

# REQUEST FOR PROPOSALS

Street Tree Trimming  
1514 DERRY STREET, HARRISBURG, PA 17104

## PROJECT OVERVIEW

Community Action Commission, now doing business as Tri County Community Action (TCCA), is requesting proposals from qualified contractors to complete street tree trimming along Berryhill, 13<sup>th</sup>, 17<sup>th</sup>, and Park Streets in Harrisburg, Pennsylvania as part of our revitalization through a Neighborhood Assistance Program (NAP) grant. The tree trimming is a necessary part of the program to improve lighting and sightlines for public safety.

TCCA was incorporated in Harrisburg on April 12, 1966 as a private, nonprofit, anti-poverty planning agency serving Cumberland, Dauphin, and Perry Counties. TCCA works with families and communities to provide comprehensive services to creatively maximize the resources necessary to become self-sufficient. TCCA utilizes a results-oriented approach to promote self-sufficiency, family stability, and community revitalization to eradicate poverty at its root.

## PROPOSED PROJECT SCHEDULE

- August 13, 2021- Proposal Released
- September 3, 2021- Bid submission deadline
- September 8, 2021 – Selection and notification of winning proposal on or before
- September 29, 2021 – Work completed on or before

## SCOPE OF WORK (PLEASE READ CAREFULLY)

**General Scope of Work:** The chosen contractor will work with the City of Harrisburg Public Works and TCCA to complete tree trimming by supplying equipment, safety supplies, permitting and labor to complete quality work as per the scope of work within the timeline provided.

Minimum Requirements:

- Possess all professional licenses and general liability insurance.
- Secure a bucket lift to complete work on high limbs and tall trees.
- Be fully bonded for payment and performance (TCCA can assist in this process as needed).
- Have experience and staff expertise in tree trimming in a way that preserves the health of the tree.
- Adhere to all City insurance requirements, including providing documentation if contract is awarded.
- Maintain site safety and remove and properly dispose all waste and debris at the end of each work day.

## Tree Trimming Locations

Full Street Address		
1439 Berryhill St.	21 S 13th St.	450 S 17th St.
1445 Berryhill St.	22 S 13th St.	450 S 17th St.
1449 Berryhill St.	25 S 13th St.	311 S 17th St.
1522 Berryhill St.	29 S 13th St.	307 S 17th St.
1523 Berryhill St.	30 S 13th St.	305 S 17th St.
1526 Berryhill St.	34 S 13th St.	301 S 17th St.
1534 Berryhill St.	35 S 13th St.	1614 Park St.
1537 Berryhill St.	433 S 17th St.	1728 Park St.
1601 Berryhill St.	441 S 17th St.	1851 Park St.
16 S 13th St.	445 S 17th St.	

## **SCOPE OF WORK CONTINUED**

Proposals must be inclusive of all costs necessary to complete work. Proposals cannot exceed \$10,000 in total. Proposals exceeding \$10,000 in total will not be considered. Proposals may adjust the scope of work in order to remain under a \$10,000 total, however preference will be given to proposals that encompass the entire scope of work.

## **PROJECT DELAYS AND PENALTIES**

Work must be completed in a timely manner, meeting the *work completed* deadline reached during the proposal selection process. Failure to complete work by the deadline will result in a 5% payment reduction per additional week until completion.

## **RFP INSTRUCTIONS**

Submission must include:

### **1. General Requirements** *(Please complete on included form)*

- Business name, address, telephone number, website (if applicable)
- Point of contact: name, telephone number, email
- Certification as WBE/MBE/DBE or small business if applicable (certification documentation will be required upon award of the bid)
- Experience
  - Provide information documenting relevant experience from at least 3 projects within the past 10 years related to this project's scope of work. Please provide client and client's point of contact information with each relevant project.
  - Assurance/examples of capacity to handle multiple, concurrent projects; ability to complete assigned projects within the timeframes established; and ability of the Project Manager or other senior staff to coordinate schedules with business and property owners.

### **2. Clearly defined scope of work and itemized fees**

- TCCA expects that any and all items of services required to complete the project are to be included in the bid, or specifically noted if they are not. It is the prospective contractor's responsibility to ensure that any labor and necessary engineering time are included in the submitted bid to cover the project scope.

### **3. Project Schedule**

- Provide project timeline including major tasks and/or milestones.
- Include a description of how you/your business/your team would approach successful implementation of the project.

### **4. Contract**

- The bid should include a contract for all proposed services. If you do not wish to submit an actual contract with the bid, due to alternatives proposed or multiple choices provided, a sample contract must be submitted.

**CONFIDENTIALITY.** Information submitted by any contractor will be considered confidential to TCCA and will not be used for any other purpose than evaluating requests for proposals.

**SELECTION PROCESS.** Contractors shall be evaluated based on the following criteria:

- Compliance with administrative requirements of the request for proposal (format, due date, etc.)
- Demonstrated skill and experience of vendor and key personnel
- Cost
- References supplied
- Ability/commitment to meeting time deadlines
- Small Business, M/W/DBE status of vendor

**TCCA STATEMENT OF INTENT.** TCCA reserves the right to reject any or all responses to this Request for Proposal. TCCA reserves the right to cancel the award of contract any time before the execution of the contract by both parties, and to ask for clarification in the proposal if the need arises. In addition, TCCA reserves the right to purchase either selected components, or to not select any contractor or purchase any goods/services resulting from this RFP.

**CONDITIONS OF PROPOSAL.** Responding consultants bear sole risk and responsibility for costs incurred in the preparation and delivery of the proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the offeror and will not be reimbursed by Tri County Community Action.

**SMALL BUSINESSES, W/M/DBE.** Efforts will be made by Tri County Community Action to utilize small businesses and women, minority and other disadvantaged business enterprises. Certifications accepted from the following entities:

- Unified Certification Program (UCP)
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program
- Vets First Verification Program at vetbiz.gov
- US Business Leadership Network (USBLN)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Department of General Services (DGS)

**SUBMISSIONS.** It is the responsibility of the offeror to ensure that the proposal is received **September 3<sup>rd</sup>, 2021**. Late proposals will not be considered. All submitted bids will be considered property of Tri County Community Action.

Tri County Community Action staff will be available to meet with contractors and give a site tour prior to submission due date which is encouraged but not required. Questions or meetings can be arranged by contacting Stu, Neighborhood Revitalization Community Planner at 717.232.9757 Ext. 120 or [stu@cactricounty.org](mailto:stu@cactricounty.org).

**Mailed or physically dropped off proposals should be addressed as follows:**

Tri County Community Action  
c/o Jennifer Wintermyer, Executive Director  
1514 Derry Street  
Harrisburg, PA 17104

**Electronic Submissions.** Proposals can be submitted electronically to [stu@cactricounty.org](mailto:stu@cactricounty.org) by the closing submission date noted above.



### COMPANY INFORMATION

Company Name	
Phone   Fax	
E-mail	
Registered Address, City, State ZIP Code	
Website (if applicable)	
Is your company certified as...? (check all that apply)	<input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> DBE <input type="checkbox"/> SMALL BUSINESS
<b>Project Point of Contact Name:</b>	
Phone	
Email	

### EXPERIENCE – PAST PROJECT REFERENCES

	Address	Date of Completion (MM/YY)	Owner Name	Owner Phone and Email
Property 1				
Property 2				
Property 3				

### EXPERIENCE – COMPETENCY ASSURANCE

Please BRIEFLY explain how you plan to complete the project within your proposed timeframe and budget.	
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