



ASPEN FIRE DEPARTMENT

REQUEST FOR PROPOSAL:
To Provide
Neighborhood Chipping Services
For
Aspen Fire Protection District

Date of Release: June 7, 2022

Response Date: June 24, 2022 by 5pm MDT

This Request for Proposals (RFP), issued by the Aspen Fire Protection District (AFPD) is put forth seeking a professional contractor to provide Neighborhood Chipping Services that is fully compliant with the industry best practices.

The Aspen Fire Protection District (AFPD) is a Title 32 Special District in the State of Colorado. We strive to be one of the most progressive fire and emergency service agencies in Colorado and aim to be the fire service employer of choice in our geographic area. Our mission is to “Protect our community and environment by providing education, prevention, and response through professional excellence!”

Prevent * Provide * Protect

The Aspen Fire Protection District (AFPD) encompasses 87 square miles in Pitkin County, including the City of Aspen and the Pitkin County Airport, the third busiest airport in Colorado. It encompasses the Town of Aspen, and several unincorporated areas such as Woody Creek, Aspen Village, Brush Creek and Starwood. The District is governed by five citizen-elected board members. The district contains 4 world class ski areas, multiple outdoor recreational opportunities and hosts some of the most prominent people and businesses in the world. AFPD provides community services, including fire prevention, fire education, code enforcement, personnel training, continuing education, incident management and emergency response. AFPD operates 5 Engines, 1 Ladder Truck, 3 Brush Trucks, 2 Rescue Trucks, 1 Water Tender, 1 Wildfire Rescue out of 5 stations. Annually Aspen Fire responds to approximately 2300 calls for service.

APPLICATION DEADLINE: Interested parties must prepare and submit all required documents no later than 5pm (MDT) on June 24, 2022. Respondents should email a cover sheet and

attachment(s) addressing the response requirements before the deadline to ali.hager@aspenfire.com. Late proposals will not be reviewed.

Questions about proposal submission should be sent by June 13, 2022 to ali.hager@aspenfire.com.

PROJECT SUMMARY

One of AFD's priority initiatives is to empower homeowners to complete their own fuels reduction work on their own properties. In May 2022, Aspen Fire received a grant from the International Association of Fire Chiefs for a "Neighborhood Chipping Program." Through this grant, Aspen Fire has a budget of \$15,492.00 to treat three (3) neighborhoods categorized as "high-risk" and "very high-risk" according to Aspen Fire's risk assessment data. All deliverables must be completed by August 15, 2022.

The Neighborhood Chipper program involves chipping assembled branches and brush (cut and piled by homeowners) along public and private roadways. The project requires chipping and removal of project-generated slash and may require traffic control during collection.

AFPD is planning for participation of approximately 40-50 homes across three (3) neighborhoods over up to four dates in July and early August. Homeowners will be required to sign up in advance to participate in the program. AFD expects approximately 15 homeowner signups per neighborhood.

Assuming the average house takes 40 minutes of chipping each, we approximate roughly 30 hours of labor to be fulfilled by a contractor. Day-of chipping will include a two-person chipper crew, two truck drivers, and two flaggers to assist with traffic control. All wood chips resulting from this program will be removed from the chipping site and disposed of at Pitkin County Landfill which has a free composting service.

AFPD has compiled a list of materials guidelines for success. Participant guidelines and online registration will be clearly communicated through participating neighborhoods/ HOA's in early June.

PILE GUIDELINES

- Piles must be stacked with the cut ends facing the road (see photo)
- Piles must be within 5 feet of the public roadway, but not touching the road, in drainage ditches or impeding any traffic
- Maximum number of piles: 5 per property
- Maximum pile size is 5 feet high x 5 feet deep x 7 feet long
- Piles that are created using heavy machinery that are very difficult to pull apart to chip will be rejected

MATERIALS GUIDELINES

Accepted materials include trees, tree branches, small diameter logs and brush (cut away from root mass).

