



REQUEST FOR PROPOSAL

Tree Removal in MassDEP File #186-0278 and #288-0462 Locations

The South Hadley Electric Light Department (SHELD) is seeking bids for tree/brush removal before reconstruction of an out of service distribution river crossing formerly owned by Holyoke Water Power Company/Western Massachusetts Electric Company/Northeast Utilities. The proposed work areas are located within riverbank buffer zones in the City of Holyoke and the Town of South Hadley.

Sealed bids will be accepted until **1:00 P.M. on Wednesday, December 15, 2021**, by the South Hadley Electric Light Department at the Office of the Manager, 85 Main Street, South Hadley, MA for Tree Removal, at which time the proposals will be publicly opened and read. No fax or electronic bids will be accepted. All bids must be clear and legible in order to be considered.

Bids must be on the Tree Removal Bid Proposal Form. Please submit three copies of your proposal in a sealed envelope clearly marked "***Proposal for Tree Removal***".

The "Notice of Intent to Submit Proposal" must be submitted by Tuesday 11/23/2021. A site visit is scheduled for 12/01/2021 for proposers interested in viewing the two locations prior to submitting proposals.

For any questions regarding the Tree Removal RFP, please e-mail at kmendoza@sheld.org. The bid package is available on our website: www.sheld.org, under "About" then "RFP and Specifications" or to have it emailed to you, please contact kmendoza@sheld.org.

The Manager of the South Hadley Electric Light Department reserves the right to reject any and all proposals he deems unacceptable or not in the best interest of the Department.

Sean Fitzgerald, Manager
South Hadley Electric Light Department
85 Main Street
South Hadley, MA 01075

Request for Proposal (RFP)

South Hadley Electric Light Department (SHELD) Tree Removal in MassDEP File #186-0278 and #288-0462 Locations



South Hadley
Electric Light
D E P A R T M E N T

Issued by the South Hadley Electric Light Department **11/08/2021**

Deadline for Notice of Intent to Submit Proposal: **11/23/2021**

Deadline for Complete Proposal Submission: **1:00 PM ET 12/15/2021**

1. REQUEST FOR PROPOSAL: TREE REMOVAL AND BRUSH CLEARING

The South Hadley Electric Light Department (SHELD) is seeking to reconstruct an out of service distribution river crossing formerly owned by Holyoke Water Power Company/Western Massachusetts Electric Company/Northeast Utilities. The existing structures need replacement, and vegetation has overgrown the area and needs to be removed before the pole and line construction. The proposed work areas are located within riverbank buffer zones. The Conservation Commissions in each town have approved the Notice of Intent (NOI) filings and have issued Orders of Conditions (OOC).

1.1 RFP INTENT

This document contains project background and an overview of SHELD's business, the scope of work, and general terms and conditions for this RFP. The intent of this document is to solicit a detailed proposal that meets the needs of SHELD in compliance with the OOC. Proposers are encouraged to read the RFP completely and submit a Notice of Intent to Submit Proposal (NOISP) located in Appendix A to receive additional information, including the NOI filings and issued OOC. This form must be received by 11/23/2021.

1.2 ABOUT SOUTH HADLEY ELECTRIC LIGHT DEPARTMENT

SHELD was established by the citizens of South Hadley in 1914 when they approved the municipal purchase of a privately-held electric company serving a limited area. Since that time, SHELD expanded electric service to nearly 8,000 homes and businesses in South Hadley, and now offers fiber internet service through our Fibersonic department. As a municipally owned utility, SHELD is governed by a locally elected board of commissioners under Massachusetts General Law Chapter 164 and is financially supported by customer revenues without for profit investors.

1.3 PROJECT DESCRIPTION

Locations for the river crossing are in the City of Holyoke and the Town of South Hadley. A site visit is scheduled for 12/01/2021 for Proposers interested in viewing the two locations prior to submitting proposals.

