



KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

Kinston, the right place ... Kinston Public Services, the right choice.



MEMORANDUM

TO: ALL BIDDERS

FROM: Steve Miller, Water Resources Manager

DATE: November 21, 2011

RE: Addendum No. 1
City of Kinston Damaged Tree Removal Bid
Project No. 112211

This memorandum and the attached documents constitute Addendum No. 1 to the City of Kinston Damaged Tree Removal Bid (Project No. 112211). Included in this Addendum are the following documents with the changes listed below:

- 1) Pre-Bid Meeting Minutes
- 2) Pre-Bid Sign-in Sheet
- 3) Revised Section 01150: Scope of Work:
 - a) Section 4 – Removed reference to trees along the plant outfall.
 - c) Table 4 – Deleted Item #1 and renumbered remaining items.

All bidders must acknowledge receipt of this addendum on the bid form to be considered responsive.

Project No. 112211
Damaged Tree Removal Bid

Pre-Bid Meeting Minutes
Meeting Date: November 17, 2011 @ 1:30pm

1. Sign-in Sheet & Introductions
Copy of Sign-in Sheet is attached.

2. Contract Documents and References
list on page 1 of Instructions to Bidders
Standard General Conditions (EJCDC C-700, 2002 Copyright)

3. Instructions to Bidders
 - Questions (Section 5)
Questions must be submitted in writing at least 5 days before bid to receive a formal response. Formal responses will be done by addenda, which will be posted at www.kinstonpublicservices.com and emailed to Pre-bid attendees.
 - Contract Time (Section 6)
Preliminary Schedule is listed. Contract time will be 60 days.
 - Submission of Bids (Section 9)
To be considered responsive, bids must include all relevant submittals as listed.
 - Award of Contracts (Section 11)
Each project will be awarded separately based on the bids received for that project. Bidders may bid on any or all of the projects as they desire.

4. Scope of Work (Section 01150)
 - Description of each project
 - Tables listing each project trees
Tables show tree locations by address or landmark where possible. Trees will be marked by paint in the field.
 - Map for Project 3
Map shows trees areas corresponding to Item numbers in Table 3.

5. Minority Business Contract Provisions (Section 0495)
 - City Goal – 10% participation
 - Affidavits
 - Good Faith Efforts
Lowest Responsive Bidder must include MBE documents in their bid as stipulated in Section 00495 and must turn in the Affidavit D within 72 hours of the bid opening.

6. Bid Deadline
Deadline: November 28, 2011 @ 2:00pm

7. Questions

1. Is attendance at the Pre-Bid Meeting required in order to bid.

NO – Bidders do not have to attend the meeting to bid.

2. Can debris be chipped and left on-site?

For most projects, debris can be chipped or ground as long as resulting debris is not impeding access or drainage. Chips are not be left on developed lots. Debris in Project 4 (KRWRF) is to be chipped and hauled to a stockpile location at the rear of the property (just outside the rear gate).

3. Are stumps to be removed?

Stumps are only to be removed if they will block drainage ditches.

4. Are there equipment restrictions in the easements?

No. However, Contractors will have to repair any areas damaged by their work and equipment, Where access is across private property by Right-of-Entry Agreement, Contractor must abide by the Agreement and must contact the property owner prior to access. The City of Kinston will execute the Right-of-Entry Agreement with each property owner where needed.

5. How will landfill fees be charged?

No special arrangements will be made with the Lenoir County Landfill. Contractors can expect to be billed by the Landfill for any debris disposed of there. Contractor shall be responsible for payment of any disposal fees and should include these costs in their bid.

6. Is access available to all sites for inspection?

Yes. Contractors need to be respectful when inspecting trees nears homes and should have some identification in case asked by property owners. To reach trees in Project 4, contact Chuck Cauley, Wastewater Treatment Plant Superintendent, at 252-939-3375.

