

**REQUEST FOR PROPOSAL – AMENDED**



**Stump Removal**

**Village of Little Chute  
Outagamie County, Wisconsin**

The Village of Little Chute is issuing a Request for Proposal (RFP) for interested contractors to submit proposals for the removal of stumps within the Village of Little Chute.

**Sealed Proposals:** Contractor will either deliver one proposal to the physical address listed below or by email to [john@littlechutewi.org](mailto:john@littlechutewi.org)

Little Chute Village Hall  
Attn: John McDonald, Parks, Recreation & Forestry Director  
108 W. Main Street  
Little Chute, WI 54140

**PROPOSAL DEADLINE: Friday, May 1, 2024, at 12 P.M.**

Proposals received after the cited time will be considered a late submission and are not acceptable unless waived by the Parks, Recreation & Forestry Director.

- The envelope should be clearly marked “RFP”
- Please direct questions to John McDonald, Parks, Recreation & Forestry Director at 920-423-3868 or [john@littlechutewi.org](mailto:john@littlechutewi.org)

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### **Purpose**

The Village of Little Chute has started the process to remove stumps of trees that have been taken down. In efforts to maintain upkeep of terraces and parks along with the ability to plant new trees, the Village of Little Chute would like to get caught up with the removal of all stumps currently in the Village corporate limits

### **Proposal Terms**

1. Village of Little Chute reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the contractor's qualifications, and capabilities to provide the specified service, the cost to perform the work, and other factors which the Village may consider.
2. The Village reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Village to be in the best interests of the Village even though not the lowest bid.

3. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the Village Hall to the mutually agreed-to date of bid.
4. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
5. The Village has provided the list of stumps and an estimated diameter that currently exist in the Village. It is the contractor's responsibility to inspect, and price out stumps out all stumps that are scheduled for removal in appendix A ahead of submitting their proposal. The village will not adjust the price after the contract is signed for differences in diameter inch found in the field during the removal process.
6. The Village will accept stumps located in Parks, to be ground down to ground level to allow for safe passage for the following, but not limited to, lawn mowers, gators, standard trucks, tractors, and patrons.
7. A service contract will be executed between the Village and the awarded contractor.

### **Consultant Qualifications**

1. The contractor shall have previous experience working with tree removals in public areas and should be familiar with the local government environment in the state of Wisconsin.

#### **Liability Insurance and Bond Specifications for Construction Projects**

##### **I. INSURANCE REQUIREMENTS FOR ARCHITECT AND CONSULTING ENGINEER**

###### **A. Minimum Scope and Limits**

1. Architects and Engineers Errors & Omissions Liability coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project.
2. Commercial General Liability coverage with limits of no less than the following:

a. Each Occurrence Limit	\$1,000,000
b. General aggregate limit (other than Products—Completed Operations)	per project \$2,000,000
c. Products—Completed Operations aggregate	per project \$1,000,000
d. Personal and Advertising Injury limit	\$1,000,000
3. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1—Any Auto basis.
4. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
5. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate.
6. Also, see requirements under Section IV.

**II. INSURANCE REQUIREMENTS FOR CONTRACTOR—LIABILITY & PROPERTY**

- A. Commercial General Liability coverage including coverage for Products Liability, Completed Operations, Contractual Liability, and XCU coverage with the following minimum limits:

1. General aggregate limit (other than Products—Completed Operations)	per project	\$2,000,000
2. Products—Completed Operations aggregate	per project	\$1,000,000
3. Personal and Advertising Injury		\$1,000,000
4. Each Occurrence limit		\$1,000,000
- B. Automobile Liability coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1—Any Auto basis.
- C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$5,000,000 aggregate.
- E. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for bodily injury and property damage.
- F. Property Coverage (to be provided by contractor)
  - 1. Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractors bonding company, if any.
  - 2. Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.
  - 3. The municipality, architect, engineer, contractor, and subcontractors will be added as loss payees to the policy.
- G. Also, see requirements under Section IV.

**H. Bond Requirements**

1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to \_\_\_\_\_ percent of the contract bid.
2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class V.

**III. INSURANCE REQUIREMENTS FOR SUBCONTRACTOR**

- All subcontractors shall be required to obtain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers Liability insurance. This insurance shall be as broad as those noted for Contractor requirements contained in Section II. above.

