

**REQUEST FOR PROPOSAL**

CONTACT INFORMATION	
BUYER	Jefferson County Parks
E-MAIL	maryt@jeffersoncountywi.gov
FAX	920-674-7585
MAILING ADDRESS	311 South Center Ave, Jefferson WI, 53549

SCHEDULE OF EVENTS	
The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify as necessary.	
RFP Released	Friday October 9 th , 2020
Questions Due	Friday, October 23 rd , 2020
Amendment Due	Friday October 23 rd , 2020
Proposals Due	Friday, October 30 th , 2020 at 2:00 p.m.
Finance Committee Approval	N/A
Commencement Date	ASAP - Fall, 2020

REQUEST FOR PROPOSAL**PREPARATION, SUBMISSION, PROCESS AND AWARD**

1. **Communication:**

This RFP is issued on behalf of Jefferson County by the Parks Department. The buyer assigned to this RFP, along with contact information, is noted on Page 1. The buyer is the sole point during this process and no information provided by any personnel will be considered binding.

The County prohibits communication initiated by the respondent to any County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

2. **Access to County Building:**

Controlled access screening is mandatory for all vendors seeking access to the Courthouse. Vendors who will be visiting are to enter and exit the facilities through the main Courthouse public entrance 311 S Center Avenue. Screening will take place in the lobby of the Courthouse. Allow sufficient time to get through the screening process if you are hand delivering your response.

3. **Clarifications/Amendments:**

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference (if applicable). Please note the due dates and times noted on page 1 for both the preliminary and final questions. All questions must be submitted to the buyer in writing, via fax or email, with the RFP Number and description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Jefferson County website: www.jeffersoncountywi.gov/rfp, in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the opening date. All amendments must be acknowledged on the RFP signature page in the area provided. **Failure to do so may result in your response being rejected.**

4. **Contents of Proposal:**

All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

5. **Nonconforming Terms and Conditions:**

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are **subject to rejection as nonresponsive**. Jefferson County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

6. **Amendment/Withdrawal of Proposals by Vendor:**

After receipt by the Parks Department, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Parks Department.

Proposals may be withdrawn only in total, and only by a written request to the Parks Department prior to the time and date scheduled for opening of proposals.

PROPOSAL FORMAT & SUBMISSION

A. Format:

Bid Sheet/Proposal Response documents may be submitted hard copy or electronically.

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, firms must complete only the Bid Sheet/Proposal Response document provided by the County. The Bid Sheet/Proposal Response document is posted on Jefferson County's website on the last page of this RFP.

Failure to use the Bid Sheet/Proposal Response document may result in your response being rejected. If multiple forms are submitted, only the Bid Sheet/Proposal Response document will be evaluated.

Although additional documents/attachments may be submitted as supplements to your hard copy, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Bid Sheet/Proposal Response document. Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included.

B. Proposal Response Submission – HARD COPY:

Respondent shall be required to deliver or mail one (1) original copy of the bid sheet in a sealed package, box or envelope to Jefferson County Courthouse, 311 S. Center Ave, Room 204, Jefferson, WI 53549 to arrive no later than 2:00 P.M. CST on Friday, October 23, 2020.

Each hard copy should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable.

Jefferson County Reserves the right to accept or deny any part or the whole of any submitted proposal.

LAKE KOSHKONONG NORTH SHORE/BLACK HAWK ISLAND ASH TREE REMOVAL

There are 29 ash trees in this tree removal project area, all in various stages of emerald ash borer infestation, some dead ~5 years and some in the early stages of infestation and decline. Trees range in size from 15" DBH to 36" DBH. ***Most trees in this project have been prioritized for removal because of their hazardous proximity to human-occupied structures.*** All tree removal on this project would need to occur after September 1st, 2020 and before Spring, 2021.

PROJECT AREA

The trees in this project occur along two different roads, both areas on the NE side of Lake Koshkonong in Fort Atkinson, Wisconsin. All trees occur on Federally-purchased public flood mitigation ground. 25 of the 29 project trees occur within ~50 yards of Blackhawk Island Road, both on the South and North of the road. Approximate area is highlighted in yellow (longer of the two yellow-highlighted areas). The other four of the 29 trees occur within ~50 yards of Lamp/Willow Roads, all on the North side of the road (shorter of the two yellow-highlighted areas).