City of Holyoke Location – MA DEP File # 186-0278 (See attachment A)

The site is located at the former Mount Tom Generating Station, 200 Northampton Street, Holyoke. The structures are located about 800 ft off the main road to the plant. The vegetation work area can be reached via various dirt access routes. Total work area is approximately 5,220 square feet. Approximately 10-15 trees along with other vegetation within 10 ft of the structures, under the distribution line, or in the fall zone of the distribution line will need to be removed to facilitate replacement of the structures and reliable operation of the line.

Town of South Hadley – MA DEP File #288-0462 (See attachment B)

The work site is located between houses 14 and 18 Titans Pier Road, South Hadley. The actual structures are approximately 50 feet from the edge of the paved road. The proposed vegetation work area is approximately 7,180 square feet. It is expected that 13 mature trees will be removed, and trees within the BLSF (Bordering Land Subject to Flooding) will need to be topped to maintain 10 feet of vertical clearance to any conductor.

Erosion and Sediment Control

Erosion control will be necessary to stabilize the work sites. Control measures shall be in the form of straw bales, siltation fence, straw wattles or compost filled tubes. No hay bales or hay mulch will be

used.

Construction Management and Administration

A Project Supervisor will be required to have daily control and responsibility over the work sites, including adherence to the Order of Conditions for each separate work site.

2. LEGAL NOTICE

Pursuant to Massachusetts General Laws, Chapter 164 S56D, and Chapter 30 S39M, it is the intention of South Hadley Electric Light Department ("SHELD") to procure and deliver a proposal for:

Tree Removal in MassDEP File #186-0278 and #288-0462 Locations

Proposal documents may be obtained at the SHELD office, located at 85 Main Street, South Hadley, MA 01075 or at our website, <https://www.sheld.org/pages/about/rfps-specs/>.

Proposals must be received **by 1:00 PM ET on 12/15/2021** and include three (3) hard copies. Proposals must be enclosed in a sealed envelope marked "**Proposal for Tree Removal**". The outside of the envelope should include the proposer's name and address and be addressed as shown below.

Kim Mendoza
South Hadley Electric Light Department
85 Main Street
South Hadley, MA 01075

The South Hadley Electric Light Department may reject any or all proposals if it is in the public interest to do so.

South Hadley Electric Light Department

Sean Fitzgerald, General Manager

ADV: Hampshire Gazette
MA COMMBUYS
MA Goods and Services Bulletin

3. INSTRUCTIONS TO PROPOSERS

All proposals **must be received by 1:00 PM ET 12/15/2021 (Section 2)** at SHEL D offices on 85 Main St., South Hadley, Massachusetts, 01075 at which time the proposals will be publicly opened and can be reviewed by anyone present. Late proposals will not be accepted. Proposals shall be considered firm offers valid for a period of three hundred and sixty-five (365) calendar days from the proposal deadline.

3.1 TAX EXEMPT STATUS AND PREVAILING WAGE STATUS

1. SHEL D is exempt from Sales and Use taxes.
2. The proposed work is governed by the Massachusetts Prevailing Wage Program

3.2 QUESTIONS ABOUT RFP

Proposers must submit questions relating to this RFP via email to Kim Mendoza (kmendoza@sheld.org), by **12/06/2021**. All questions must be submitted by email and must include the name of the company and the person submitting the questions. SHEL D will supply all questions and answers to the names listed on the Notice of Intent to Submit Proposal (NOISP) no later than **12/10/2021**.

Proposers shall notify SHEL D by email to kmendoza@sheld.org , if they find any discrepancies or omissions in the specifications, or if in doubt as to their meaning. If an explanation is necessary, a reply will be made by an addendum issued to all firms who have submitted a NOISP. SHEL D will not give verbal answers to any inquiries regarding the meanings of the specifications.

All requests, questions, or other communications about this RFP shall be made in writing and emailed to the RFP Designated Contact:

Kim Mendoza
South Hadley Electric Light Department
85 Main Street
South Hadley, MA, 01075
kmendoza@sheld.org

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is preferred, but other forms of delivery, such as postal and courier services can also be used.

3.3 CONTACT WITH EMPLOYEE(S)

Other than communications with the RFP Designated Contact, direct contact with SHEL D employees on issues related to this RFP is expressly prohibited without prior consent. Vendors who directly contact SHEL D employees about this RFP risk elimination of their proposal from consideration. An exception to this rule is the site visits that are scheduled for 12/01/2021.