**IV. APPLICABLE TO ARCHITECTS, CONSULTING ENGINEERS AND CONTRACTORS**

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. The municipality, the municipality's elected or appointed officials, and employees shall be named as additional insureds on all Liability policies for liability arising out of project work.
- C. Certificates of Insurance, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the municipality shall be submitted prior to commencement of the work.
- D. Architect, Engineer and Design Build Contractors shall warrant that no documents used for the project require Municipality to indemnify and / or hold harmless any party to the contract for any reason.
- E. Architect, Engineer and Design Build Contractors shall warrant that the documents used for the project shall not contain any wording limiting the financial responsibility of the parties to the contract for damages arising from their negligence, act, error or omission.

**Scope of Services**

1. Contractor to remove **173 stumps** as listed with aerial map in appendix A (*Itemize this task*).
  - a. Appendix B – Aerial map of stumps requiring PERMIT through Outagamie County. See instructions for pulling permit in number 5 of Scopes and Services section.
  - b. Appendix C – Aerial map of stumps in parks for reference. **AMENDED**
2. Contractor to remove all wood shavings and additional debris from site (*Itemize this task*).
3. Contractor will remove all stumps and provide restoration of the site following stump removals. **A minimum** excavation of 4" (in.) below top of grade is required. Complete restoration requires all stump locations to be restored and graded to match the existing terrace area. No volcano grinding permitted. (*Itemize task*).
4. Contractor shall clean the work site of wood shavings and all debris at the end of each workday.
5. Contractor shall be responsible for procuring and Outagamie County Road Closure permit (\$75), through the Outagamie County offices or website, for trees located on North Ave or County Road OO. Apply for a [Miscellaneous Work in R/W permit](#) (link) via the County "Cityview" system prior to completing the work.
  - a. Village will provide a map of stumps which require a permit to be ground and restored in Appendix B.
6. Contractor to arrange all locates associated with stump grinding for the project.
7. Village will provide addresses for all stump locations to the best of their ability and aerial map with location of stumps.
8. Contractor is responsible for notifying Village if there are discrepancies in listing versus what is on site. Bid submissions should reflect actual stump locations as the list is to the best of the Village's knowledge.
9. Contractor is responsible for repair and replacement of any and all damaged underground/overhead utilities.
10. Village will send a letter to all residents informing them of the work that is being performed and why the work is necessary. It will be the contractor's responsibility to contact the Parks, Recreation and Forestry Director to notify them of when the work is planned to occur, to as close to the date as possible. This is to ensure that terraces are clear of any vehicles.

This section is not meant to provide an exhaustive and complete scope of services. Some, all, or potential additional items may be added to this scope of services. A final scope of services agreement will need to be arranged between Parks, Recreation & Forestry Director, and Contractor.

## Specifications

1. The contractor shall utilize proper traffic control measures when working or staging equipment on a Village road or in the right of way. All traffic control measures need to be approved by the Public Works Director and/or designee prior to work being performed.
2. If Stump Removal is performed, excavation of 4" (in.) below top of grade is required. Entire stump locations are to be restored and graded to match the existing terrace area
3. The area around the stump shall be clean and free of all debris once the contractor leaves the site for the day.

## Completion

The substantial completion of the project including final inspection will be performed by September 30, 2024. The contractor will be allowed to work on the removal of the stumps as they see fit from the time the contract is signed until November 1, 2024, when all stumps must be removed, and area restored per spefifications.

## Submittal Process and Details

Proposals are sought from firms with expertise in removing stumps located within public right of ways or on public property, preferably within the State of Wisconsin. Proposals should include the following:

1. Contractor's name, address, and names of primary contact.
2. 1 or 2 Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
3. An estimated cost for providing all work detailed in the scope of services itemizing each task separately. Provide estimated hours and cost for each service separately.
4. An estimated work schedule for all work performed.
5. Identification of personnel that will be assigned to this project listing their experience and credentials. Identify who will be the Village's main point of contact.

It is not the intent of this RFP to solicit an overly long response, but it is important the contractor's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this project than to include an exhaustive list of all projects completed by the firm. Village staff will review the submitted proposals. The selected contractor will meet with the Parks, Recreation & Forestry Director to prepare a contractual agreement between the Village and the Contractor.

