

**REQUEST FOR PROPOSALS
FOR TREE PLANTING
TOWN OF CHELSEA, VERMONT**

The Town of Chelsea will be accepting bids for tree planting services starting in the Spring of 2025 and possibly continuing throughout the year and into 2026.

Objectives, qualifications, and notes for this project are as follows:

- The Town has already consulted with an arborist to select planting locations and species for the 34 trees to be planted
- The Chelsea Forest & Parks Commission will source the trees, so this should not be a part of the bid - *See included planting map and list of trees.*
- All tree planting activities associated with a project must adhere to the American National Standards Institute (ANSI) A300 Standards for Tree, Shrub, and Other Woody Plant Management
- This tree planting is being done with money from a grant that specifies that grant awardees are responsible for ensuring trees planted under this grant remain healthy and thriving for a minimum of three years (which may include a guarantee provided by a nursery or planting contractor). Trees that die or fail to thrive must be replaced by the grantee or their contractor. and follow all grant guidelines (available upon request)

●

The contractor will be responsible for:

- Attending onsite meeting and tour of planting locations with Project Committee
- Planting trees in designated locations using best practices for landscaping
- Mulching and initial watering of trees
- General site clean-up (including sod removal)
- Staking trees, where appropriate
- Work schedule will need to be coordinated to not interfere with events happening in areas where work will be done (Town Greens, Rec Fields, etc.)
- Liability insurance covered up to \$1,000,000

Bid Process and Deadline

Bid packages must be sealed and received by **June 16th by 4:00 pm** in person or mailed to **PO Box 266 Chelsea, VT 05038** (ATTN: Selectboard/Town Administrator). Please include the following information in your bid:

- On the outside of the sealed envelope: PO Box 266, Chelsea VT 05038 (care of the Selectboard/Town Administrator), Town of Chelsea Auditing Services RFP, the deadline for bid submission (June 16th, 4:00 pm)
- A copy of bond/insurance
- A cover sheet with the title of the RFP; the bidder's name, physical address, and all other contact information

- A total proposed contract amount
- Name of the certified arborist consulting on the project, if they are not the main contact

Bid Opening

Sealed bids will be opened and selected by the Chelsea Selectboard during the regular Selectboard meeting at Town Hall (296 Vt Rte 110 Chelsea, VT 05038) on June 17th at 6:30 pm. Bids will be judged by the following factors:

- Quality of the services proposed
- Bidder's experience and reputation, including past performance for the Town
- Bidder's ability to meet all terms and conditions spelled out in this RFP
- Bidder's ability to perform within the specified time limits
- Price

Contact Information

Questions regarding this RFP shall be submitted by email or phone to the Chelsea Forest & Parks Commission, at chelsea-forest-parks@googlegroups.com, CC'ing town.administrator@chelseavt.us. The Town will maintain a list of RFP questions and answers posted on the Town's website when received. Questions will be accepted until 5:00pm on June 13th, to ensure all parties have adequate time to review the answers before the proposal submission deadline.

Disclosure

The Town of Chelsea is an equal opportunity employer.

Per grant guidelines, small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered in your bidding process. See [2 CFR § 200.321](#) for specifics.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract. The Town assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of proposals or any other costs prior to the issuance of a contract.

A Site #	B GPS Coordinates OR Street Address	C Species	D Special Design?	E Planting Size
1	South Common (284 VT-110, Chelsea, VT 05038)	<i>Catalpa speciosa</i> or similar as available		2"
2	South Common	<i>Acer triflorum</i> or similar as available		2"
3	South Common	<i>Nyssa sylvatica</i> or similar as available		2"
4	South Common	<i>Quercus rubra</i> or similar as available		2"
5	South Common	<i>Acer triflorum</i> or similar as available		2"
6	South Common	<i>Quercus bicolor</i> or similar as available		2"
7	North Common (294 VT-110, Chelsea, VT 05038)	<i>Amur Maackia</i> or similar as available	Under powerlines	2"
8	North Common	<i>Betula nigra</i> or similar as available	Under powerlines	2"
9	North Common	<i>Celtis occidentalis</i> or similar as available		2"
10	North Common	<i>Ginkgo biloba</i> or similar as available		2"
11	North Common	<i>Quercus rubra</i> or similar as available		2"
12	North Common	<i>Nyssa sylvatica</i> or similar as available		2"
13	North Common	<i>Betula nigra</i> or similar as available	single stem	2"
14	North Common	<i>Quercus bicolor</i> or similar as available		2"
15	North Common	<i>Catalpa speciosa</i> or similar as available		2"

