PM EST

City of Savannah  
Purchasing Division  
1375 Chatham Parkway  
2<sup>nd</sup> floor  
Savannah, Georgia 31405

## **Request for Statement of Qualifications (RFSQ)**

### **Tree Removal**

#### **Event # 5933**

1. The City of Savannah is developing a list of pre-qualified vendors to bid on various tree and stump removal services as needed for a period of one year. Bids will only be accepted from pre-qualified vendors. Electronic responses will not be accepted. All responses must be submitted manually.

Instructions for preparation and submission of the statement of qualifications are contained in this package.

All statements of qualification are due in the Office of the Purchasing Director, 1375 Chatham Parkway, 2nd floor, Savannah, Georgia 31405 no later than 1:30PM (EST) on April 24, 2018. The names of the respondents will be read aloud at the public bid opening shortly thereafter.

All questions regarding this event must be received by 12PM (EST) on April 16, 2018. Questions must be submitted in writing to Brittany Gashi, Assistant Purchasing Director, at [bgashi@savannahga.gov](mailto:bgashi@savannahga.gov). The answers to all questions received will be published in addenda issued by the Purchasing Division. Companies must acknowledge all addenda issued in conjunction with this event in order for their responses to be considered.

#### **2. Requirements for Pre-Qualification**

Qualified vendors must continue to meet all of the specified qualifications throughout the term of the contract. Any vendors who fail to meet any of the specified qualifications at any time will be disqualified at that time.

Qualified vendors must have performed professional tree maintenance and/or removal services as their primary livelihood for the past three (3) years. Arborist Certification is not required for tree removal work.

Qualified vendors must possess a current Georgia business license. A City of Savannah business license may be obtained through the City Revenue Department.

Qualified vendors must provide three (3) references indicating past performance.

Qualified vendors, if awarded work, must perform satisfactory work according to these specifications to remain qualified. Unsatisfactory work performance will result in disqualification.

Qualified vendors must possess adequate equipment, tools, and personnel to satisfactorily

perform any work which they bid on within the specified time frame. All equipment must be in compliance with these specifications and all applicable federal, state, and local rules and regulations. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees, trained and experienced in doing the required arboricultural work of this contract, shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City. Subcontracting is allowed.

All qualified vendors will be provided an opportunity to submit bids for tree and stump removal in accordance with these specifications for either specific individual trees or specified groups of trees. Notices will be published as needed via email or facsimile. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and the type of removals required under this contract.

Any work will be awarded to the qualified vendor who submits the lowest bid in accordance with these specifications.

### **3. Detailed Specifications**

The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, transportation, and consumables to remove all specified trees and grind the associated stumps at various City locations. The work shall be performed in accordance with the following specifications.

#### **3.1 Starting and Completion Requirements**

Work shall begin under the contract within one (1) week of the date of notice to proceed. All contract work shall be completed within thirty (30) days of the purchase order unless specified otherwise. The contractor shall not be entitled to any claims against the City or damages for hindrances or delays, from any cause whatsoever, in the progress of the work or any portion thereof. The time for completion of the work may be extended upon written request from the contractor to the contract administrator, provided the request is based on delays or suspensions that are not of the contractor; and such delays shall include, but not be limited to, acts or negligence of the City or others performing additional work, or to

fires, floods, abnormal weather conditions, epidemics, or other acts of nature; or the request is based upon a significant change in the scope of the work which has been approved by the City. Additional time allowed shall be the equivalent number of working days or lost hours, or in proportion to the amount of extra work compared to the amount of the original contract. Request for extensions in completion dates shall be made within twenty (20) days of occurrence. The contractor shall, at the time of submitting a request for extension, also submit supporting documentation justifying the request. Time lost due to delays caused by subcontractors, an inadequate work force, or failure of the contractor to properly supply or place orders for equipment or materials will not be justification for extensions of time.

### **3.2 Working Hours**

The contractor shall schedule work between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding government holidays, unless otherwise authorized by the Forestry Administrator.