The following restrictions apply:

- No logs or branches with a diameter greater than 6 inches
- No construction, building or other man-made materials
- No lumber, fence posts or signs
- No roots, rootwads, stumps or anything else that grows below the soil
- No materials that contain dirt, sand, gravel or rocks
- No materials that contain any metal (nails, screws, fencing), string or other man-made materials
- No herbaceous / non-woody plant material

EXPECTED TIMELINE

Up to four chipper dates in July and early August will be selected. Each of the 3 participating neighborhoods will have a dedicated chipping day. Dates will be decided by Aspen Fire, Pitkin County Landfill, and participating neighborhood leadership.

	Start	End
Planning		
HOA Outreach - selecting neighborhood partners	10-May-2022	31-May-2022
Release Request for Proposals (RFP)	07-Jun-2022	24-Jun-2022
Execution		
Select Contractor	24-Jun-2022	05-Jul-2022
Coordinate dates with Landfill	18-Jun-2022	18-Jun-2022
Advertise program to HOA's	18-Jun-2022	15-Jul-2022
Create & Launch web sign up sheet	18-Jun-2022	15-Jul-2022
Launch		
1 chipper day in each of the 3 participating neighborhoods, plus 1 date built in for contingency	15-Jul-2022	15-Aug-2022

RESPONSE REQUIREMENT SUMMARY

Form of Response

This Section contains detailed instructions to which Proposers must adhere in the preparation and submission of proposals to the Aspen Fire Protection District. For purposes of evaluation, Proposers are advised that the proposal content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the Proposer is most important. Failure to comply with these instructions may result in disqualification. One (1) electronic copy (PDF) shall be submitted to ali.hager@aspenfire.com by 5pm, (MDT), June 24, 2022. All proposals shall be submitted electronically to the above email address.

Contractor is expected to furnish all project equipment including a chipper, at least one* truck sufficient to haul the chipper and chips, PPE and safety gear, etc.

Proposals must include the following information to be considered:

1. Cover letter introducing the organization, describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
2. Identify your abilities, plan of action, and timetables for deliverables noted in the RFP
3. A detailed project proposal including milestones and costs
4. Description of the development approach to the project, noting project understanding, unique challenges, assessments and project interpretation, and strengths that the individual, firm or team bring to this project. Please be clear and concise when describing the development approach.
5. Professional background information about the Proposer including an indication of who is the project lead, key team members responsible for the project and brief narratives of their backgrounds relevant to this work.
6. Provide a fee proposal for the scope of services of the project, with a breakdown of that fee. The fee proposal breakdown shall include a complete line-item budget for the work with explanations as necessary. Interested contractors must submit a summary of rates below, where applicable, and a brief written narrative with three references of prior work.

Item	Equipment	Rate (Put N/A if not applicable)
6a.	Do you have your own chipper to deploy? (Indicate type, size, throughput capacity)	/hour
6b.	Labor, Chipper(s) (Indicate cost per person per hour, and how many to run chipper)	/hour
6c.*	Do you have your own dump truck or 4x4 truck with chip trailer or box? Please indicate type, size, etc)	/hour
6d.*	Labor, truck driver(s) (Indicate cost per person per hour)	/hour
6e.	Flagger for Traffic Control (Indicate cost per person per hour)	/hour

*Multiple trucks and drivers are preferred so chipping services do not have to halt while drivers make runs to Pitkin County Landfill to drop off chips.

6f. Proposers must present satisfactory evidence that they are fully prepared with the necessary experience to furnish the articles called for and to conduct the WORK as required by the specifications. Proposers must provide three (3) references from similar projects within the last five years using the table below.

Project Title, Dates, and Location	Landowner/Customer and phone no.	Project Description

7. A written statement identifying any reservations, conditions or constraints related to the request for proposals.

8. Please submit your completed packet in PDF format to ali.hager@aspenfire.com.

SELECTION CRITERIA

This project will be a “time and materials” contract. Selection of contractors is determined by price, proven experience of quality and timeliness, and experience within Roaring Fork Valley terrains. As the successful candidate you will demonstrate:

- Significant experience in chipping, hauling, traffic control, and all associated planning
- Experience, qualifications, and expertise with public safety and/or local government
- Demonstrated ability to provide services described
- Quality of work as verified by references
- Willingness to accept the Aspen Fire Protection Districts contract terms
- A proven track record of project management by meeting committed deadlines and costs
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.