END OF PRE-BID MEETING MINUTES

**City of Kinston Pre-Bid Meeting
 November 17, 2011 1:30pm
 PROJECT NO. 112211
 DAMAGED TREE REMOVAL BID**

<u>NAME</u>	<u>COMPANY</u>	<u>TELEPHONE/FAX</u>	<u>EMAIL ADDRESS</u>
Steve Miller	CITY OF KINSTON	252-939-3285 / 252-939-3279	Steve.Miller@ci.kinston.nc.us
David Hunt	Asplundh Tree Expert Co	910-610-8076	DHunt@Asplundh.com
Greg Sasser	Sasser Inc.	252-524-4683 / 524-4328	Sasserinc@embarqmail.com
Joe Gooding	Ernie Everett site prep	252-527-8038 / 527-8488	Jag4747@esn.net
JASON HURLEY	CHARLES HUGHES CONST.	252-566-5040 / 252-566-5030	JHURLEY@EMBARQMAIL.COM
Stuart Rigsbee	SDR Construction Inc.	252-939-5270 / 252-939-7027	stuart_rigsbee@hotmail.com
Brian Lucas	City of Kinston	252-939-3316 252-939-3279	brian.lucas@ci.kinston.nc.us
Dan Daniels	City of Kinston	252-939-3299	dan.daniels@ci.kinston.nc.us
DAVID CONWAY	J. Harrelson Group	252-320-4869	davidfranklinconway@yahoo.com

SECTION 01150

PROJECT NO. 112211 DAMAGED TREE REMOVAL BID

SCOPE OF WORK

The SCOPE OF WORK describes all aspects of the work to be completed as part of this project. This will include the location of each item, referenced standards for each item, the work to be included for each item and the basis of payment and unit of measurement for each item of work done as part of this project.

1. **Project 1: Damaged Trees in City of Kinston Rights-of-Way**

Certain trees located in city street rights-of-way were damaged during Hurricane Irene, but are still standing. These trees have been evaluated by city staff and included in this bid to be cut down and removed. All trees to be included are listed in Table 1 – Project 1 Trees. The trees have also been marked in the field with a painted “X” on the street side of the tree.

Trees in this project are to be cut down, hauled away and disposed of properly. Tree stumps should extend no more than six inches above the ground. Any structures, including buildings, streets, sidewalks, driveways, etc. that are damaged during tree removal must be repaired to their pre-existing condition by the contractor. All lawns and natural areas that are disturbed must be graded smooth and reseeded. Contractor shall be responsible for traffic control, landfill fees and any other costs necessary to complete this work.

Payment for Project 1 – Project 1 will be bid as a lump sum price to perform all work necessary to remove all of the trees listed in Table 1. Price shall cover all work mentioned in this section.

2. **Project 2: Fallen Trees in City of Kinston Drainageways**

Certain trees located in city-maintained drainageways were blown down during Hurricane Irene, impeding flow in drainage ditches or blocking flow from reaching ditches. These trees have been evaluated by city staff and included in this bid to be removed to provide proper stormwater drainage. All trees to be included are listed in Table 2 – Project 2 Trees.

As indicated in Table 2, some of the trees in this project are to be cut up and removed, while other trees are to be cut and left on the property so as not to impede any stormwater drainage. Trees to be completely removed have been marked with a painted “X”. Trees to be cut to clear easements have been marked with painted lines at each edge of the easement. Trees debris to be left on the property as indicated in Table 2 shall be cut into

lengths not exceeding 5 feet. Any structures, including buildings, streets, sidewalks, driveways, etc. that are damaged during the tree removal must be repaired to their pre-existing condition by the contractor. All lawns and natural areas that are disturbed must be graded smooth and reseeded. Contractor shall be responsible for traffic control, landfill fees and any other costs necessary to complete this work. Contractor will be responsible for complying with conditions in Right of Entry agreements with the property owners, where access will be from an area outside the easement. A sample Right of Entry agreement is included in this Scope of Work.

Payment for Project 2 – Project 2 will be bid as a lump sum price to perform all work necessary to cut and remove all of the trees as listed in Table 2. Price shall cover all work mentioned in this section.

3. Project 3: Fallen Trees in City of Kinston Water/Sewer Easements

Certain trees located in city-maintained water and sewer easements were blown down during Hurricane Irene, blocking access to parts of the water and sewer system. Some of these trees may also be blocking stormwater runoff from reaching ditches or blocking ditches, creating wet conditions that further impede access to the utility lines. These trees have been evaluated by city staff and included in this bid to be removed to provide access to these utilities. All trees to be included are listed in Table 3 – Project 3 Trees.