SUB-PROJECT AREAS

To simplify efficient location of the trees in this project, all trees have been marked with an orange "Ø" and orange tree number (example: the *second tree* in *area 14* will be marked **14B**) to indicate that they need to be removed (See photo at right). Because of the large number of properties that these trees occupy, the 29 trees have been broken up into 15 "Areas", marked with an orange-painted lath stake. Each lath stake has the area number written on the front, as well as the number of trees to look for in that area written on the front. Areas 1-13 occur on Blackhawk Island Road, from West to East. Areas 14 and 15 occur on Lamp/Willow Roads, the Southern Lamp Road area marked Area 14 and the Northern Willow Road area marked Area 15. Below are zoomed-in photos of each area to assist in locating them:



BLACKHAWK ISLAND ROAD AREAS (AREAS 1-13)

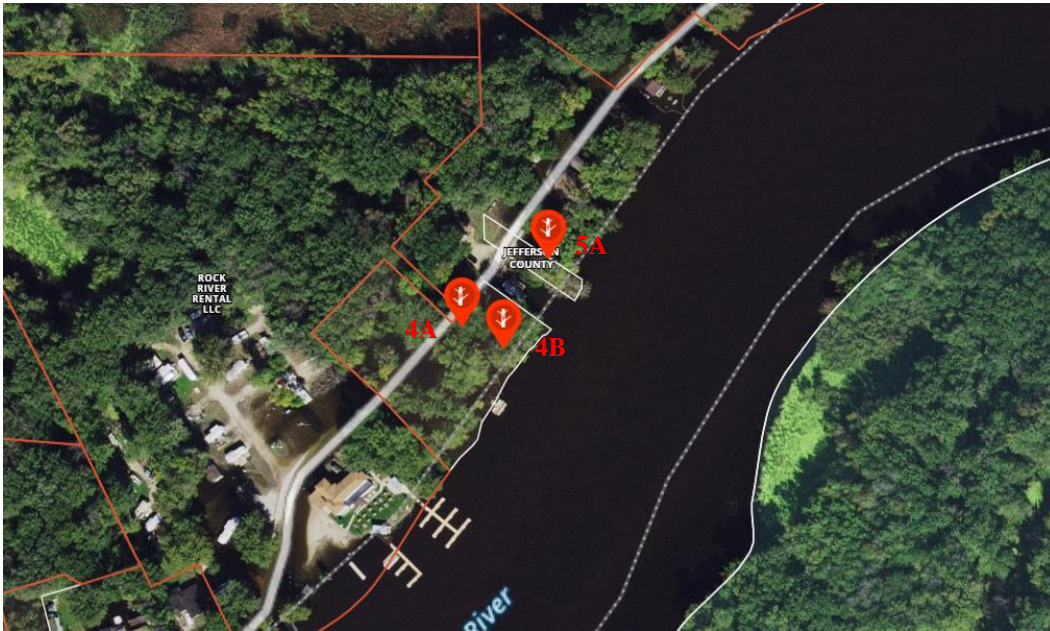
- Areas 1 and 2:



- Area 3:



- Areas 4 and 5:



- Areas 6 and 7:



- Areas 8, 9, and 10:



- Areas 11, 12, and 13:

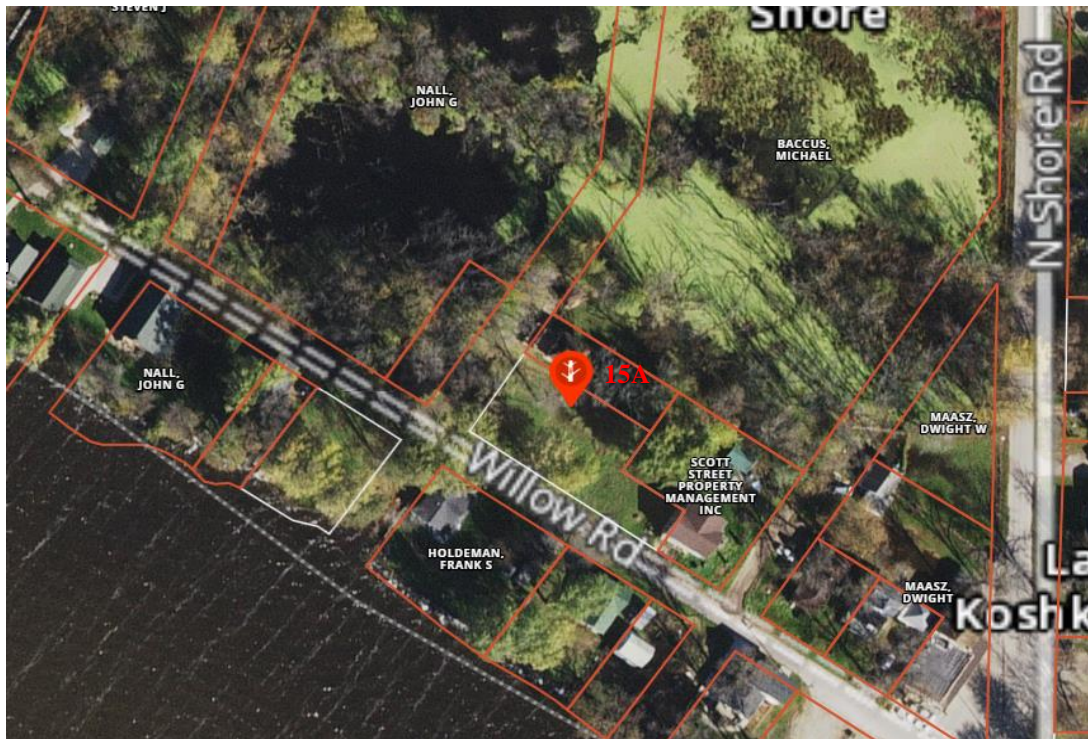


LAMP/WILLOW ROAD AREAS (AREA 14 AND 15)

- Area 14:



- Area 15:



PROPOSAL RESPONSE & BIDDING INSTRUCTIONS

All trees in this project will need to be bid individually. Not all trees in this project will be contracted out for removal, as Jefferson County Parks will be removing some in-house as budget, time, and personnel constraints allow. In the table below, indicate what your costs would be for:

- **Whole tree down without material removal**
- **Removal and chipping of whole tree Crown leaving 25' stem on site, and**
- **Remove Crown down to 25' (stem left standing) without brush removal** for each individual tree

		Whole w/o removal	Crown with removal	Crown w/o removal
Tree 1A		\$	\$	\$
Tree 2A		\$	\$	\$
Tree 2B		\$	\$	\$
Tree 2C		\$	\$	\$
Tree 3A		\$	\$	\$
Tree 4A		\$	\$	\$
Tree 4B		\$	\$	\$
Tree 5A		\$	\$	\$
Tree 6A		\$	\$	\$
Tree 6B		\$	\$	\$
Tree 7A		\$	\$	\$
Tree 7B		\$	\$	\$
Tree 8A		\$	\$	\$
Tree 8B		\$	\$	\$
Tree 8C		\$	\$	\$
Tree 9A		\$	\$	\$
Tree 9B		\$	\$	\$
Tree 9C		\$	\$	\$
Tree 10A		\$	\$	\$
Tree 10B		\$	\$	\$
Tree 11A		\$	\$	\$
Tree 12A		\$	\$	\$
Tree 12B		\$	\$	\$
Tree 13A		\$	\$	\$
Tree 13B		\$	\$	\$
Tree 14A		\$	\$	\$
Tree 14B		\$	\$	\$
Tree 14C		\$	\$	\$
Tree 15A		\$	\$	\$
TOTAL:		\$	\$	\$

Questions call:

Logan Hahn, Forestry and NR Specialist @ (319) 213-4447

Kevin Weismann, Jefferson County Parks Supervisor @ (920) 674-7540