### **3.3 Inspection of Work**

Work performed under contracts shall be reported to the Forestry Administrator on a weekly basis. All work must be completed to the satisfaction of the Forestry Administrator, or his/her representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. The contractor shall be notified of all work not performed to the satisfaction of the Forestry Administrator with the expectation that said items shall be completed within two (2) weeks. No invoices will be paid until the work is completed as specified.

### **3.4 Damage to Property**

Any damage to property as the result of the contractor's operations shall be the responsibility of the contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the Forestry Administrator, the City reserves the right to repair or replace that which was damaged, or assess the contractor such costs as may be reasonable and related to damage caused by the contractor, and deduct such costs from any payment due the contractor. The contractor shall inform the Forestry Administrator of any damage caused by the contractor's operation on the day such damage occurs.

### **3.5 Discontinuance of Work**

The City shall have the authority to suspend the work, wholly or in part, by written order for such period as the City may deem necessary due to unsuitable weather, due to conditions unfavorable to work, or due to failure on the part of the contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Forestry Administrator, or his/her representative, shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice.

### **3.6 Work Crew Supervision**

The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the City.

### **3.7 Safety Standards**

- a. All equipment to be used and all work to be performed must be in full compliance with OSHA and the most current revision of the American National Standards Institute Standard Z-133 and A300 standards.
- b. Blocking public streets shall not be permitted unless prior arrangements have been made with the Traffic Engineering Department. The contractor is responsible for having vehicles moved during arboriculture work.
- c. The contractor shall provide adequate barricades, flag person(s), signs, and/or warning devices during the performance of the contract to protect the motorists and pedestrians. All placements of cones, signs, and barricades must conform to the American Traffic Safety Standards. Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection.

### **3.8 Tree Locations**

Trees to be removed will be those designated by the Forestry Administrator. A list of specific individual trees or specified groups of trees will be included with each bidding opportunity.

### **3.9 Stump Grinding**

Unless otherwise specified, complete grinding of each stump is included with removal cost. Stumps shall be completely ground to a minimum depth of twelve inches (12"). All large surface roots greater than four inches (4") in diameter within the City rights of way shall also be ground. The contractor shall be responsible for removal and proper disposal of excess grindings. The finished site shall be raked smooth, with grindings left slightly higher than grade (no more than four inches) to allow for decomposition/settling. The contractor is responsible for securing utility locates prior to grinding.

### **3.10 Debris and Chip Disposal**

Legal disposal of all logs, limbs, chips, and debris generated by work described within this contract will be the responsibility of the contractor. The contractor shall remove all tree limbs, wood, and debris from the site and properly dispose of them, in accordance with applicable ordinances and regulations of the City of Savannah, Chatham County, and the State of Georgia. Limbs and trunks temporarily placed in the boulevard areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging a curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lay on the boulevard or in the park overnight. The penalty for limbs, branches, and logs left overnight shall be \$100.00 per site per night. The contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks, and limbs from the street, parkway, and cemetery plots with appropriate tools for the job. Aside from the stump left, the site shall be returned to the same state it existed in prior to the removal.

### **3.11 Limb Lowering**

The contractor shall refrain from the practice of free falling the trees. All trees shall be limbed out prior to the final cutting of the trunk. Cemetery headstones, lights, sidewalks, streets, and other manmade structures shall always be protected from the impact of falling wood. Ropes or other mechanical devices shall be used to

lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

### **3.12 Protection of Property**

The contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, or other real or personal property. Holes made in the lawn, regardless of size, shall be filled with sandy loam soil and seeded with a turf grass lawn seed mix. Vegetation surrounding a tree marked for removal shall be disturbed as little as possible.

### **3.13 Protection of Overhead and Underground Utilities**

Tree and stump removal operations may be conducted in areas where electric, telephone, cable television, gas, fiber optic, and water/sewer facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to its operation. The contractor shall make arrangement with the utility for removal of all necessary limbs and branches which may conflict with or create a hazard in conducting the operations of this contract. If the contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor. Prior to commencement of work, the contractor shall contact the Georgia Utilities Protection Center, Inc. (811 or 800.282.7411) to obtain locations of underground utilities, the City of Savannah, Traffic Engineering Department (912.651.6600) for locations of underground traffic signal cables, and the City of Savannah, Information Technology (912.651.6907) for the location of underground communication cables.