Due to most of these easements not being located on addressed property, Table 3 gives the nearest landmark, where possible, or gives a beginning and ending location for a section of easement. The location number in Table 3 is shown on Map 1 to give a general location for the trees. All fallen tree sections in the clear area of the easement shall be cut and either removed or chipped to pieces less than 4” in any dimension. Each tree is marked with lines at the edge of the section to be removed

Any structures, including buildings, streets, sidewalks, driveways, etc. that are damaged during tree removal must be repaired to their pre-existing condition by the contractor. All lawns and natural areas that are disturbed must be graded smooth and reseeded. Contractor shall be responsible for traffic control, landfill fees and any other costs necessary to complete this work.

Payment for Project 3 – Project 3 will be bid as a lump sum price to perform all work necessary to cut and remove or chip all of the trees as listed in Table 3. Price shall cover all work mentioned in this section.

4. Project 4: Fallen/Damaged Trees at Kinston Regional Water Reclamation Facility

Certain trees located at the Kinston Regional Water Reclamation Facility were blown down during Hurricane Irene, blocking gravel access roads around the spray irrigation fields and a number of trees were damaged or destroyed in the spray irrigation fields themselves. Some of these trees may also be blocking stormwater runoff from reaching ditches or blocking ditches, creating wet conditions on the paths or impeding drainage

through the property. These trees have been evaluated by city staff and included in this bid to be removed. All trees to be included are listed in Table 4 – Project 4 Trees. Trees are listed by general location. Each tree to be removed is marked with a painted “X”. Trees to be cut to clear a path are marked with a painted line at each end of the section to be removed. All tree sections removed are to be chipped or ground into pieces less than 4” in any dimension, and hauled to the rear gate of the plant to be used in a compost project.

Any structures, including buildings, streets, sidewalks, driveways, etc. that are damaged during tree removal must be repaired to their pre-existing condition by the contractor. All lawns and natural areas that are disturbed must be graded smooth and reseeded. Contractor shall be responsible for all costs necessary to complete this work.

Payment for Project 4 – Project 4 will be bid as a lump sum price to perform all work necessary to cut and remove or chip all of the trees as listed in Table 4. Price shall cover all work mentioned in this section.

Table 1 – Project 1 Trees

<u>Item #</u>	<u>Location</u>	<u>Type/Quantity</u>
1	920 King Street	1 Oak
2	305 Orion Street	1 Oak
3	Gordon Street @ New Street	1 Oak
4	214 E. Grainger Avenue	2 Oaks
5	1207 Virginia Avenue	2 Oaks
6	1217 Virginia Avenue	1 Oak
7	407 Wilson Avenue	1 Oak
8	1321 Holman Street	1 Oak
9	1315 Howard Street	2 Oaks
10	1316 Howard Street	1 Oak
11	Howard Street @ Daniel Street	1 Oak
12	701 Rountree Street	1 Oak
13	404 Atlantic Avenue	1 Oak
14	301 W. Highland Avenue	1 Oak
15	Herritage Street @ Capitola	1 Oak

