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Kathy Raftice
Community Services Director
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Town of Cape Elizabeth Request for Bid Proposals

The Town of Cape Elizabeth is seeking bid proposals from companies for the reconfiguration and landscaping of the area identified as the “Berm” located on the south end of the Cliff Walk in Fort Williams Park. Bidders shall submit a lump sum bid, exclusive of taxes, fuel surcharges and mobilization fees.

Sealed bids shall be received by the Town of Cape Elizabeth until **2:00 P.M. on Thursday, January 6, 2022** at which time they will be publicly opened and read in the Town Council Chambers at the Town Hall. Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via e-mail at Kathleen.Raftice@capeelizabeth.org.

Proposals shall be listed on the bid form provided and submitted in a sealed envelope, plainly marked "FWP Berm Project", and addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, P.O. Box 6260, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.

It is the custom of the Town of Cape Elizabeth to pay its bills within thirty (30) days following the delivery of, and receipt of bills for, all services covered by a purchase order and/or contract. In submitting bills under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with above named policy.

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested. However, company experience and quality of service provided to the Town of Cape Elizabeth in the past on similar projects will also be taken into consideration when awarding this bid. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it deem in the best interest of the Town to do so.

Project Location: The Town of Cape Elizabeth is seeking bid proposals to reconfigure and landscape the area known as the “Berm” located at the south end of the Cliff Walk in Fort Williams Park.

There has been a site environmental assessment completed by Credere and Associates that identified the compounds in the soil. This report will be provided upon request and advised of what will be required as best practices. In this project the soils would not be removed from the site, but reshaped, and any work performed will need to contain any possible erosion and soils on site.

Work Requirements: Contractor to provide the means, methods, equipment and materials for aspects related to these specifications. Contractor shall be flexible to work restricted hours to avoid conflicts with special events in the Park, if requested by the Town.

Scope of Services:

- Reduce the height of the existing 100' +/- long by 25' +/- berm creating a smooth level top 6' wide +/- with a 4' wide 3/8 stone dust pedestrian path across the top, use excess materials to reduce the slope on either side of the berm. Once the grading is complete spread erosion mix over all disturbed soil.
- Apply Erosion control measures as needed using silt fence with a mulch berm.
- Remove brush 4" in diameter or smaller including root systems
- Reduce height by 2' to 5' +/- as needed
- Flatten top to 6' wide +/-
- Create smooth sloping transition to existing grade
- Stone dust walkway across top 4' wide, 6" thick 3/8 stone dust
- Contractor to install signage around the perimeter of the site identifying the area as a work zone.

This project needs to be completed during the winter months to reduce damage to the Green. All damages to the Green caused during construction should be repaired with loam and seed. Any items not specifically noted or specified in this RFP, that is required in order to perform the work requested, shall be considered incidental items.

Display of Signage: No display of company signage, logos or banners shall be permitted on any areas, unless approved by the Town of Cape Elizabeth. Signage shall be removed at the completion of the project. No company signage shall be affixed or displayed without the permission of the Town of Cape Elizabeth. All signage shall conform to the requirements of Chapter 21 of the Cape Elizabeth Code of Ordinances.

Work Performance Standards: The successful bidder shall comply with all applicable O.S.H.A. regulations. Employees and sub-contractors performing services shall also wear long pants, shirts and steel-toed shoes meeting O.S.H.A. regulations.

Invoices: Successful bidder shall invoice the Town upon the satisfactory completion of the project, after approval of completed work by the Director of Public Works. **The Town of Cape Elizabeth will not pay mobilization and/or fuel surcharges neither separately, nor as a percentage of any invoice.**

Insurance Requirements: The successful bidder shall supply the Town of Cape Elizabeth a Certificate of Insurance listing the Town of Cape Elizabeth both “Certificate Holder” and as an “Additionally Named Insured”. Coverage shall be for not less than the following amounts:

a. General liability including comprehensive form, premises/operations, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

1. \$1,000,000 Bodily Injury and Property Damage Each Occurrence
2. \$2,000,000 Bodily Injury and Property Damage Aggregate
3. \$2,000,000 Personal Injury Aggregate

b. Automobile liability including any auto, hired autos and non-owned autos - \$1,000,000 bodily injury and property damage combined.

c. Workers' Compensation and Employer's Liability

1. \$500,000 each accident
2. \$500,000 Disease - Policy Limit
3. \$500,000 Disease - Each employee

Kathleen Raftice
Director Community Services and Fort Williams Park

FWP Berm Area Project Bid: _____ (Lump Sum)

Signed: _____ (Required) Dated: _____

Name: _____ (Please Print or Type)

Company: _____ Address: _____

City: _____ State: _____ ZIP: _____ - _____

Phone: _____ FAX: _____

24-Hour Emergency Phone Number(s): _____

E-mail: _____

Company website: www. _____