**APPENDIX A**

**TREE LOCATIONS AND SPECIFICATIONS**

## 2024 Stump Grinding List - VOLC

No.	ID	Stump	Locate	Address	Park	
1	n/a	Stump	Street	1707 Freedom Road (redone from 2023)		
2	3253	Stump	Library	625 Grand Ave - Library Eastside	Library on Grand Ave	E
3	1142	Stump	Street	629 VAN BUREN ST		E
4	366	Stump	Street	1920 BISCAYNE DR		A
5	374	Stump	Street	601 W ELM DR		A
6	418	Stump	Street	423 ORCHARD LA		A
7	421	Stump	Street	FLORIDA AV		A
8	662	Stump	Street	OO/NORTH AVE - Behind 509 MIAMI CI	PERMIT REQUIRED	A
9	663	Stump	Street	OO/NORTH AVE- Behind 505 MIAMI CI	PERMIT REQUIRED	A
10	664	Stump	Street	OO/NORTH AVE- Behind 1301 DAYTONA LA	PERMIT REQUIRED	A
11	667	Stump	Street	OO/NORTH AVE - Capital Credit Union/1125 E NORTH	PERMIT REQUIRED	A
12	668	Stump	Street	OO/NORTH AVE - Capital Credit Union/1125 E NORTH	PERMIT REQUIRED	A
13	669	Stump	Street	OO/NORTH AVE - Capital Credit Union/1125 W NORT	PERMIT REQUIRED	A
14	675	Stump	Street	OO/NORTH AVE (NESTLE) 323 W NORTH AV	PERMIT REQUIRED	A
15	676	Stump	Street	OO/NORTH AVE (Nestle) 601 W NORTH ST	PERMIT REQUIRED	A
16	742	Stump	Street	155 W GREENFIELD DR		A
17	744	Stump	Street	151 W GREENFIELD DR		A
18	757	Stump	Street	215 LILAC LA		A
19	766	Stump	Street	111 W GREENFIELD DR		A
20	767	Stump	Street	11 CLOVER CT		A
21	769	Stump	Street	11 CLOVER CT		A
22	770	Stump	Street	1 CLOVER CT		A
23	782	Stump	Street	338 CHERRY LA		A
24	789	Stump	Street	104 W GREENFIELD RD		A
25	790	Stump	Street	110 W GREENFIELD DR		A

The VOLC to the best of their knowledge has provided an list of stumps within the Village Corporate limits.

Please notify the Village of any discrepancies between this list and what is actually on site.

## 2024 Stump Grinding List - VOLC

26	797	Stump	Street	204 LILAC LA		A
27	801	Stump	Street	119 W GREENFIELD DR		A
28	802	Stump	Street	119 W GREENFIELD DR		A
29	3274	Stump	Street	215 LILAC LA		A
30	1	Stump	Street	407 E ELM DR		B
31	5	Stump	Street	2000 TAYLOR ST		B
32	7	Stump	Street	2000 TAYLOR ST		B
33	8	Stump	Street	2000 TAYLOR ST		B
34	9	Stump	Street	2000 TAYLOR ST		B
35	10	Stump	Street	2000 TAYLOR ST		B
36	11	Stump	Street	701 MOASIS DR		B
37	12	Stump	Street	701 MOASIS DR		B
38	13	Stump	Street	701 MOASIS DR		B
39	14	Stump	Street	701 MOASIS DR		B
40	15	Stump	Street	701 MOASIS DR		B
41	16	Stump	Street	701 MOASIS DR		B
42	17	Stump	Street	701 MOASIS DR		B
43	18	Stump	Street	701 MOASIS DR		B
44	32	Stump	Street	2108 PETER LA		B
45	36	Stump	Street	508 PETER LA		B
46	61	Stump	Street	1701 CEIL ST		B
47	90	Stump	Street	1724 PENNY LA		B
48	91	Stump	Street	1800 PENNY LA		B
49	118	Stump	Street	702 E GREENFIELD		B