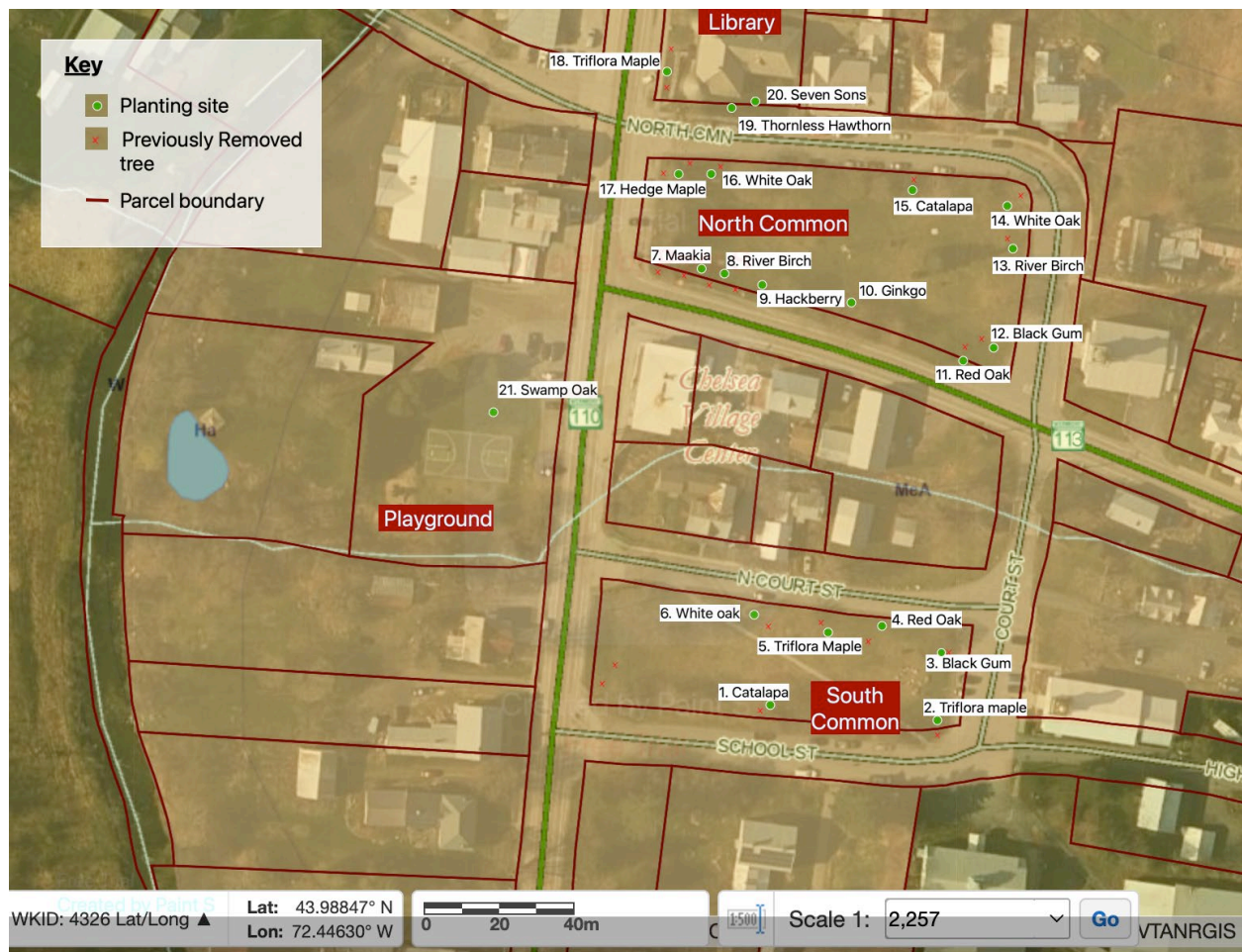
16	North Common	<i>Quercus bicolor</i> or similar as available		2"
17	North Common	<i>Acer campestre</i> or similar as available	Corner of common	2"
18	296 VT-110, Chelsea, VT 05038	<i>Acer triflorum</i> or similar as available		2"
19	296 VT-110, Chelsea, VT 05038	<i>Crataegus crus-galli</i> var. <i>Inermis</i> or similar as available	Small soil space, near power lines and building	1.5"
20	296 VT-110, Chelsea, VT 05038	<i>Heptacodium miconioides</i> or similar as available	Small soil space, near power lines and building	1.5"
21	43.988372, -72.448147	<i>Quercus bicolor</i> or similar as available		2"
22	234 VT-110, Chelsea, VT 05038	<i>Thuja occidentalis</i> x8 or similar as available	Cedar hedge	1.5"
23	43.978848, -72.446593	<i>Quercus bicolor</i> or similar as available		2"
24	43.978281, -72.447106	<i>Quercus bicolor</i> or similar as available		2"
25	266 VT-110, Chelsea, VT 05038	<i>Hamamelis virginiana</i> x2 or <i>Betula nigra</i> x2 or similar as available	Near riverbank for stabilization	1.5"
26	266 VT-110, Chelsea, VT 05038	<i>Magnolia stellata</i> or similar as available		1.5"

