

**TOWN OF CHARLOTTE**  
**REQUEST FOR PROPOSAL**  
**FOR BRUSH-HOGGING AND LAND MAINTENANCE**

**February 10, 2025**

The Town of Charlotte is seeking proposals from appropriate contractors for brush-hogging of various Town parcels as described below.

**Sealed proposals are due by March 10th, 2025 by 4:00 PM and must be delivered either:**

***By mail to:***  
Charlotte Town Office  
“Brush Hogging Bid”  
P.O. Box 119  
Charlotte, VT 05445

OR

***By hand to:***  
Charlotte Town Office  
“Brush Hogging Bid”  
159 Ferry Road  
Charlotte, VT 05445

Proposals will be opened on March 10<sup>th</sup> at approximately 7:05 pm. Please check the Town’s website beforehand for an exact time.

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Contractors shall bid to brush-hog the following areas twice per growing season: the first time at the end of June or early July (prior to seed formation on wild parsnip), and the second time at the end of August or early September (prior to seed formation on wild parsnip):

- Barber Hill on Greenbush Road (southwest of the Old Lantern). (Approximately 2.8 acres).
  - See Map 1
- Burns property on Greenbush Road (across from the Old Lantern):
  - Brush-hog mounds for wastewater disposal system; around and between the trees planted parallel to Greenbush Road;
  - All of the meadow to the west of the tree-line (including areas that may currently be growing brush) and within the swale that runs on a northwest/southeast diagonal through the parcel.
  - All woody vegetation and cattails are to be removed from within the swale. This material may be disposed of in the woods on the property. Also, trim within ½ foot of 25 trees along Greenbush Road in the vicinity of the Burns property (on the east side of Greenbush Road) and the Old Lantern (on the west side of Greenbush Road), and hand-cut directly adjacent to these trees.
  - See Map 1

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- The old Town landfill located on Greenbush Road.
  - This work includes hand-trimming of the north and south slopes of the landfill cap.
  - Approximately 2.7 acres.
  - See Map 12
- The parcel where the old Town landfill is located at the north end of Plouffe Farm Lane—this area includes the cap of the former landfill.
  - A 75 foot “no-mow” buffer to the western property line must be maintained.
    - Please note, the entire parcel other than areas with mature trees is to be brush-hogged—i.e. Sumac trees are to be brush-hogged.
  - Access to the two groundwater sampling wells located in the woods is to be brush-cut from the edge of the meadow to allow walking access to the wells.
  - Approximately 18 acres.
  - See Map 9
- Thompson’s Point:
  - Brush-hog Fields B, C (where it is not mowed for hay) & F on the accompanying map (approximately 15.4 acres).
  - Brush-hog around planted deciduous trees and up to the edge of mowed fields on south side of Thompson’s Point Road east and west of Flat Rock Road, and on the north side of Thompson’s Point Road across from the Caretaker’s House.
  - Brush-hog along hayed fields along the north side of Lanes Lane, the western side of Flat Rock Road and the southern side of Thompson’s Point Road.
  - Brush-hog the perimeter of the hayed field North of Thompson’s Point Road, and the field North of Lane’s Lane.
  - Contractor is responsible for communicating with Agricultural Lessee to confirm mowing boundaries.
  - Trim within ½ foot of 22 planted trees along Thompson’s Point Road, and hand-cut directly adjacent to the trees.
  - See Map 11
- North of the new Town Garage on Route 7:
  - This area is still under development. No exact dimensions can be provided and no estimate is required for the proposal.

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- 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.
- See Map 16
- Town beach—between the parking lot and the restrooms, and west of the horseshoe pit (approximately ¼ acre).
  - See Map 10
- Lewis Creek access, west of Quinlan Covered Bridge. (Approximately 3 acres).
  - See Map 13

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

Care shall be taken to not damage trees when trimming. Damaging trees will be grounds for terminating the contract, and not re-hiring the contractor.

It is the responsibility of the selected Contractor to identify and stake any obstacles, potential hazards and approach routes in advance of brush-hogging.

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**PROPOSALS SHALL BE SUBMITTED AS FOLLOWS:**

1. Please indicate bid price for each area using the attached bid form.
2. Please provide hourly price for service (for possible additional work, which must be approved by the Selectboard)
3. Please indicate whether you will be using a 4 cycle or battery powered trimmers. Preference may be given to contractors using 4 cycle or battery powered trimmers.
4. Please submit names of three past customers and their phone numbers.

**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.

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- 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 the contract on March 25<sup>th</sup>. The Selectboard reserves the right to accept or reject any or all proposals for any reason.

**Certificate of Insurance:** The selected bidder(s) shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with General Commercial Liability coverage of no less than \$1,000,000 and Automobile Insurance for vehicles used to transport brush-hogging machinery. The Certificate must also include Workers Compensation Insurance.

**Payment Schedule:** One invoice is to be submitted following the completion of all work/services rendered.

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](mailto:townadmin@townofcharlotte.com).

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

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