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50	119	Stump	Street	1408 TAYLOR ST		B
51	120	Stump	Street	1412 TAYLOR ST		B
52	122	Stump	Street	1414 TAYLOR ST		B
53	123	Stump	Street	1510 TAYLOR ST		B
54	127	Stump	Street	707 FLORIDA AV		B
55	129	Stump	Street	708 E FLORIDA AV		B
56	131	Stump	Street	1724 TAYLOR ST		B
57	132	Stump	Street	1800 TAYLOR ST		B
58	138	Stump	Street	800 E ELM DR		B
59	139	Stump	Street	2000 TAYLOR ST		B
60	142	Stump	Street	2000 TAYLOR ST		B
61	158	Stump	Street	1501 FRANKLIN ST		B
62	189	Stump	Street	1717 GRANT ST		B
63	201	Stump	Street	830 E ELM DR		B
64	202	Stump	Street	800 E ELM DR		B
65	203	Stump	Street	800 E ELM DR		B
66	206	Stump	Street	830 E ELM DR		B
67	207	Stump	Street	830 E ELM DR		B
68	208	Stump	Street	944 ELM DR		B
69	223	Stump	Street	908 FLORIDA AV		B
70	224	Stump	Street	908 FLORIDA AV		B
71	227	Stump	Street	1419 GRANT ST		B
72	228	Stump	Street	1415 GRANT ST		B

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73	230	Stump	Street	1407 GRANT ST		B
74	232	Stump	Street	1510 GRANT ST		B
75	234	Stump	Street	901 FLORIDA AV		B
76	255	Stump	Street	300 MOASIS DR		B
77	256	Stump	Street	300 MOASIS DR		B
78	257	Stump	Street	300 MOASIS DR		B
79	846	Stump	Street	NORTH ST/OO (green space next to railroad	PERMIT REQUIRED	B
80	847	Stump	Street	NORTH ST/OO (green space next to railroad	PERMIT REQUIRED	B
81	3264	Stump		NORTH ST/OO (green space next to railroad	PERMIT REQUIRED	B
82	1367	Stump	Street	1217 BUCHANAN ST		B
83	1368	Stump	Street	1217 BUCHANAN ST		B
84	1369	Stump	Street	1217 BUCHANAN ST		B
85	1370	Stump	Street	1217 BUCHANAN ST		B
86	1381	Stump	Street	1024 ROOSEVELT ST		B
87	1382	Stump	Street	1000 ROOSEVELT ST		B
88	1390	Stump	Street	721 BRIARWOOD AV		B
89	1391	Stump	Street	719 BRIARWOOD AV		B
90	1392	Stump	Street	1001 TAYLOR ST		B
91	1393	Stump	Street	701 COOLIDGE AV		B
92	2863	Stump	Street	304 E MCKINLEY AVE	On Wilson	B
93	1394	Stump	Street	1128 TAYLOR ST		B
94	1396	Stump	Street	1022 TAYLOR ST		B
95	1397	Stump	Street	1004 TAYLOR ST		B
96	1398	Stump	Street	1004 TAYLOR ST		B

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97	1408	Stump	Street	502 JOHNSON AV		B
98	1411	Stump	Street	1115 ROOSEVELT ST		B
99	1418	Stump	Street	1200 ROOSEVELT ST		B
100	1419	Stump	Street	1200 ROOSEVELT ST		B
101	3249	Stump	Street	701 MOASIS DR		B
102	3355	Stump	Street	908 FLORIDA AV		B
103	287	Stump	Street	1600 HAMILTON CT		C
104	1333	Stump	Street	435 SANITORIUM RD		C
105	1740	Stump	Street	1808 LYLE ST		D
106	1957	Stump	Street	801 WOODLAND DR		D
107	2447	Stump	Street	1805 E MAIN ST		D
108	902	Stump	Street	720 ADAMS ST		E
109	909	Stump	Street	719 JEFFERSON ST		E
110	910	Stump	Street	719 JEFFERSON ST		E
111	912	Stump	Street	629 JEFFERSON ST		E
112	913	Stump	Street	506 W MAIN ST		E
113	914	Stump	Street	506 W MAIN ST		E
114	961	Stump	Street	920 JEFFERSON ST		E
115	965	Stump	Street	421 JOHNSON AV		E
116	975	Stump	Street	405 W MCKINLEY AV		E
117	976	Stump	Street	327 W MCKINLEY AV		E
118	977	Stump	Street	326 CLEVELAND AV		E
119	979	Stump	Street	329 CLEVELAND AV		E

