

REQUEST FOR PROPOSAL - ADDENDUM



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

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

PROPOSAL DEADLINE: Friday, April 25, 2025, 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 "STUMP REMOVAL RFP"
- Please direct questions to John McDonald, Parks, Recreation & Forestry Director at 920-423-3868 or john@littlechutewi.org

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 a list of stumps, aerial map of stump locations, and exhibit for stumps within parks and downtown area of 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.
 - a. **Stump Removal List:** Stumps with bolded font and No. column highlighted have additional arial documentation provided to ensure correct stumps are removed.
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 so long as contractor can provide and show proof in meeting current Village Certificate of Insurance documentation, naming the Village of Little Chute as additionally insured.

Contractor 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.
2. The contractor shall be able to and responsible for providing current Certificate of Insurance per Village requirements listed below. *Please note that insurance requirements were updated in 2024.*

Liability Insurance and Bond Specifications for Construction Projects

Bid Security – No Bid shall be received unless accompanied by a Certified Check or satisfactory Bid Bond payable to the Village of Little Chute in the amount no less than **5%** of the maximum Bid as a guarantee that, if Bid is accepted, the Bidder will execute and file the Contract, Performance/Payment Bonds and Insurance Certification, as required by the Contract Documents, within **15-days** after the Notice of Award.

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:

Each Occurrence Limit		\$1,000,000
General aggregate limit (other than		
Products–Completed Operations)	per project	\$2,000,000
Products–Completed Operations aggregate	per project	\$1,000,000
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 insurers 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 **73 stumps** as listed with aerial maps in appendix A (*Itemize this task*).
2. Contractor to remove all wood shavings and additional debris from site ~~(Itemize this task)~~.
3. Contractor will remove all stumps, exposed and near surface root systems, and provide restoration of the site following stump removals. **A minimum** excavation of 5" (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 to arrange all locates associated with stump grinding for the project.
6. Village will provide addresses for all stump locations to the best of their ability and aerial map with location of stumps.
7. 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.
8. Contractor is responsible for repair and replacement of any and all damaged underground/overhead utilities.
9. 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 5" (in.) below top of grade is required. Excavation is required for exposed and near surface root systems beyond the stump itself. 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, 2025. 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 October 31, 2025, when all stumps must be removed, and area restored per specifications.

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

STUMP LOCATIONS AND SPECIFICATIONS

2025 Stump Grinding List - Village of Little Chute, WI

No.	Tree ID	Lifecycle Status	Location	Address	Park Name	Trim Zone
1	480	Stump Removal	Street	721 W ELM DR		A
2	497	Stump Removal	Street	721 W ELM DR		A
3	554	Stump Removal	Street	900 ROLLING MEADOWS DR		A
4	2009	Stump Removal	Park	124 1/2 GREENFIELD DRIVE	VanZeeland Tot Lot	A
5	3265	Stump Removal	Park	100 MONROE ST	Island Park	B
6	1367	Stump Removal	Street	1217 BUCHANAN ST		B
7	1368	Stump Removal	Street	922 Coolidge		B
8	1369	Stump Removal	Street	912 Coolidge		B
9	1370	Stump Removal	Street	910 Coolidge		B
10	1415	Stump Removal	Street	907 COOLIDGE AV		B
11	1330	Stump Removal	Street	339 SANITORIUM RD		C
12	1331	Stump Removal	Street	339 SANITORIUM RD		C
13	1429	Stump Removal	Street	304 HIETPAS ST		C
14	1436	Stump Removal	Street	1200/1202 COOLIDGE AV		C
15	1437	Stump Removal	Street	1200/1202 COOLIDGE AV		C
16	1439	Stump Removal	Street	1106 COOLIDGE AV		C
17	1440	Stump Removal	Street	1224 BUCHANAN ST		C
18	1441	Stump Removal	Street	1224 BUCHANAN ST		C
19	1470	Stump Removal	Street	1322 COOLIDGE AV		C
20	1471	Stump Removal	Street	1312 COOLIDGE AV		C
21	1472	Stump Removal	Street	1308 COOLIDGE AV		C
22	1473	Stump Removal	Street	1222 COOLIDGE AV		C
23	1477	Stump Removal	Street	1319 COOLIDGE AV		C
24	1478	Stump Removal	Street	1310 KENNEDY AV		C
25	1479	Stump Removal	Street	1309 KENNEDY AV		C
26	1496	Stump Removal	Street	1207 SUNRISE DR.		C
27	1497	Stump Removal	Street	1203 Sunrise Drive		C
28	1521	Stump Removal	Street	1216 HOOVER AV		C
29	1542	Stump Removal	Street	1308 E WISCONSIN AV		C
30	1547	Stump Removal	Street	1103 E MAIN ST		C
31	1548	Stump Removal	Street	728 BUCHANAN ST		C
32	1562	Stump Removal	Street	1207 E WISCONSIN AV		C
33	1563	Stump Removal	Street	1215 E WISCONSIN AV		C

