

TOWN OF CALAIS, VERMONT
REQUEST FOR PROPOSALS (RFP)
Hazardous Ash Tree Removal – North Calais Road

Issue Date: August 6, 2025

Proposal Due Date: August 20, 2025

Contact:

Kari Bradley

Calais Town Administrator

802-456-8720

TownAdmin@calaisvermont.gov

1. Summary

The Town of Calais is seeking proposals from qualified tree service contractors for the **removal of 56 ashes and other potentially hazardous trees** along **North Calais Road**, between **Gospel Hollow and the Dugar Brook Road intersection**. This project is funded by a grant from the **Vermont Urban & Community Forestry Program** and is part of the town's response to the spread of **emerald ash borer (EAB)**.

2. Project Background

Emerald ash borer is an invasive insect that has been confirmed in Calais, with the potential to cause widespread mortality in ash trees. The town is taking a proactive approach by removing large roadside ashes that pose a hazard to travelers if they die and fall. Some potentially hazardous trees of other species are also being removed at the same time. All trees to be removed have been flagged in advance based on size, condition, and proximity to the road.

This project builds on past community efforts to inventory roadside ash trees. The town has consulted with landowners along the affected stretch of road to determine how they would like wood from trees on or adjacent to their property handled.

3. Scope of Work

The selected contractor will be responsible for:

- **Removing approximately 56 flagged trees** along North Calais Road between Gospel Hollow and Dugar Brook Road.
- **Following landowner instructions** for each tree regarding the disposition of wood, which may include:
 - Chipping and removing chips
 - Chipping and leaving chips on site

- Leaving logs neatly stacked at roadside
- **No unchipped wood may be moved off site**, in order to prevent the spread of emerald ash borer.
- **Complete cleanup of brush and debris** from each removal site.
- **Providing traffic control** as needed to safely conduct removal operations.
- **Cleaning equipment wheels and tracks** prior to starting work and again before moving off site, to prevent the spread of invasive plants.

All trees will be clearly flagged by the town prior to the start of work.

4. Project Schedule

Work must be completed between October 1 and November 30, 2025.

5. Proposal Requirements

Please include the following in your proposal:

- Contractor or company name, primary contact information, and mailing address.
 - Proof of liability insurance and workers' compensation coverage.
 - Brief description of experience with similar roadside or municipal tree removal work.
 - List of equipment to be used.
 - Lump sum price for completing the full scope of work.
 - Proposed timeline and availability for completing the work within the stated window.
 - Any assumptions or special conditions that may affect scheduling or cost.
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6. Selection Criteria

Proposals will be evaluated based on the following:

- Total project cost (lump sum)
- Experience and qualifications
- Availability within the required timeframe
- References and safety record
- Completeness and clarity of proposal

The Town of Calais is not obligated to select the lowest bid and reserves the right to reject any or all proposals if deemed in the town's best interest.

7. Submission Instructions

Please submit proposals no later than **5:00 PM on August 20, 2025** to:

Kari Bradley

Calais Town Administrator

802-456-8720

TownAdmin@calaisvermont.gov

3120 Pekin Brook Road

East Calais, VT 05650

Questions regarding the RFP may also be directed to Kari.