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120	980	Stump	Street	725 MADISON ST		E
121	982	Stump	Street	312 W LINCOLN AV		E
122	992	Stump	Street	418 MADISON ST		E
123	993	Stump	Street	418 MADISON ST		E
124	1010	Stump	Street	North Parking Lot Do not need to do	ELIMINATE	E
125	1021	Stump	Street	North Parking Lot Do not need to do	ELIMINATE	E
126	1027	Stump	Street	North Parking Lot Do not need to do	ELIMINATE	E
127	1042	Stump	Street	203 W LINCOLN AV		E
128	1073	Stump	Street	923 DEPOT ST		E
129	1165	Stump	Street	506 E LINCOLN AV		E
130	1166	Stump	Street	506 E LINCOLN AV		E
131	1182	Stump	Street	527 TAYLOR ST		E
132	1202	Stump	Street	199 TAYLOR ST		E
133	1206	Stump	Street	233 TAYLOR ST		E
134	1208	Stump	Street	303 TAYLOR ST		E
135	1211	Stump	Street	705 BLUFF AV		E
136	1214	Stump	Street	182 GRANT ST		E
137	1224	Stump	Street	204 FRANKLIN ST		E
138	1296	Stump	Street	204 FRANKLIN ST		E
139	1304	Stump	Street	1003 E CHARLES ST		E

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140	3126	Stump	null	Heesakker Park at Garfield Entrance to left	Heesakker Park	null
141	3270	Stump	Street	111 Lilac Lane - Stump on W. Greenfield Dr.		null
142	3257	Stump	Street	338 Cherry Lane		null
143	3125	Stump		Heesakker Park at Garfield Entrance to left	Heesakker Park	null
144	3107	Stump		Heesakker Park of Lincoln Street - btwn shelter and playground	Heesakker Park	null
145	3110	Stump				null
146	3122	Stump		Legion shed Hans/Grand Ave	Legion Park	null
147	3123	Stump		Mechanical Room - East side	Doyle Park	null
148	3127	Stump		Heesakker Park at Garfield Entrance to left	Heesakker Park	null
149	3265	Stump		Off Mill St. Bridge to left green space	Island Park	null
150	3266	Stump		East side of bathroom	Van Lieshout Park	null
151	3267	Stump		North of Bathroom	Heesakker Park	null
152	3268	Stump		North of Bathroom	Heesakker Park	null
153	3269	Stump		North of Bathroom Added location	Heesakker Park	null
154	3339	Stump	Street	111 Lilac Lane - Stump on W. Greenfield Dr.		null
155	3356	Stump	Street	1414 TAYLOR ST		null
156	3130	Stump	Park	Garfield entrance behind 304 Garfield Court	Heesakker Park	C
157	2182	Stump	Park	between ball diamond outfields	Doyle Park	E
158	2183	Stump	Park	between ball diamond outfields	Doyle Park	E
159	2217	Stump	Park	east side of playground in btwn	Doyle Park	E
160	2230	Stump	Park	Southeast corner of parking lot by pool bathroom	Doyle Park	E
161	2263	Stump	Park	Left of staircase 1/2 way up	Doyle Park	E