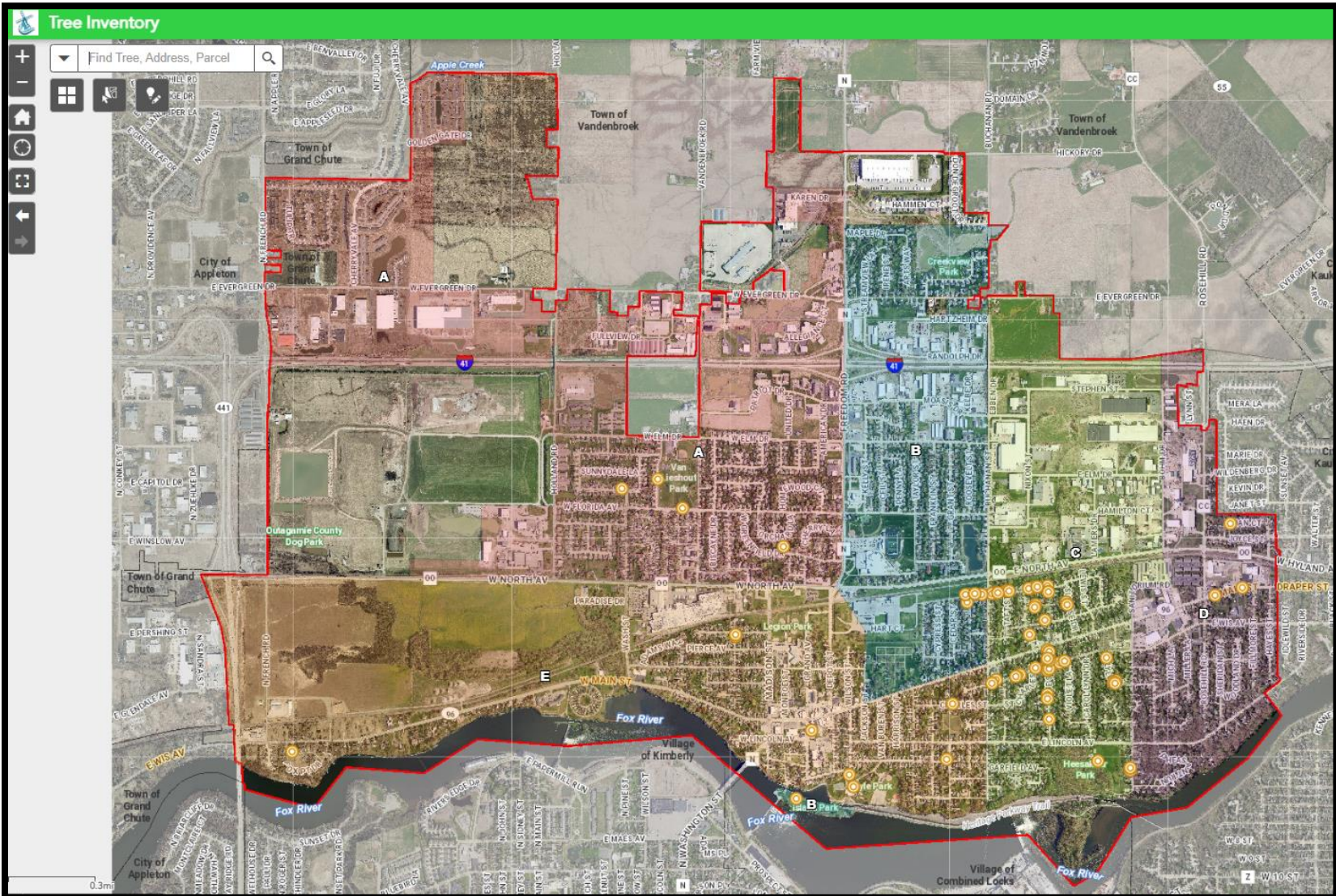
The VOLC to the best of their knowledge has provided a list of stumps within the Village corporate limits. Please notify the RFP contact of any discrepancies.

