

**REQUEST FOR PROPOSAL  
ROADSIDE ASH TREE REMOVAL PROJECT**

**TOWN OF NORWICH, VERMONT**

**Issued: March 16, 2026**

**Project Description**

To remove potential hazard ash trees along Norwich roadways. The work is divided into four sections as noted below. In total, there are 453 ash trees that have been marked for removal. The Town has a finite amount of funds available for this work. The work should begin as soon as possible after bid is awarded and is expected to be completed by October 1, 2026.

**Project Location**

Beaver Meadow Road, Elm Street, Hopson Road, Turnpike Road, New Boston Road, and Union Village Road, the sections of which as described below and as noted on the attached map.

**Project Work to be Completed**

**Section 1: Beaver Meadow.** To remove 99 trees on Beaver Meadow Road between Brigham Hill Road and Chapel Hill Road

**Section 2: Elm and Hopson.** To remove 8 trees on Elm Street between Main and Hopson, and to remove 14 trees on Hopson Road between Beaver Meadow Road and Elm Street.

**Section 3: Turnpike and New Boston.** To remove 14 trees on Turnpike Road between Main Street and New Boston Road, and to remove 145 trees on New Boston Road between Turnpike Road and Norford Lake Road.

**Section 4: Union Village.** To remove 173 trees on Union Village Road between Turnpike Road and VT Highway 132.

To facilitate accurate estimation of costs, the trees to be cut have been marked with an X with blue paint. Divided into diameter classes, 25% are 0-12 inches DBH, 66% are 12 to 24 inches DBH, and 8% are larger than 24 inches DBH. The Town believes these counts to be reasonably accurate; however, bidders are responsible for verifying the counts for bidding purposes.

The Contractor shall be responsible for traffic control and should follow the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), latest edition, the plan for which shall be developed in coordination with Norwich Public Works Director Chris Kaufman.

The Town of Norwich will be responsible for contacting landowners and advising them of the cutting plan and schedule. Approximately one-quarter of the landowners want to retain the logs and/or chips. Approximately half of the landowners have agreed to allow the contractor to drop the trees in place. Approximately one-quarter of the landowners want the trees removed from their property once cut down. The contractor is responsible for removing those trees.

All remaining trees and shrubs of all species in the cutting area must be protected from damage to the extent feasible. The Town will rely primarily on natural regeneration to replace ash trees. Native trees and shrubs within the cutting area will need to be preserved as much as possible through directional felling and careful positioning of harvesting equipment. The Town recognizes that some loss of regeneration is unavoidable but expects such loss to be minimal.

Stumps shall be cut flush to the ground within six (6) feet from the edge of the roadway and as close to the ground as feasible in other areas inside the ROW, but none shall be left at more than six (6) inches high.

The contractor must ensure that no debris is left on site where it might block driveways, field access, stormwater ditches or in any way impede road crews from regular maintenance practices such as ditch clearing or grading of gravel roads at any time. Logs left on site temporarily, whether for contractor's or landowner's future use, must not impede passage of motorists and must be staged adjacent to the road surface and not in any road, ditch, or stream, and may not remain in the right of way at the completion of the work.

Wood left on site for the landowner shall be cut in log lengths not to exceed 16 feet and stacked or placed in an orderly manner outside of the town highway Right of Way (ROW). Logs shall not be piled more than 3 feet high and in a manner that will minimize the danger of rolling. The contractor must ensure that no debris is left on site, other than chips if requested by landowner.

The State of Vermont's *Slow the Spread* recommendations are outlined in Appendix II, and shall be reviewed by contractor, and implemented as applicable. The Town shall make available to the contractor a list of nearby landowners or businesses willing to accept chipped materials.

### **Bidding Notification**

If you are considering entering a bid for this work, please notify Town Manager Brennan Duffy at the following email address: [BDuffy@norwich.vt.us](mailto:BDuffy@norwich.vt.us). The Town will use this notification to contact you or your firm in the event that there is an addendum or bid schedule change.

### **Site Visit or Pre-Bid Meeting**

Although a site visit is not mandatory, it is highly recommended due to the nature of the work. Please reach out to Town Manager Brennan Duffy directly to schedule a site visit with a deputy tree warden.

### **Questions Due Date**

Questions may be submitted by email to Town Manager Brennan Duffy at the following address: [BDuffy@norwich.vt.us](mailto:BDuffy@norwich.vt.us). The due date for questions is **April 21, 2026**.