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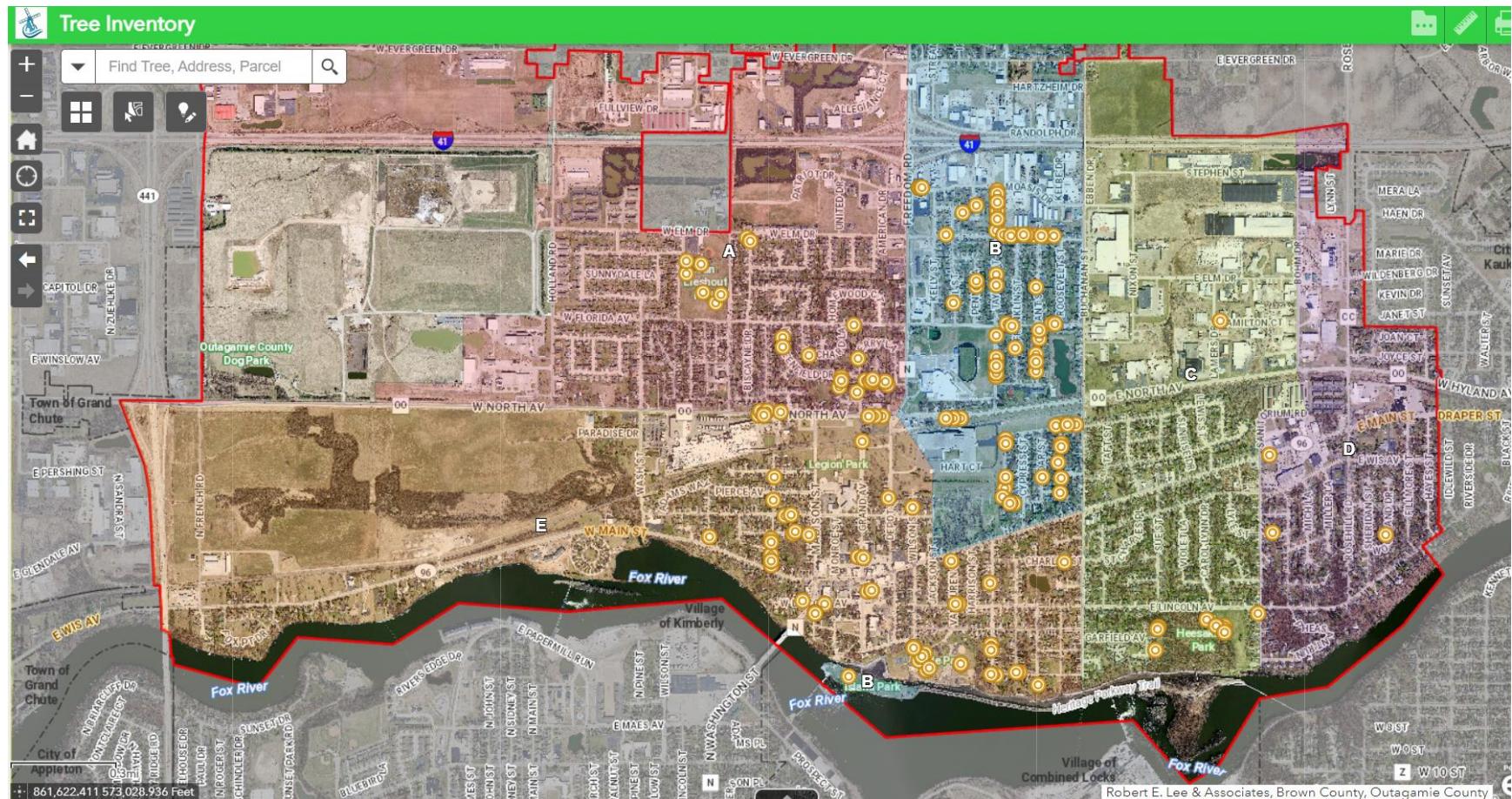
## 2024 Stump Grinding List - VOLC

162	2264	Stump	Park	Left of staircase 1/2 way up	Doyle Park	E
163	2809	Stump	Park	West side of pool bathrooms	Doyle Park	E
164	3106	Stump	Park	South end of Playground	Doyle Park	E
165	2293	Stump	Park	North of rugby shed	Heesakker Park	C
166	2294	Stump	Park	South of rugby shed	Heesakker Park	C
167	2295	Stump	Park	South of rugby shed	Heesakker Park	C
168	2296	Stump	Park	South of rugby shed	Heesakker Park	C
169	2029	Stump	Park	Southwest corner of volleyball court	Van Lieshout Park	A
170	2042	Stump	Park	South of bball court across trail	Van Lieshout Park	A
171	2091	Stump	Park	old apple tree - on trail between vandenbroek and Florida	Van Lieshout Park	A
172	2099	Stump	Park	northwest of park stone off vandenbroek	Van Lieshout Park	A
173	2832	Stump	Park	Middle of trail on east side near big field	Van Lieshout Park	A