3.4 PROPOSAL REQUIREMENTS

Proposals shall contain three (3) hard copies with the following information:

1. A general description of the company, including work experience and number of employees, etc.
2. A description of experience working near environmentally sensitive areas and familiarization of complying with OOC, including erosion control measures.
3. Proposal price shall be firm and include all labor, material, equipment, tools and supplies

necessary to accomplish the tasks listed in the Project Description.

4. All work to be done must be completed in a safe, professional, workman-like manner. All assigned workers shall be fit for duty, have any appropriate licenses for the proposed work, and comply with all OSHA standards for the work.
5. Proposer shall complete and submit the attached Proposal Form, in Appendix B, including the following information:
 - a. The total firm proposal price. Detailed pricing shall be provided in a separate attachment.
 - b. Proposed schedule for completing the work.
 - c. Proposer's name, business address, contacts person and telephone number.
 - d. Signature and title of the person responsible for submitting the proposal.
 - e. Date proposal was prepared.
 - f. References for utility work or work similar to that listed in the Project Description.

PROPOSALS THAT DO NOT FOLLOW THE ABOVE FORMAT MAY BE REJECTED.

3.5 IMPORTANT DATES

Estimated schedule for completing the evaluation and selection is as follows:

- | | |
|---|------------|
| 1. Issue RFP | 11/08/2021 |
| 2. Notice of Intent to Submit Proposal by | 11/23/2021 |
| 3. Site Visits | 12/01/2021 |
| 4. Questions Submitted By | 12/06/2021 |
| 5. Answers to Questions Submitted by | 12/10/2021 |
| 6. Proposals Public Opening 1:00 PM ET | 12/15/2021 |

All dates are subject to change.

3.6 RIGHT TO ACCEPT OR REJECT PROPOSALS

SHELD reserves the right to accept or reject proposals or portions thereof, reject all proposals, and/or waive any formalities in the process if it is deemed to be in the best interest of SHELD. Proposals received after the public opening date and time will not be accepted.

SHELD reserves the right to award this contract not necessarily to the Proposer with the lowest cost proposal, but to the Proposer which will provide the best overall match to the RFP requirements, and which best serves the interest of SHELD.

SHELD reserves the right to request additional information from or about a Proposer, in addition to the information submitted with the proposal. SHELD reserves the right to accept or reject, modify, or cancel in part or in its entirety, this RFP. SHELD reserves the right to waive any informalities or technical defects of the proposal as the best interests of SHELD may require. SHELD also reserves the right to reject all proposals, to make multiple awards, or to make a partial award to one or more Proposers. SHELD shall not, in any event, be liable for any expenses or costs incurred by Proposers in preparing their proposals.

3.7 EXECUTION OF CONTRACT

The successful vendor will be notified of the award of Contract in writing and shall properly and promptly execute a Contract, or make significant progress on the SHELD Contract Form, within thirty (30) days after receiving notification of the Award of the Contract.

APPENDIX A – NOTICE OF INTENT TO SUBMIT PROPOSAL

NOTE: Please complete and return this form stating your intention to submit (or not) a proposal for this RFP by **11/23/2021**. Your response will assist us in evaluating all responses for this important project and to improve our proposal solicitation and communication process.

The form should be emailed to kmendoza@sheld.org or returned to

Kim Mendoza
South Hadley Electric Light Department
85 Main Street
South Hadley, MA, 01075

Intent to Submit Proposal – Yes – No
Company Name -
Respondent's Name -
Respondent's Title -
Respondent's Signature -
Contact Information
Email -
Phone -
Address -

APPENDIX B –PROPOSAL FORM

Date -
Company Name –
Mailing Address – Street
City State Zip
Respondent’s Name -
Respondent’s Title -
Respondent’s Signature -
Contact Information
Email -
Phone -

Total cost of proposal - \$ _____
Please attach detail pricing separately

Expected start date of project -
Expected completion date of project –

References contact information

Name
Phone #
Email
Name
Phone #
Email
Name
Phone #
Email

