



## Request for Bids

**Issue Date:** 1/18/2023

**Project Name:** Asheville Municipal Golf Course Tree Pruning

**Project Number:** 298-AVLMUNIPRUNE

Following guidance from the City of Asheville, to allow for the most opportunity for selection, this bid is being advertised and bids will be received by Commonwealth Golf Partners II - Asheville (CGPA) for the following:

### Description of Work:

This bid will include the pruning of, at least, 83 trees on Asheville Municipal Golf Course. Debris will be cleaned up and removed from the property by the contractor.

### Proposal and Desired Project Schedule:

Issuance of Bid	Wednesday, January 18, 2023
Pre-Bid Meeting (not mandatory) Asheville Municipal Golf Course 226 Fairway Drive Asheville, NC 28805	Monday, January 23, at 3:00 pm
Deadline to Submit Questions	Tuesday, January 24, 2023 at 4:00 pm
Questions & Answers addendum posted	Wednesday, January 25, 2023 at 5:00 pm
Bids Due	Friday, January 30, 2023 at 5:00 pm
Projected Project Start	Monday, February 6, 2023

Pre-Bid Meeting attendance is highly encouraged but not mandatory.

**Bid Documents:**

The full Bid documents are posted on the Asheville Municipal Golf Course website at [www.ashevillegc.com/renovations](http://www.ashevillegc.com/renovations) and in order to make a good faith effort to solicit minority bids and meet State MBE requirements also posted on the City procurement website at [www.ashevillegc.com/bids](http://www.ashevillegc.com/bids), the only *official sources* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published at the same locations. Neither the City, or Commonwealth Golf Partners II - Asheville will not be responsible for full or partial sets of Contract Documents, including any addendum obtained from any other source. This is not a public contract as defined by the North Carolina general statutes. **Note: Commonwealth Golf Partners II-Asheville is a private entity that has contracted with the City to Manage, Operate and License the City of Asheville’s Municipal Golf Course. The contract let pursuant to this Bid shall be between the successful bidder/contractor and Commonwealth Golf Partners II-Asheville.**

**Bids May Be Mailed, Hand Delivered, or Emailed To:**

**United States Postal Service (USPS):**

Commonwealth Golf Partners II - Asheville  
Attention Matt Dierdorff – Golf Course Superintendent  
226 Fairway Dr  
Asheville, NC 28805  
[mdierdorff@ashevillegc.com](mailto:mdierdorff@ashevillegc.com)

**UPS, FedEx, DHL or Hand Delivery:**

Commonwealth Golf Partners II - Asheville  
Attention Matt Dierdorff – Golf Course Superintendent  
226 Fairway Dr  
Asheville, NC 28805  
[mdierdorff@ashevillegc.com](mailto:mdierdorff@ashevillegc.com)

Hours of Operation: 8:30 a.m. - 5:00 p.m. (EST), Monday through Friday

**Email:**

**Email Address:** [mdierdorff@ashevillegc.com](mailto:mdierdorff@ashevillegc.com)

**Subject Line:** “\*Bidder\* - Bidder’s Name - 298-AVLMUNIF9TREE”

**Information:**

All questions concerning this Bid should be submitted via email to:

Matt Dierdorff, Golf Course  
Superintendent  
[mdierdorff@ashevillegc.com](mailto:mdierdorff@ashevillegc.com)

## **Minority Business Participation**

Commonwealth Golf Partners II-Asheville has agreed to solicit minority participation in contracts for this Bid through posting on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). Bidders should indicate if they qualify as a “minority business”, otherwise known as a “historically underutilized business” as defined in NC General Statute §143-128.4. CGPA shall maintain a record of contractors solicited and shall document efforts to recruit minority business participation in the contract.

## **Miscellaneous Requirements and Conditions:**

- CPGA will review proposals for their responsiveness to the Bid against the evaluation criteria described in section IV. Bidders may be required to submit additional or supplemental information to CGPA, if necessary, for CGPA to determine whether the Bidder(s) meet all of the standards outlined.
- CGPA reserves the right to cancel the Request for Bids at any time, reject any or all responses, and waive informalities if it determines, in its sole discretion, that such cancellation, rejection, or waiver is in the best interest of CGPA.

- Advertisement End -

## **I. Introduction**

This project will include the pruning of, at least, 83 trees from the Back 9 of Asheville Municipal Golf Course.