### **Bid Submission and Due Date**

Bids are due by noon (12pm) on **April 29, 2026**. Bids shall be submitted in a sealed envelope addressed to the Town Manager and DPW Director, Town of Norwich at PO Box 376, Norwich VT, 05055 or can be hand delivered to the Town of Norwich at 300 Main St, Norwich, VT 05055. The envelope should be plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bid received after the date and time specified will not be considered and will be returned to the bidder unopened. Any exceptions to the bid specifications or proposed work as described must be noted by the bidder. A bidder submitting a bid certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

### **Project Schedule**

The Town intends to open bids on or around **April 30, 2026**, at the Town Office; and the Selectboard intends to select a contractor on or around **May 13, 2026**. All work related to this project would be expected to be completed by October 1, 2026.

### **Bid Information**

Please provide:

- A description of proposed approach to the project, including the equipment to be used
- Completed bid tabulation
- A list with descriptions of similar work performed
- Two references, with contact information, who are familiar with similar work performed.

### **Bid Opening**

Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager, who is serving as the project manager. The bid opening is expected to be held at noon on April 30, 2026, at Tracy Hall (300 Main Street, Norwich, VT)

### **Criteria for Bid Selection**

**In evaluating bids, the Town will consider the following criteria:**

- Price
- Bidders' ability to perform the work
- Bidders experience and reputation, including past performance for the Town
- Quality of the equipment and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and/or bond requirements
- Bidder's financial responsibility
- Contract provisions that are acceptable to the Town
- Bidder is not on any debarment list related to goods and services the bidder provides
- Any other factors that the Town determines relevant and appropriate in connection with the project

**A low bid does not guarantee award of the contract.**

**Insurance**

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Norwich as an additional insured. The Certificate must also include Workers Compensation Insurance.

**Payment Schedule**

Monthly invoices are to be submitted at the end of each month. Invoices will be reviewed and approved by Town Manager Brennan Duffy. Payment is made upon final approval by the Town Selectboard that meets twice monthly.

**Town Contact**

Questions may be directed to Town Manager Brennan Duffy at the following address: [BDuffy@norwich.vt.us](mailto:BDuffy@norwich.vt.us)

**BID FORM**  
**Roadside Ash Tree Removal Project, Town of Norwich**

Proposal of \_\_\_\_\_ (hereinafter called Bidder), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_  
\_\_\_\_\_ (a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is on or around October 1, 2026.

Bidder acknowledges receipt of Appendix I and II.

Bidder’s relevant equipment for project (owned or leased):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the name and phone number for two job references:

1. \_\_\_\_\_
2. \_\_\_\_\_

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

**Section 1 (Beaver Meadow Rd., 99 trees) lump sum \$ \_\_\_\_\_**

Price in words \_\_\_\_\_

**Section 2 (Elm St. & Hopson Rd., 22 trees) lump sum \$ \_\_\_\_\_**

Price in words \_\_\_\_\_

**Section 3 (Turnpike Rd & New Boston Rd., 159 trees) lump sum \$ \_\_\_\_\_**

Price in words \_\_\_\_\_

**Section 4 (Union Village Rd., 173 trees) lump sum \$ \_\_\_\_\_**

Price in words \_\_\_\_\_

**Total Bid FY2026 (Total of Item No. 1 through 4 above)**

**\$ \_\_\_\_\_**

**The lowest responsive and responsible bidder will be determined by the Total Bid(s).**

**The Town reserves the right to select any bid for any reason, and to reject any or all bids.**

**The Town also reserves the right to award any portion of the work, and amend the contract length as listed in the Project Description and Bid Form.**

