

TOWN OF CHARLOTTE
REQUEST FOR PROPOSALS
FOR MOWING AND LAND MAINTENANCE

February 26, 2024

The Town of Charlotte is seeking proposals from contractors for mowing and land maintenance on various Town lands and the Charlotte Little League ballfields.

Sealed Proposals are due by March 11th, 2024 by 4:00 PM and must be delivered either:

By mail to:
Charlotte Town Office
“Land Maintenance Bid”
P.O. Box 119
Charlotte, VT 05445

OR

By hand to:
Charlotte Town Office
“Land Maintenance Bid”
159 Ferry Road
Charlotte, VT 05445

Proposals will be opened on March 11th at approximately 7:05 pm. Please check the Town’s website beforehand for an exact time.

Proposals will be to mow for the entire growing season and perform seasonal tasks according to the specifications below.

In all locations: There may be wet conditions; contractor shall mow in a manner that does not damage lawns. Contractor shall be responsible for repairing any damage.

1. Town Beach & Lake Field (Field, Playground, Tennis Courts, Horseshoe Pits & Disc Golf Fairways)
(See Map 10)

Spring Clean-up (To be completed within 30 days of contract being awarded or as approved by the Town):

~~— Lightly prune trees to 7' height above ground where pedestrian traffic seems likely.~~

- Clean out and rake two horseshoe pits.
- Trim hedgerow south and west of the tennis courts and remove dead limbs.
- Remove all tree litter and leaves from grass and gravel areas and the tennis courts.
- Cut and remove brush near stairs to the beach (two locations).
- **5 trees** to be mulched—see Mulching Specifications below.
 - o Cowboy Lewis Memorial (west side of Lake Road) – 1 tree.
 - o Ballfield – 4 trees

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- Please note that mulching is to be extended to 3' radius
- Remove stones and other debris from the wooded area west of the Tennis courts (approximately .5 acres; see Map 10).

After Spring Clean-up:

- *Mowing specifications:*
 - Grass height not to exceed 4 inches. Cut grass to 3.00 inches, except the ballfield, which is to be cut to 2.75 inches. Don't bag grass clippings. Sticks and other debris are to be removed.
 - Between May 1st and June 30th the ballfield may need to be mowed more than once each week.
 - Contractor may mow in advance of but not during Concerts at the Beach. Once during each month of May, June, July and September, the area to the west of the tennis courts is to be trimmed.
 - Contractor shall brush off equipment prior to each mowing to reduce the spread of invasive plants and seeds.
- *Trimming (to be cut at least every two weeks):*
 - Trees and rocks in picnic area and along lakefront barrier, bathhouse, children's play areas, tennis courts, ball field parking, banks from the green to the beach, and from the area by the southern staircase to the sumacs north of the northern staircase.
 - It is okay to alternate cut areas on a weekly basis to maintain a groomed appearance overall. Care should be taken to not girdle the trees or damage other objects.
 - All trees and beds to be kept weeded. No herbicides are to be used in beds or around trees without prior permission of the Selectboard.
- *Infield Maintenance*
 - Infield grass and base-paths will be edged in the early spring and three other times throughout the season.
 - Dirt portions of infield to be Harley-raked twice; once at the beginning of the season, and again in July.
- *Sport Courts*
 - Leaves will be blown from the courts as needed during mowings in the summer, and weekly in the fall.
- *Lakefront Barrier Maintenance (to be cut once annually):*
 - All brush along the sloped edge of the lakefront barrier will be cut back

Fall Clean-up:

- Flowering shrubs to be trimmed.

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- Remove and dispose of leaves from tennis courts, the circle area of the parking lot, walkways, and horseshoe pits and disc golf course.

2. Village Mowing: Town Green (Town Hall/Library/Quinlan School House); Fire Station; Senior Center; Museum on Museum Road; Ice Rink; and Town Garage
(See Maps 3, 4, 17)

Please note:

1. Senior Center:

- a. All work at the Senior Center shall be timed so as to not interfere (i.e. by creating noise) with scheduled activities at the Center.
- b. Contractor shall not park vehicles and equipment in the Senior Center parking lot when an activity is occurring at the Senior Center that requires use of the parking lot; and contractor shall not block or park parallel to the rear bay doors at the Fire and Rescue Station.