2025 Stump Grinding List - Village of Little Chute, WI

34	1586	Stump Removal	Street	705 SUE ST		C
35	1587	Stump Removal	Street	705 SUE ST		C
36	1592	Stump Removal	Street	1323 E WISCONSIN AV		C
37	1593	Stump Removal	Street	903 SUE ST		C
38	1594	Stump Removal	Street	903 SUE ST		C
39	1595	Stump Removal	Street	1407 E MAIN ST		C
40	1596	Stump Removal	Street	920 SUE ST		C
41	1597	Stump Removal	Street	1400 E WISCONSIN AV		C
42	1600	Stump Removal	Street	1001 VIOLET LA		C
43	1601	Stump Removal	Street	1001 VIOLET LA		C
44	1602	Stump Removal	Street	1001 VIOLET LA		C
45	1604	Stump Removal	Street	814 SUE ST		C
46	1605	Stump Removal	Street	814 SUE ST		C
47	1607	Stump Removal	Street	600 SUE ST		C
48	1629	Stump Removal	Street	1705 LYLE ST		C
49	1638	Stump Removal	Street	1725 LYLE ST		C
50	1639	Stump Removal	Street	1729 LYLE ST		C
51	1646	Stump Removal	Street	1724 LYLE ST		C
52	3004	Stump Removal	Park	1509 E, LINCOLN ST	Heesakker Park	C
53	292	Stump Removal	Street	2300 JOYCE ST		D
54	2427	Stump Removal	Street	2333 E MAIN ST		D
55	2434	Stump Removal	Street	2309 E MAIN ST		D
56	881	Stump Removal	Street	6 FOX POINT DR		E
57	965	Stump Removal	Street	421 JOHNSON AV		E
58	966	Stump Removal	Street	421 JOHNSON AV		E
59	1021	Stump Removal	Street	South Parking Lot 1 - POST OFFICE	Downtown Area	E
60	1275	Stump Removal	Street	824 PARK AV		E
61	1310	Stump Removal	Street	902 CHARLES ST		E
62	3123	Stump Removal	Park	100 VAN BUREN ST	Doyle Park - Near Pool	E
63	3434	Stump Removal	Park	100 VAN BUREN ST	Doyle Park - Canal Stairs	E
64	3437	Stump Removal	Park	100 VAN BUREN ST	Doyle Park -Back Ball Field	E
65	3438	Stump Removal	Park	100 VAN BUREN ST	Doyle Park -Back Ball Field	E
66	3439	Stump Removal	Park	100 VAN BUREN ST	Doyle Park -Back Ball Field	E
67	1141	Stump Removal	Street	617 Van Buren		E
68	1140	Stump Removal	Street	611 Van Buren		E
69	1136	Stump Removal	Street	533 Van Buren		E
70	1135	Stump Removal	Street	527 Van Buren		E
71	1134	Stump Removal	Street	515 Van Buren		E
72	1153	Stump Removal	Street	506 E. Lincoln Street		E
73	3353	Stump Removal	Street	818 Bluff		E