### **3.14 Additional Specifications for Municipal Cemeteries**

- a. The municipal cemeteries include Colonial Park (201 East Oglethorpe Avenue), Bonaventure (330 Bonaventure Road), Greenwich (330 Greenwich Road), Laurel Grove North (802 West Anderson Street), and Laurel Grove South (2101 Kollock Street).
- b. All work performed in any municipal cemetery must be in accordance with the *Rules and Regulations of Municipal Cemeteries*. Copies are available upon request from the Department of Cemeteries, 330 Bonaventure Road (telephone

912.651.6843). The standard work permit fee will be waived for any work performed under this contract.

- c. All work in the cemeteries must be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays.
- d. The contractor and his/her employees must be neat in appearance. Employees must wear uniforms with the contractor's logo clear and visible. Uniforms shall include shirts, long pants, and safety shoes. No clothing with offensive print or designs will be allowed.
- e. Work operations shall not be performed in any area where a funeral is being held. Workers may move to another area not in conflict with funeral services.
- f. The contractor and his/her employees shall not lean or rest on monuments, tombstones, statues, etc. Gear, equipment, or personal belongings shall not be placed on monuments, coping, or any structure within a cemetery lot.
- g. Loud conversation or offensive language is not permitted on cemetery property. The playing of electronic audio devices is not permitted on cemetery grounds. Firearms, alcohol, or illegal drugs are not allowed in the cemetery.
- h. The Department of Cemeteries reserves the right to restrict work activities in any section or sections of the cemetery for any time and for any reason.
- i. The contractor must follow all federal, state, and local laws, ordinances, and requirements.

### **3.15 Basis of Payment**

The contractor shall be paid for the work upon completion. No more than one (1) work invoice will be processed per week.

### **3.16 Permits**

The contractor will be responsible for obtaining all required permits. Fees for the City of Savannah permits will be paid for by the City.

### **3.17 Selection**



- A. Statements of Qualification - The City of Savannah is accepting statements of qualification from vendors to bid on various tree and stump removal services as needed for a period of one year. Bids will only be accepted from pre-qualified vendors. Electronic responses will not be accepted. All responses must be submitted manually.
- B. The information herein will be used to determine if a firm is pre-qualified to bid on various tree and stump removal services. The City will review all submittals and determine the selection status of all respondents. A list of pre-qualified bidders will be prepared and posted at the completion of this review and sent to all RFSQ respondents.
- C. To be considered, each firm must submit the following information by the indicated deadline. Additional pages may be attached as needed but responses shall be in the order as listed in the request and numbered accordingly. The submittal must be signed by a corporate officer or principal. Each respondent shall submit one (1) unbound printed and signed original, five (5) printed copies, and one (1) electronic copy on a CD Rom. "Statement of Qualifications" should be clearly written on the outside of the envelope, along with the project name, company name, and event number.
- D. Incomplete responses and/or noncompliance with submittal instructions will eliminate responses from further consideration.

**General Contractor**

4.1 Information regarding the business entity and principals:

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Year firm was established: \_\_\_\_\_ Specify type of ownership: \_\_\_\_\_

Name of two (2) principals to contact:

Principal 1: Name and title: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Principal 2: Name and title: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

4.2 Total dollar value of all projects successfully completed over the past five (5) years:  
\$ \_\_\_\_\_

4.3 Number of persons currently employed: Total: \_\_\_\_\_

Management: \_\_\_\_\_ Clerical: \_\_\_\_\_ Professional: \_\_\_\_\_

Technical: \_\_\_\_\_ Skilled labor: \_\_\_\_\_ Common labor: \_\_\_\_\_

4.4 Complete Table 4.4, listing similar projects completed as the general contractor by the office or group that will perform the proposed work. Provide all information requested in the table. Related experience must be in construction of projects that include large scale tree removal work performed under contract similar in size and scope as this request. For the sake of this request size and scope would equal 25 mature trees of a minimum 24 inch diameter in various locations done within a 30 day period.