2. Town Garage:

- a. This area is still under development. No exact dimensions can be provided and no estimate is required for the proposal.
- b. The Town will work with the contractor to determine the proper scope of the brush-hogged area, and will pay at the contractor's hourly rate.

Spring Clean-up (To be completed within 30 days of contract being awarded or as approved by the Town):

- Dead branches and leaves (on the ground) will be removed; this includes a small pile of branches at the Museum.
- Lawns adjacent to roads and driveways are to be power-raked to remove gravel; this also applies to the lawn at the Museum that's adjacent to Church Hill Road and Museum Road.
- The ditch along the north boundary of the Senior Center parcel will be cleaned of debris.
- All beds except those adjacent to the Library, the flagpole and the World War II monument are to be edged and mulched; and **58 trees** are to be edged and mulched in the locations indicated. (See **Mulching Specifications** at the end of this Request for Proposals).
 - o Town Green – 25 trees (mulching of the 5 Red Maples on west side of the Green is to be outside of the root flare)
 - o Library – 12 trees
 - o Fire/Rescue Station – 7 trees
 - o Senior Center – 13 trees
 - o **12 additional trees** are to be edged and mulched near the village:

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- Ferry Road near train station driveway—6 trees
- Greenbush Road (west side) near The Old Lantern—6 trees

After Spring Clean-up:

- *Mowing specifications:*
 - Grass height not to exceed 4 inches. Cut grass to 3.0 inches. Don't bag grass clippings. Sticks and other debris are to be removed. (Please note: the Museum is to be mowed through the fall, the same as other parcels).
 - Care should be taken to avoid blowing cuttings towards buildings and gardens, and to avoid running mowers onto garden beds and plants.
 - Care should be taken when moving any outdoor tables/chairs prior to mowing. Any tables/chairs moved prior to mowing should be returned once mowing is completed.
 - At Senior Center, care should be taken to not damage the electric cable conduit on the side of the wellhead.
 - Contractor may mow in advance of but not during Concerts on the Green. Contractor will not mow the trail on Barber Hill on Saturdays.
 - Once during each month of May, June, July and September, the ice rink at the Charlotte Central School is to be mowed and the grass around the hut and light poles is to be trimmed.
 - Contractor shall brush off equipment prior to each mowing to reduce the spread of invasive plants and seeds.
- *Trimming:*
 - Solid objects, including air conditioners, and the grassy ditch on the east side of the Library's driveway/parking area to be cut at least every two weeks.
 - It is okay to alternate cut areas on a weekly basis to maintain a groomed appearance overall.
 - Weeds growing in sidewalk cracks are to be cut. **Care should be taken to not girdle trees or damage other objects.**
 - Wellhead on the south side of the Town Hall/Library parking lot to be trimmed once/month.
 - Wild parsnip in ditches and around parking areas is to be removed by hand, removing all roots and plants.
 - All trees and beds, except those at the Library, are to be kept weeded and mulched. No herbicides are to be used in beds or around trees without prior permission of the Selectboard.
 - Shrubs at the Town Hall, Library and the adjoining gardens are **not** to be pruned.

Fall Cleaning:

- Leaves are to be mulched in place.

3. Charlotte Park and Wildlife Refuge *(See Map 7 & 8)*

The mowing contractor will work with and report directly to the Park Oversight Committee.

Contractor shall brush off equipment prior to each mowing to reduce the spread of invasive plants and seeds.

Spring Clean-up (To be completed within 30 days of contract being awarded or as approved by the Town):

- 4 deciduous trees in parking area are to be mulched—see Mulching Specifications below.
- Do not remove pine needles from under pine trees.
- Please see the attached photos depicting the appropriate maintenance procedures.