## **II. Background**

Asheville Municipal Golf Course was designed and built by Donald Ross in 1927. Commonwealth Golf Properties began operating the course for the City of Asheville on October 1, 2022. The goal of Commonwealth Golf is to restore Asheville Municipal Golf Course to as close to the original Donald Ross design as possible. The first part of this process is to remove trees from the Front 9 that have are diseased, dying or have already died.

## **III. Scope of Services**

Asheville Municipal Golf Course tree pruning will consist of pruning and/or deadwooding, at least 83 trees. The contractor(s) will be required to use proper equipment to safely prune each tree to prevent damage to surrounding areas and ensure safety of all personnel involved. Contractor(s) will work with Asheville Municipal Golf Course management to close work areas, in order to keep customers safe and expedite the pruning process.

The contractor(s) will be not only be responsible for pruning marked trees, but also for debris clean up. It is the contractor(s)'s responsibility to have work completed by March 23, 2023.

## **IV. Proposal Submission Contents**

Contents of proposals should include:

1. Statement of Interest
2. Firm Qualifications
  - a. Must provide documentation of arborist certifications.
  - b. Must provide references commercial and/or golf course tree removal references.
  - c. Must provide COI reflecting requirements in Section V, C, 1 of this document.
3. Individual Financial Plan for the identified location(s) that incorporates the following:
  - a. Up-front costs to CGP II-Asheville.
4. Overall Project Management Plan, including:
  - a. Project Management Plan, to be refined by and with CGP II-Asheville
  - b. Anticipated Project Schedule
5. Bidding Note
  - a. Interested companies may bid on the other two facets of this project.

- b. Contractors who bid on all three must assure CGP II-Asheville that work will be completed by March 23, 2023.
- c. The contractor is aware that they will only be awarded the contract on facets of the project in which they are the lowest responsible bid.
- d. All bids are final upon receipt and may not be updated.

**V. Requirements**

- A. The selected firm must have the financial ability to undertake the work and assume the liability along with an adequate accounting system to identify costs chargeable to the project.
- B. The specific individuals and sub-consultants listed in the proposal and assigned to key positions shall not be removed or replaced without the prior written approval of the CGPA.
- C. The selected Firm shall be subject to the following Contract terms and conditions:
  - 1. Insurance Requirements: The company shall agree to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, auto liability, workers' compensation and employer's liability with at least the minimum limits shown below. Prior to Contract Award, the Firm shall furnish CGPA with certificates of insurance for each type of insurance described herein, with both the City of Asheville and CGPA listed as Certificate Holder and as an additional insured on the Company's general liability policy. In the event of bodily injury, property damage, or financial loss caused by the Company's negligent acts or omissions in connection with Company's services performed under this Agreement, the Company's Liability insurance shall be primary with respect to any other insurance which may be available to CGPA or the City of Asheville, regardless of how the "Other Insurance" provisions may read. No work shall be performed until the Contractor has furnished to CGPA the above referenced certificates of insurance and associated endorsements, in a form suitable to CGPA.

<i>Commercial General Liability:</i>	<i>\$1,000,000 per occurrence</i>
<i>Commercial Auto Liability:</i>	<i>\$1,000,000 combined single limit</i>
<i>Workers' Compensation:</i>	<i>Statutory</i>
<i>Employer's Liability:</i>	<i>\$100,000:</i>

- 2. Indemnification: CONTRACTOR shall indemnify and hold harmless the CGPA and the City and its subsidiaries, divisions, officers, directors and employees from all liabilities, losses, costs, claims, damages, expenses, attorney fees, judgments and awards that are proximately caused by the negligent acts or omissions of the CONTRACTOR or any employee, agent or assign of the CONTRACTOR. The Contractor shall comply with the applicable provisions of the Americans with Disabilities Act and all

rules and regulations promulgated thereunder. Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.

3. Licensure: The CONTRACTOR shall be properly licensed and skilled in his/her respective trade.
4. Controlling Law: This contract is entered into in North Carolina and shall be construed under the statutes and laws of North Carolina.

**VI. Evaluation Criteria**

CGPA intends to award a contract based on the lowest responsive, responsible bidder taking into consideration quality, performance, and the time specified in the bids for the performance of the contract. CGPA requires that all aspects of the RFP be addressed.

**VII. Exhibits and Descriptions:**

- A. A full list of evaluated trees for removal or pruning, including the circumference, and variety.
- B. Site map of trees to be removed

## **Exhibit A Tree Removal List**