In the event that only one (1) proposal is received in response to this RFP, the Aspen Fire Protection District may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the Aspen Fire Protection District is fair and reasonable.

The Aspen Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Aspen

Fire Protection District to be most advantageous to the District as determined by capability, qualifications and other factors set forth above.

LICENSING & INSURANCE

Contractor is responsible for maintaining any licensing required by Pitkin County and/or the City of Aspen. Contractor would be responsible for maintaining industry standard liability and accident insurance, obtaining encroachment permits as needed and maintaining appropriate fire suppression equipment on site. Contractor's insurance policy or policies shall provide for minimum coverage limit of \$1,000,000 combined bodily injury and property damage liability, or its equivalent, and shall further provide that such policy is subject to cancellation only upon 30 days' prior written notice delivered to AFD. Such insurance shall be issued by a company or companies admitted to transact business in the State of Colorado. Contractor shall, prior to commencement of this project, furnish to AFD a certificate evidencing that such insurance has been procured and is in full force and effect, together with a copy of an endorsement confirming coverage of the AFD as an additional insured.

TERMS AND CONDITIONS

A. Invitation

Qualified consultants (herein the "Proposer(s)") are invited to submit a sealed proposal to the Aspen Fire Protection District, Colorado, to develop a Community Risk Assessment and Standards of Cover for Aspen Fire Protection District.

The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Aspen Fire Protection District to perform the scope of work described in this Request for Proposals.

This invitation is not to be construed as a commitment of any kind on the part of the Aspen Fire Protection District, nor does it commit the Aspen Fire Protection District to pay or otherwise reimburse any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

B. Advertisement and Notice of Invitation

Requests for Proposal (herein "RFP"), including response submittal requirements for:

Aspen Fire Protection District Neighborhood Chipping Services

Should be emailed in PDF Format to Ali Hager at ali.hager@aspenfire.com by 5pm on 6/24/22. All questions shall be directed to Ali Hager at ali.hager@aspenfire.com by 5 pm MDT, 6/13/2022. Written responses to questions will be returned to you via email by 5 pm MDT, 6/15/2022.

C. The Aspen Fire Protection District is under no obligation to comply with the schedule shown herein or with any of the times and dates listed above, provided that all prospective Proposers or other interested parties known to the Aspen Fire Protection District shall be notified equally of changes made to the schedule by the Aspen Fire Protection District within a reasonable time after any such changes are made. In no event shall any proposer or other interested parties have any redress to the Aspen Fire Protection District, be it financial or otherwise, in the event the Aspen Fire Protection District changes this schedule in any way. Responsibility for submitting the proposal to the Aspen Fire Protection District on or before the Deadline shall remain solely and strictly that of the Proposer.

D. All Proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of Proposals.

E. In the event that only one (1) proposal is received in response to this RFP, the Aspen Fire Protection District may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the Aspen Fire Protection District is fair and reasonable.

F. The Aspen Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Aspen Fire Protection District to be most advantageous to the District as determined by capability, qualifications and other factors set forth above.

G. Professional Services Agreement. Upon selection, the selected Proposer shall execute a professional services agreement with the Aspen Fire Protection District, an example of which is attached to this document.

H. Confidentiality. By submitting a bid, the Proposer certifies that it has not and will not disclose any information about its bid to any other potential Proposers until after the procurement process is complete.

I. The Aspen Fire Protection District reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Aspen Fire Protection District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

J. Public Records. All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the Aspen Fire Protection District after the proposal submittal date given in this RFP. The Aspen Fire Protection District assumes no liability

for the use or disclosure of technical or cost data submitted by any Proposer. Nevertheless, if a proposal contains information that the Proposer does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages _____ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Aspen Fire Protection District shall have the right to duplicate, use, or disclose this information to the extent required by law. This restriction does not limit the right of the Aspen Fire Protection District to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.