4.5 Attach evidence of financial ability to complete the project. Evidence may include Standards and Poor's rating, credit ratings and information, or other financial information.

4.6 Attach evidence of insurability for projects of this type. Include current certificate of insurance including worker's compensation coverage.

4.6.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.6.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000.
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.6.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.6.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.6.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better. Any modifications to specifications must be approved by the City.

4.6.6 The contractor shall secure and maintain during the term of this contract Workman's Compensation for all of its employees connected with the work on this bid. Such insurance shall comply with the Georgia Workman's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days' notice prior to cancellation shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

4.7 All applicants must possess adequate equipment, tools, and personnel to satisfactorily perform any work which they bid on within the specified time frame. All equipment must be in compliance with these specifications and all applicable federal, state, and local rules and regulations. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City. Subcontracting is allowed.

4.8 Disclose any claims between the contractor and an owner within the preceding five (5) years that were filed in court or resulted in arbitration. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.9 Disclose any refusals by an insurer to renew an insurance policy issued to the contractor within the preceding five (5) years:

\_\_\_\_\_  
\_\_\_\_\_

4.10 Disclose any claims between the contractor and any owner or sub-contractor that remain outstanding at the time of this response to this RFSQ: \_\_\_\_\_

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4.11 Disclose any nonpayment issues with sub-contractors, suppliers, or equipment companies:

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4.12 Disclose any current litigation:

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4.13 Demonstrate an industry standard safety record. Provide NCCI (or other official rating bureau) experience modification rating for the last three (3) years:

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Attach company safety training policies, including mandatory employee training requirements, additional safety training, and frequency of safety training.

4.14 Describe your firm's DBE Compliance Plan by completing Table 4.14.

4.15 List any current project listed as completed, but not accepted, i.e. – in the punch list stage (Complete Table 4.15).

CONTRACTOR: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Signature of Corporate Officer or Principal

NAME & TITLE (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

FAX: (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER: \_\_\_\_\_

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY).  
CHECK ONE:**

\_\_\_\_\_ **NON-MINORITY OWNED**  
\_\_\_\_\_ **AFRICAN AMERICAN**  
\_\_\_\_\_ **HISPANIC**  
\_\_\_\_\_ **WOMAN**

\_\_\_\_\_ **ASIAN AMERICAN**  
\_\_\_\_\_ **AMERICAN INDIAN**  
\_\_\_\_\_ **OTHER MINORITY**

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS EVENT:**

ADDENDUM \_\_\_\_\_ #  
DATE \_\_\_\_\_





TABLE 4.14 - DISADVANTAGED BUSINESS COMPLIANCE PLAN

The Contractor shall submit a Disadvantaged Business Enterprise (DBE) Compliance Plan to demonstrate their corporate policy regarding DBE's, their recent history involving achievement of DBE utilization goals, and the compliance plan and methodology proposed to achieve the specified utilization goal.

Please respond to the following questions in order to comply with this request.

<b>1. State your corporate policy regarding DBE participation.</b>		
<b>2. List your recent history involving achievement of DBE in the table below.</b>		
<b>Name of past projects involving DBE's.</b>	<b>DBE Goal of Project</b>	<b>% of DBE Goal Met</b>
<b>3. Detail the proposed methodology to achieve the specified DBE goal for this project in the space provided below. Please <u>be concise</u> in explaining the step-by-step process you will follow to obtain participation by DBEs</b>		
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>		

Table 4.15 – CURRENT PROJECTS COMPLETED BUT NOT ACCEPTED (PUNCH-OUT)

PROJECT NAME	CONTRACT DOLLAR VALUE	DATE OF PUNCH LIST INSPECTION	CALENDAR DAYS ON PUNCH LIST	EXPECTED DATE OF PUNCH LIST COMPLETION	COMMENTS