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## AERIAL VIEW VILLAGE OF LITTLE CHUTE ZONES AND STUMP LOCATIONS



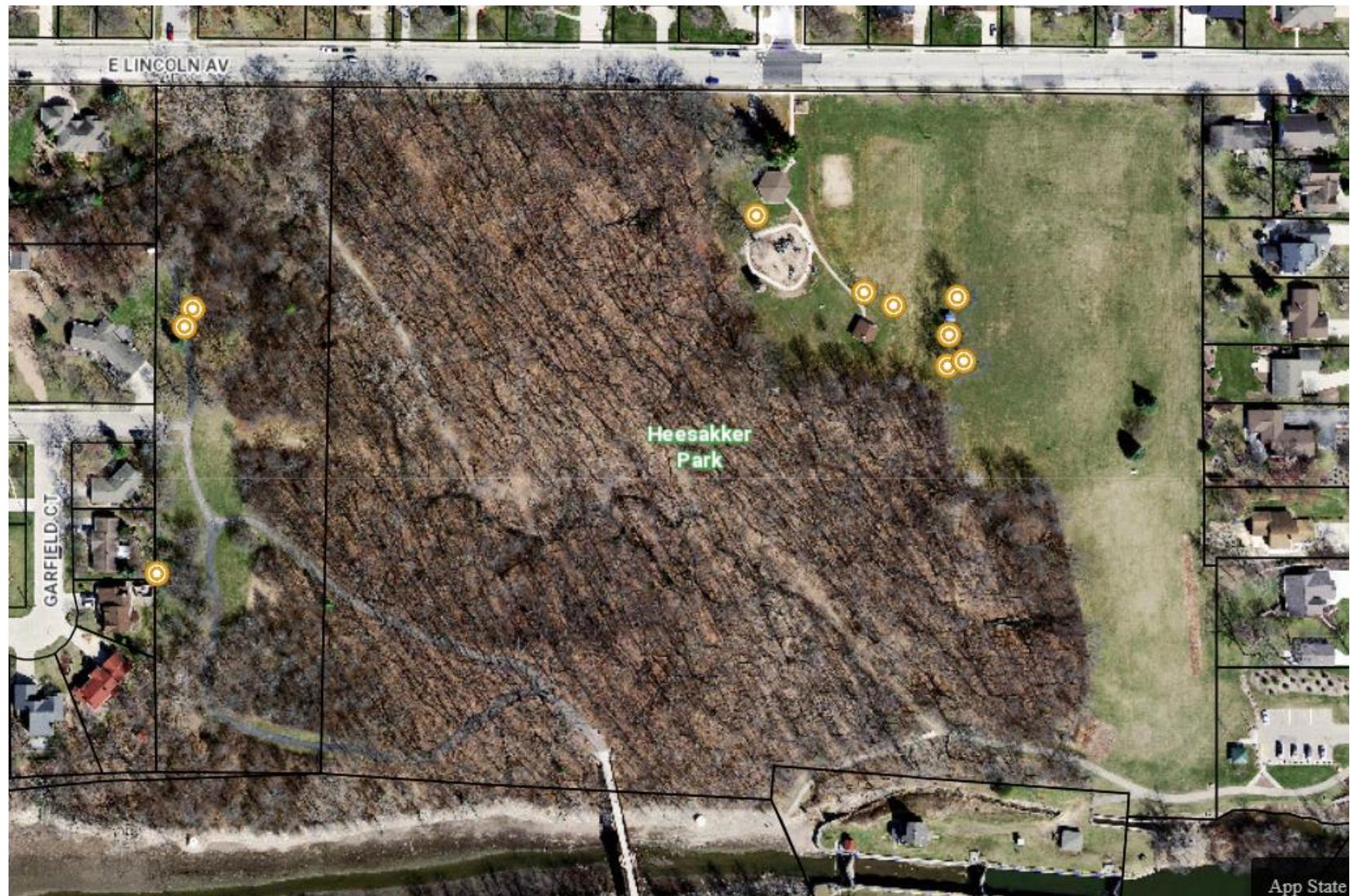
## **Appendix B**

**Map of Stumps requiring a permit through Outagamie County**



**Appendix C**  
**Aerial Map of Stumps in Parks**

## Heesakker Park



## Doyle & Island Park



Legion



Van Lieshout