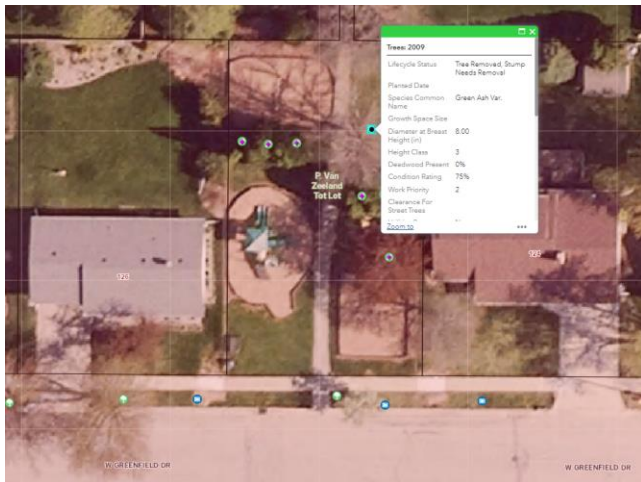
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AERIAL VIEW VILLAGE OF LITTLE CHUTE: ZONES AND STUMP LOCATIONS

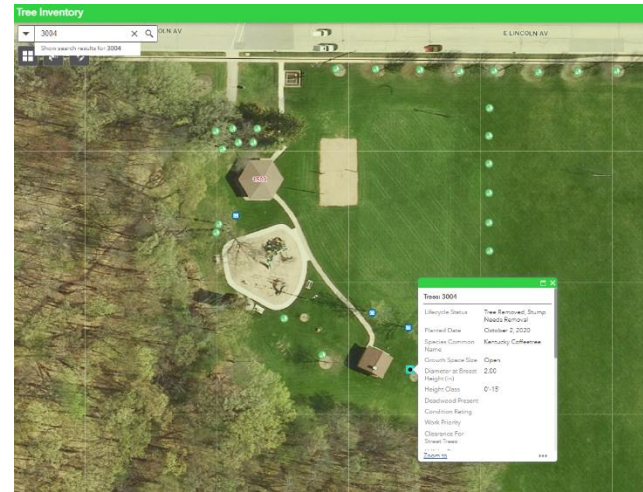


2025 STUMP REMOVAL – EXHIBIT A – PARK/PUBLIC LOCATIONS

No. 4 – Stump ID 2009 – Van Zeeland Tot Lot Stump ID #3004 – Heesakker Park



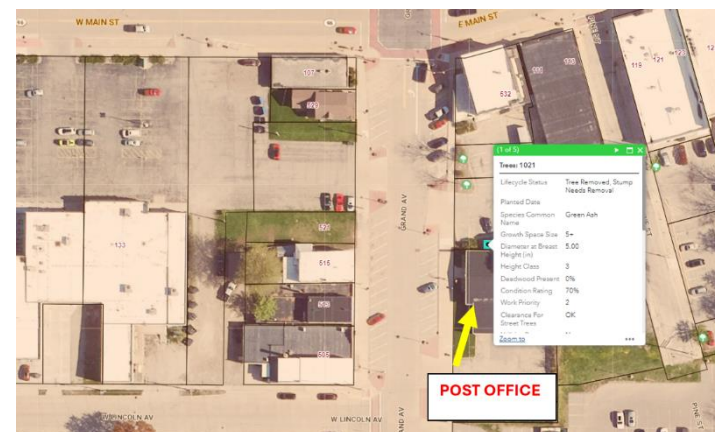