Table 2 – Project 2 Trees

Item #	Location	Damaged Trees	Work
1	Adkin Canal – Hwy 11 to Washington St.	Tree down ditch bank	Cut tree to edge of easement and remove
2	Adkin Canal @ Miller St.	Tree down ditch bank	Cut tree to edge of easement and remove
3	1000 Block Reed St.	Tree down in ditch	Cut tree to edge of easement, debris to be placed on vacant city-owned lot
4	1200 Block Reed St.	Tree down in ditch	Cut tree to edge of easement, debris to be placed on vacant city-owned lot
5	Haskett Road ditch	3 trees down in ditch	Cut tree to edge of easement and remove
6	Adkin Canal - Queen St. to Daniels St.	6 trees in ditch/5 across path	Cut tree to edge of easement and remove
7	Adkin Canal – Highland Ave. to Hwy 11	Tree down ditch bank	Cut tree to edge of easement and remove
8	2205 Sparre Dr.	Tree down in ditch	Cut tree to edge of easement and remove
9	Ditch from Old Snow Hill Rd. to Queen St.	Tree down in ditch	Cut tree to edge of easement and remove
10	Adkin Canal – behind hospital	Tree down in ditch	Cut tree to edge of easement and remove
11	Kinston Country Club ditch	2 trees across ditch	Cut tree to edge of easement and remove
12	2009 Westwood Dr.	Tree across ditch	Cut tree to edge of easement and remove
13	3903 Random Rd.	Tree across ditch	Cut tree to edge of easement and remove
14	3823 Random Rd.	2 trees across ditch	Cut tree to edge of easement and remove
15	3807 Random Rd.	Tree across ditch	Cut tree to edge of easement and remove
16	3815 Random Rd.	Tree across ditch	Cut tree to edge of easement and remove
17	3809 Random Rd.	Broken tree hanging in ditch	Cut tree to edge of easement and remove
18	2317 Villa Dr.	2 trees across ditch	Cut tree to edge of easement and remove
19	2320 Baxter Ln.	2 trees across ditch	Cut tree to edge of easement and remove
20	Kinston Community Church	Tree across ditch	Cut tree to edge of easement and remove
21	Adkin Canal @ Carey Rd.	Tree across ditch	Cut tree to edge of easement and remove
22	2200 Emerson Dr.	2 trees across ditch	Cut tree to edge of easement and remove
23	2110 Emerson Dr.	Limb hanging in ditch	Cut tree to edge of easement and remove
24	2104 Emerson Dr.	Tree broken in ditch	Cut tree to edge of easement and remove
25	Crawford St. @ Sparre Dr.	Tree across ditch	Cut tree to edge of easement and remove

Table 3 – Project 3 Trees		
Item #	Location	Quantity
1	Kennedy Home Lift Station	4
2	Hwy. 70 West @ Converters Unlimited (left side)	5
3	Ruby Tuesday	1
4	Barnet Park	1
5	Fairfax Rd. to Westbrook Rd.	5
6	Hodges Rd.& Fairfax Rd. to Airport Rd.	41
7	3004 Hodges Road	1
8	Melba Rd. to Rouse Rd.	19
9	Carey Rd. @ Kinston Community Church	5
10	Rouse Rd. @ First Baptist Church	10
11	Banks School Road – Ridgewood to Forrest Dr.	2
12	Silver Creek Lift Station	2
13	Rouse Rd. behind SPCA	2
14	Spirit Way	2
15	Briery Run from Hwy 58 to Airport Road	74
16	Briery Run from Hwy 58 to Wallace Road	66
17	Briery Run – right side of Wallace Road	37
18	Briery Run – Hwy 11 behind Calvary Bap. Ch.	22
19	Jericho Run – Hwy 11 (Noland’s) to Northwood	11
20	N. Queen St – LMH to Boy Scout Club	2
21	Adkin Branch – Herritage St to Queen St	2
22	Adkin Branch – Stadiem Dr. to Nobles Lane	1
23	Briery Run – Lift Station to Hwy 11	12
24	Briery Run – Lift Station to Cunningham Rd.	22
25	Georgetown Rd. to Cedar Lane	16
26	Georgetown Rd. to Lincoln St.	9
27	Lower Neuse – Queen St to Davis St.	19
28	Lower Neuse – Davis St. to Forrest St. LS	16
29	Upper Neuse – Pollock St. to Vernon Ave.	6
30	Lower Neuse – Hampton Inn LS to Queen St.	10
31	Forrest St. LS to Lincoln St.	2
32	Barrus outfall	10
33	Jericho Run – Cunningham Rd. to Girl Scout Rd.	26
34	Jericho Run – Dunn Rd. to church	6
35	Jericho Run – Hwy. 11 @ J.P. Harrison Blvd.	11
36	Jericho Run – J.P. Harrison to Liberty Hill Rd.	21
37	Jericho Run – Liberty Hill to Hwy 55	16
38	Airport Rd. – left side ½ way to Hwy 58	27

Table 4 – Project 4 Trees		
Item #	Location	Quantity
1	Trees blocking paths around spray fields	26
2	Trees in ditch between plant and spray field	8
3	Trees in Demonstration spray field	30
4	Trees in west spray field	216
5	Trees in north spray field	336
6	Trees in south spray field	272

-END OF SECTION-