The contractor will be responsible for mowing and trimming in the following areas (see attached map):

- All gravel trails and lawns surrounding benches next to these trails
- Roberts Way & maintenance trails, lawn around bench on Roberts Way
- Access to Byington bench (shown on map).
- Thorp Barn lawn and barn perimeter
- Greenbush Road parking area

The Gravel Trails (Byington Trail, Thorp Trail, Varney Trail and the farm access road from Route 7):

- The gravel trails will be maintained at an 8 foot width.
- Shoulders will be mowed weekly during the growing season to a height of 3 inches for a width of four feet on each side of the trail.
- The gravel trails will be mowed at 2 inches as needed to maintain a neat appearance.
- The bench areas along the gravel trails will be mowed weekly to a height of 2 inches. Brush or shrubs will be cut back away from the benches.
- Trail drainage ditches and culverts will be kept free of leaves and debris.
 - o The drainage ditch near where Roberts Way meets the Byington Trail will be kept free of leaves and debris, and mowed or trimmed as necessary to allow water to flow freely.

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Roberts Way and Maintenance Trails:

- Trail will be trimmed once per month at a width of five feet in June, July and August. New branch growth will be removed from the trail at five foot width and seven foot height.
- When mowing trails, any trees that have fallen across a trail will be cut into pieces and/or removed from the trail. Additionally, the bog bridge sections will be shifted back into place as needed to keep them aligned and stable.

The Parking Area (near Greenbush Road):

- To be mowed weekly to maintain a height of 4-6 inches.
- Trees (3) planted near the parking area will be kept weeded and mulched.
- Burdock and wild parsnip around the lawn and parking area will be kept cut or will be pulled and removed before seed matures.
- No need to rake pine needles.

Thorp Barn:

- The lawn around and in front of the Thorp Barn and near the gate will be mowed to maintain a height of 4-6 inches.
- Mow all areas previously mowed.
- The lawn has been expanded to 40 feet west of the Thorp Barn to control the spread of wild parsnip and wild chervil.
- All burdock around and behind the barn will be cut or pulled before seeds mature.

4. Charlotte Little League Baseball Fields
(See Map 6)

Mowing specifications:

- Contractor shall brush off equipment prior to each mowing to reduce the spread of invasive plants and seeds.
- Mowing will occur Tuesday and Friday to accommodate Charlotte Little League practices and games, and finished by 3:00 PM to accommodate school practices.
- All infield and outfields and general grounds will be cut at 2.75 inches.
- Grass clippings on infield and outfields to be bagged and removed.
- General grounds: mid-April through November 15: once per week (either Tuesday or Friday)
- Infield and outfield: mid-April through mid-July: twice per week
- Infield and outfield: mid-July through October 15: once per week (on Friday) plus one additional cut after October 15.

Trimming:

- All fences are to be trimmed every two weeks.

Infield Maintenance

- Infield grass and base-paths will be edged in the early spring and three other times throughout the season.
- Dirt portions of infield to be Harley-raked twice; once at the beginning of the season, and again in July. **Please check in advance with the Little League.**

5. Trails
(See Maps 1, 2, 5, 7, 9 & 17)

Mowing Specifications:

- Contractor shall brush off equipment prior to each mowing to reduce the spread of invasive plants and seeds.
- All to be mowed every other week during the season to maintain a height of 4-7 inches, including around and under sitting benches located adjacent to the trails.

Trails to be Mowed:

- *Town Link Trail:*
 - o *Melissa and Trevor Mack Section:*
 - Approximately 3,500 linear feet. Mow shoulders on both sides of the trail at a four-foot width.
 - o *Co-housing Section:*
 - Approximately 1 mile. Roll trail edge to smooth surface in early spring. Mow shoulders on both sides of the trail at a four-foot width; also mow parking area, approximately 1/8 of an acre.
 - o *State Park Road:*
 - Approximately ½ mile. Mow shoulders of trail at a four-foot width where possible.
- ~~*Big Oak Trail:*~~
 - o ~~Approximately 300 linear feet. Mow grass trail at eight foot width from the intersection with the Co-housing Section to the southerly edge of the hayfield.~~
- *Barber Hill:*
 - o Mow grass trail at an eight-foot width from the mowed meadow/parking area to the top of the hill along southerly fence line, then down to the gravel trail to the west of the Old Lantern.
 - o Do not mow on Saturdays.
- *Burns Property:*
 - o Mow loop around the perimeter of the meadow on the east side of Greenbush Road (across from the Old Lantern) at a four-foot width in location as marked; also mow connecting trail through woods to the parking area at the former flea market off of Route 7.

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- *Ferry Road:*
 - Approximately ½ mile between the train station driveway and Lake Road.
 - Mow trail at an eight-foot width.
 - Roll or harrow trail to smooth surface if needed.
 - Wild parsnip will be trimmed under farm fence along easterly edge of trail.
- *Ferry Road Business Park Trail:*
 - Approximately 700 linear feet long, located on south side of Ferry Road across from train station driveway. Mow both shoulders of the gravel trail at four-foot width.
- *Plouffe Lane Property:*
 - Approximately one mile of trail in the meadow.
 - Mow trail at an eight-foot width.
- *Pease Mountain Access*
 - Approximately yards between the southwest corner of the Charlotte Central School parking lot going South along the eastern side of the skating rink to where the trail enters the woods.

Mulching Specifications

- Areas to be mulched shall be weeded and edged; if there is sod, it shall be removed
- For trees, mulch shall be applied in a 3' radius from trunk, 3" inches deep, and 3" away from trunk or root flare; i.e. not touching trunk or flare
- Wood chips are to be used for all trees except for trees at the Senior Center and four trees on the south side of the Town Hall—for these trees, composted bark mulch natural brown in color shall be used
- Beds are to be weeded throughout the growing season
- Synthetic herbicide shall not be used
- Landscape fabric shall not be used.

BID SHALL BE SUBMITTED AS FOLLOWS:

1. Separate quotes for items 1 through 5 above, and per/hour price for any additional work, using the attached bid form.
2. Proposals and contract will cover the period of April 1 to December 31, 2024.
3. Proposals should indicate whether the contractor will be using a 4 cycle or battery powered trimmers.
4. Preference may be given to contractors using 4 cycle or battery powered trimmers.

SELECTION CRITERIA

The contract will be awarded by the Town of Charlotte Selectboard based on the following criteria:

- **Price:** Lowest price will be an important but not the only criterion.
- **Professional Competence:** This will be evaluated from references and information about available equipment, staffing levels and approach to the work. When responding to this Request for Proposals, please make sure that you provide information about your equipment, staffing, relevant experience and approach, as well as three references with a brief description of the work performed.
- **Local Preference:** All things being approximately equal, in the case of two or more close proposals, preference may be given to a local operator. A “local operator” for the purpose of this RFP is a company located in Charlotte, or a company whose owner or manager lives in Charlotte.

Award of Contract: The Selectboard intends to award a contract on March 25th. The Selectboard reserves the right to accept or deny any or all proposals, in full or in part, for any reason.

Certificate of Insurance: The selected bidder shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than \$1,000,000. The Certificate must also include Workers Compensation Insurance, and Automobile Insurance for vehicles used to transport mowing machinery.

Payment Schedule: Contractor will submit invoices on a monthly basis, so there will be seven invoices & payments per season (April – October). Contractor shall notify the Town Administrator if portions of town property or trails cannot be mowed due to wetness or for any other reason.

A site walk in advance of bidding can be arranged by calling Nate Bareham, Town Administrator at (802)-425-3071 ext. 5 or e-mailing townadmin@townofcharlotte.com.

The Town will do a site visit to all properties with the selected contractor.

Any questions should be directed to Nate Bareham, Town Administrator, at (802)-425-3701 ext. 205, or townadmin@townofcharlotte.com

Please Note – The Town Cannot Accept Proposals Submitted By E-mail.