No. 52 –



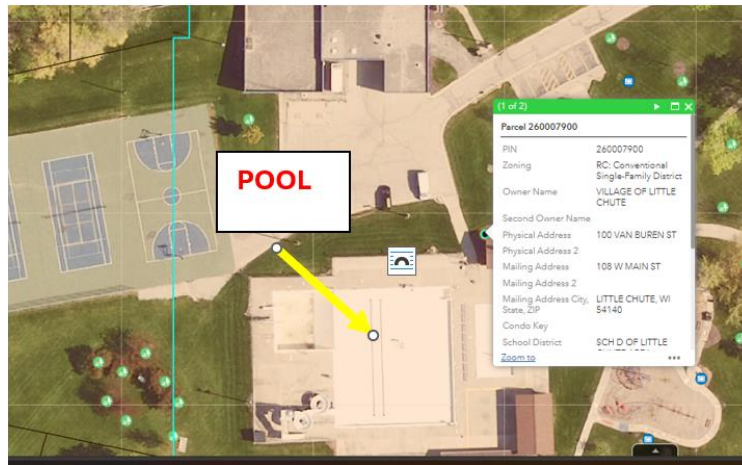
No. 5 – StumpID#3265 – Island Park



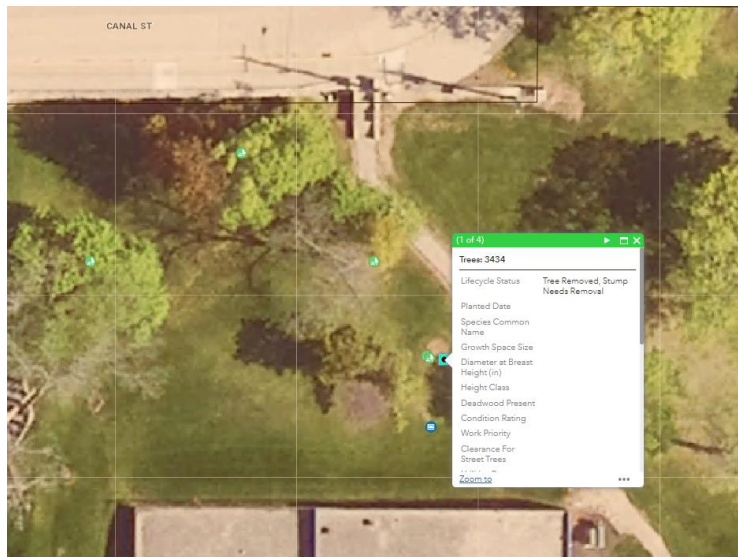
No. 59 – Stump ID# 1021 – POST OFFICE

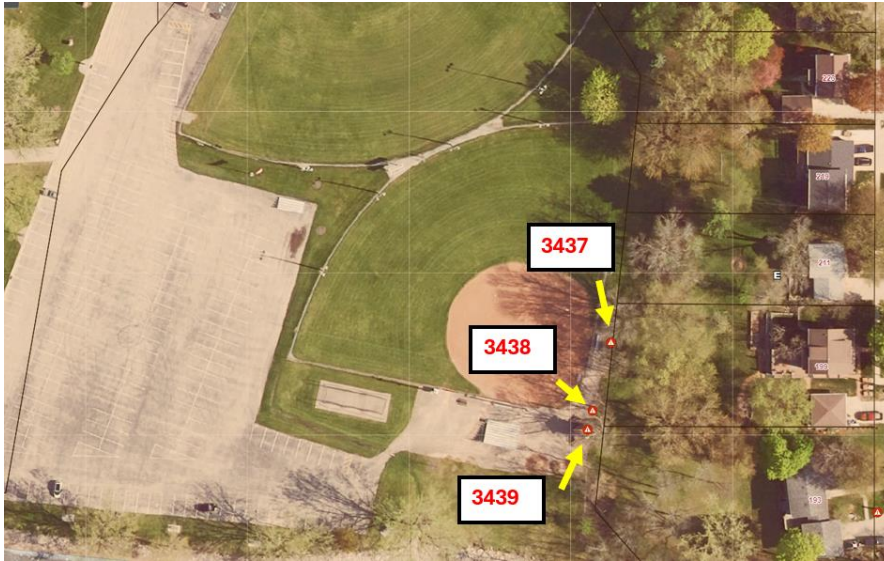


No. 62 – StumpID#3123 – Doyle Park (next to pool mechanical building)



No. 63 – Stump ID#3434 – West side of canal staircase





**Stumps near ballfield
in Doyle Park**