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

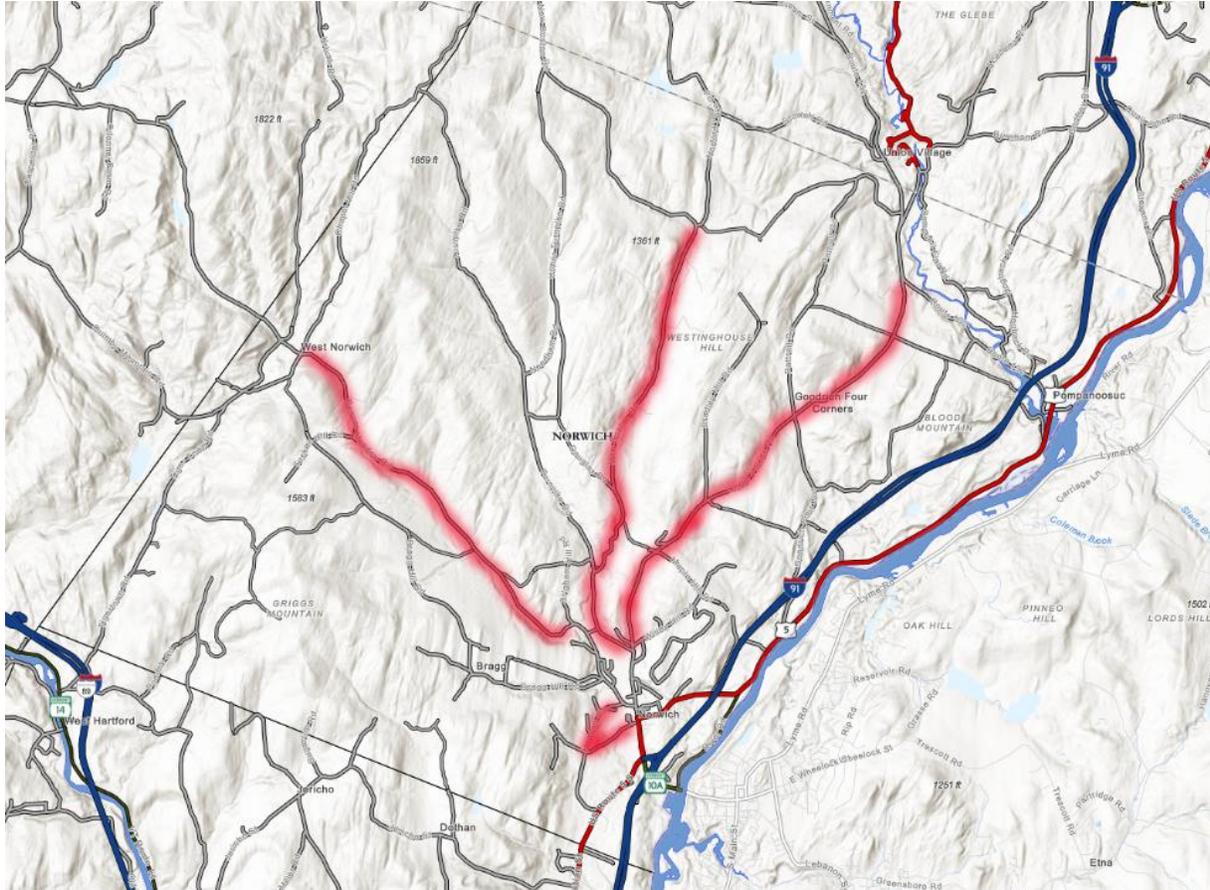
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

ATTEST \_\_\_\_\_(Signature)

Appendix I. Map of Project Roads. Almost all roads within the town of Norwich are illustrated. The selected sections identified for this RFP are highlighted in red. Viewed clockwise from the top center – with the approximate number of trees and segment distances – are **Turnpike Rd** between Main St and New Boston Rd (14 trees, 0.5 mi), **New Boston Rd** between Turnpike Rd and Norford Lake Rd (145 trees, 3.6 mi), **Union Village Rd** between Turnpike Rd and VT-132 (173 trees, 4.8 mi), **Elm St** between Main St and Hopson Rd (8 trees, 0.5 mi), **Hopson Rd** between Beaver Meadow Rd and Elm St (14 trees, 0.6 mi), and **Beaver Meadow Rd** between Brigham Hill Rd and Chapel Hill Rd (99 trees, 4.0 mi).



Appendix II. The state of Vermont has clarified *Slow the Spread* guidelines concerning the movement of ash logs and firewood. Following an administrative order issued 4 December 2025, the following requirements apply:

- **EAB flight season (June 1 – September 30):** The movement of ash logs and firewood during flight season is now allowed if the transport occurs within and between adjacent EAB-infested towns. However, ash logs and firewood originating from infested towns should *not* be moved through un-infested towns during flight season.
- **Non-flight season (October 1 – May 31):** The movement of ash logs and firewood is now allowed within and between adjacent infested towns. The transport of ash wood through un-infested towns is allowed *if* there are no stops within un-infested towns and the ash wood is received and stored at the same destination within the infested town.

Source: <https://fpr.vermont.gov/news/administrative-order-clarifies-movement-ash-logs-and-firewood-minimize-spread-eab>