ASPEN FIRE DEPARTMENT

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

Date of Release: May 1st, 2025
Response Date: May 22, 2025 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, including roadside brush pickup, chipping, hauling, and traffic control that is fully compliant with the industry best practices.

Prevent * Provide * Protect

The Aspen Fire Protection District (AFPD) is a Title 32 Special District in the State of Colorado. AFPD encompasses 87 square miles in Pitkin County, including the City of Aspen and the Pitkin County Airport. 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. AFPD provides community services, including fire prevention, fire education, code enforcement, personnel training, continuing education, incident management and emergency response. AFPD operates multiple apparatus out of 5 stations. Annually Aspen Fire responds to approximately 2300 calls for service. Our mission is to "Protect our community and environment by providing education, prevention, and response through professional excellence!"

APPLICATION DEADLINE: Interested parties must prepare and submit all required documents no later than 5pm (MDT) on May 22, 2025. Respondents should email a cover sheet and attachment(s) addressing the response requirements before the deadline to shannon.fink@aspenfire.com. Late proposals will not be reviewed.

Questions about proposal submission should be sent by May 19, 2025 to shannon.fink@aspenfire.com.

PROJECT BACKGROUND & SUMMARY

One of AFPD's priority initiatives is to empower homeowners to create defensible space by completing fuels reduction work on their own properties. In Summer 2022, AFPD piloted a "Neighborhood Chipping Program" in three high-risk HOA's. The program ultimately treated 41 properties and produced 238 cubic yards of wood chips.

In 2023, Aspen Fire, with additional support from the City of Aspen and Pitkin County, expanded this program to treat (10) neighborhoods categorized in an elevated risk assessment data category.

In 2024, Aspen Fire, adopted the Chipper Day Program powered by Fire Aside. Producing a more streamline process for signup, contractor management, mapping and data tracking and survey input. With additional supporters City of Aspen, Pitkin County, Aspen Wildfire Foundation, and International Association of Fire Chiefs, were able to grow this program to treat additional neighborhoods categorized as “moderate,” “high-risk” and “very high-risk” according to Aspen Fire’s risk assessment data.

In 2025, Aspen Fire, is continuing to utilize the Chipper Day Program and expanding District wide. An initial quota of 190 parcels has been established, and a maximum of up to 260 parcels. Last year’s average was less than 2 cubic yards per participating parcel.

Each participating chipping zone has a schedule date range determined by the AFP. Once individual homeowners are scheduled through a signup portal. A list of participating addresses per zone will be provided to the contractor via an iPad which will be used by the contractor to track pickups. Unregistered piles and/or those not meeting guidelines will not be required to be picked up. **There are currently 8 zones with an estimated timeline of 11-13 days to complete each. The majority of chipping is targeted for completion in June of 2025.**

AFPD has compiled a list of materials guidelines to set expectations for both participants and contractors. Participant guidelines and online registration will be clearly communicated through to participating members in May.

PILE GUIDELINES

- Piles must be stacked with the cut ends facing the road
- 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

SCOPE OF WORK

The contractor will be responsible for removing assembled branches and brush, cut and piled by homeowners, along public and private roadways. The contractor will be responsible for the removal of project-generated slash to the Pitkin County Landfill where it can be composted. The project will require traffic control and associated permits during collection. The contractor will be responsible for leaving sites in a clean manner. All scheduled piles must be removed within three (3) days of the scheduled pickup date(s).

AFPD is planning for most of the chipping to be completed in June, with the potential to add a few projects before October. All deliverables must be completed by October 15, 2025.

SPECIAL REQUIREMENTS

To be sure that we provide efficient and highest quality services, we require from the contractor have the following equipment in good operating condition:

1. High-capacity forestry body chip truck/covered dump truck and a brush chipper with a minimum 12-inch diameter wood capacity,
   or,
   Grapple truck with a capacity of at least 30 yards.
3. Standardized safety equipment: using traffic control signs, control cones, adequate PPE (gloves, glasses, etc…)
4. An iPad to update the progress of the project, picture documentation and member signup map. This iPad can be provided by the Aspen Fire as needed.

Certifications: Preference will be given to the contractor who has one or more of the following qualifications on staff: TCIA Accredited company or ISA Certified Arborist

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 AFPD. 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 AFPD 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 AFPD as an additional insured.

EXPECTED TIMELINE

	Start	End
Pre-planning		
Online signup with The Chipper Day portal	1-May-2025	3 days before zone start date
Release Request for Proposals (RFP)	1-May-2025	22-May-2025

Execution		
Select Contractor	23-May-2025	25-May-2025
Program Launch		
Contractor Chipping	2-Jun-2025	15-Oct-2025

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 shannon.fink@aspenfire.com by 5pm, (MDT), May 22, 2025. All proposals shall be submitted electronically to the above email address.

Contractor is expected to furnish all project equipment.

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.
- The possession of the requested equipment. This equipment is necessary available and complete

BILLING/INVOICING

Invoicing shall be provided in an organized detailed format as follows.

- All invoices will be broken down per zone and per day.
- Upon completion of a zone segment, contractor will send an invoice to shannon.fink@aspenfire.com.
- There shall be no fees for incorrect billing or partially completed/unapproved services provided. Aspen Fire Protection District shall provide payment within the agreed upon terms.

- Invoices shall include cost details per including time, location and description of services provided, and unit costs per the contracted rate.

PROPOSAL FORMAT AND CONTENT

Proposals must contain the following information in the format outlined below. Please submit your completed packet in PDF format to shannon.fink@aspenfire.com.

Section 1 Company Introduction
Include company name, address, phone number, contact person name and email; introduce the employees: experience, certifications, licenses, and accreditations.

Section 2 Approach to Work
Address how you will fulfill the scope of work, with regard to specific items in the Special Requirements section above. Also include how/where you dispose of woody materials, who will be assigned to our projects, availability, and time estimates.

Section 3 References
References must include job type, contact name and phone number of clients, particularly any local, county, state, or federal governments.

Section 4 Cost
List out costs for any services described in Approach to Work/ Scope of Work; services must be broken out by hourly rate. This must include all sub-contractors (if applicable), removal and disposal fees (if any), and any other miscellaneous costs. Make sure to provide the hourly rates for Brush Pick Up/ Removal and Traffic Control.

Section 5 Other (If Applicable)
A written statement identifying any reservations, conditions or constraints related to the request for proposals.

TERMS AND CONDITIONS

A. Invitation
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 Shannon Fink at shannon.fink@aspenfire.com by 5pm on 5/22/25. All questions shall be directed to Shannon Fink at shannon.fink@aspenfire.com by 5 pm MDT, 5/19/25. Written responses to questions will be returned to you via email by 5 pm MDT, 5/21/25.

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.