1. PLANTING MAP(S). Attach as many maps as needed to clearly communicate your planting plan.

Town of Chelsea Site details:

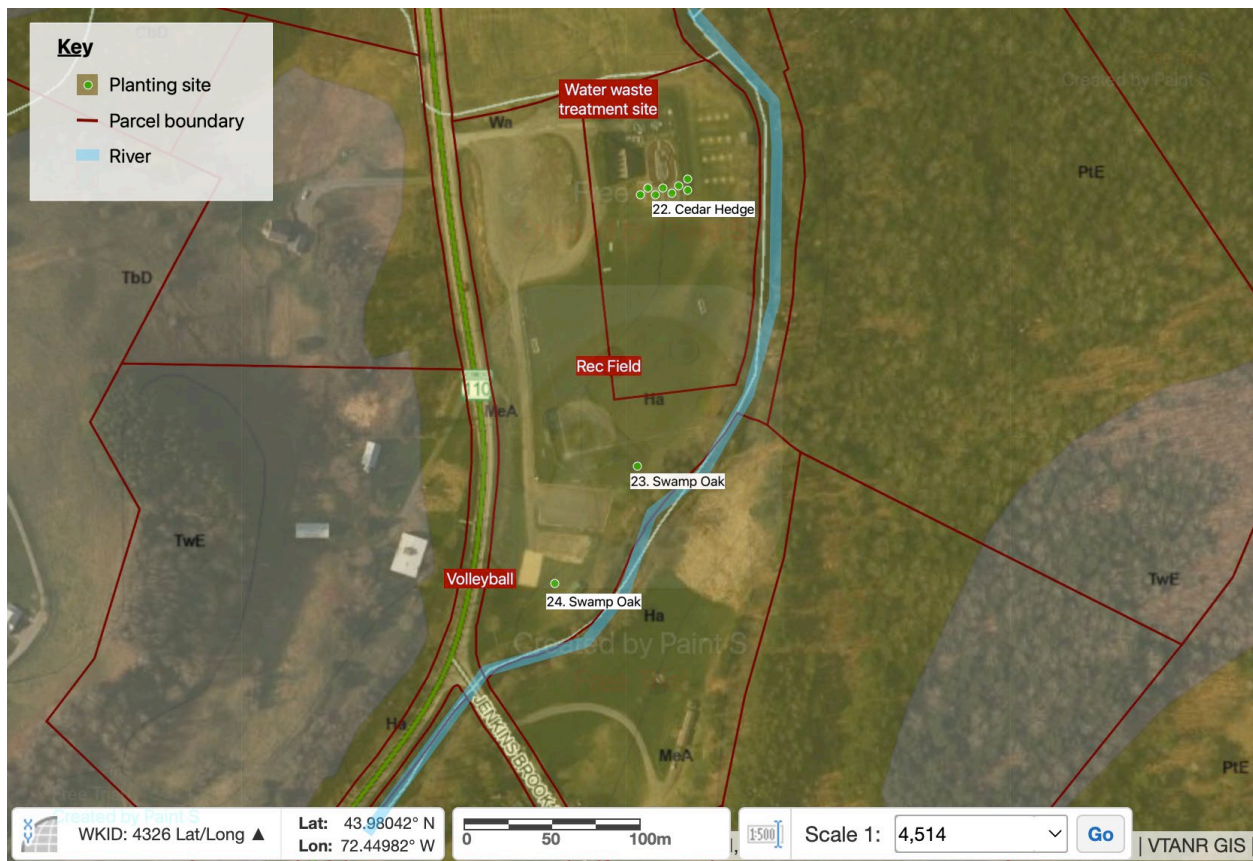


Site 1:
First priority



Site 2:

This site is the town's main recreational area as w



Site 3:

FEMA property, floodplain

