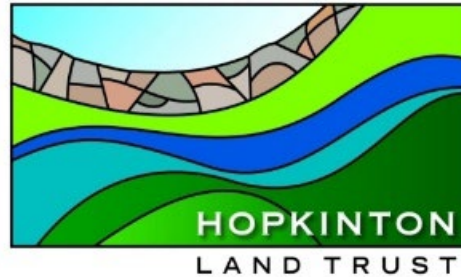


**Town of Hopkinton, RI**



**Professional Services RFQ  
Landscape, Maintenance & Construction Projects**

The Hopkinton Land Trust is seeking proposals for several landscape, maintenance and construction projects for a 3-year period. Work will commence December 20, 2021. There is available work that should commence in December subsequent to signing the contract and receipt of the insurance certificate.

A complete RFQ package can be obtained at the Hopkinton Town Clerk's Office, 1 Town House Rd., Hopkinton, RI 02833 (401) 377-7777 or on-line at [hopkintonri.org](http://hopkintonri.org). Submissions are due in the Clerk's Office on or before Monday, December 13th at 10:00 AM. Bids will be opened Monday, December 13th at 10:15 AM. Kindly provide three (3) copies of your submission in a sealed envelope, addressed as follows:

**Hopkinton Land Trust  
Landscape & Construction Services**

Town Clerk's Office  
One Town House Road  
Hopkinton, R.I. 02833

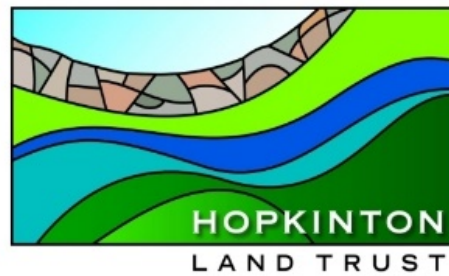
The Town of Hopkinton is an Equal Opportunity Employer

**HOPKINTON LAND TRUST**

**TOWN OF HOPKINTON**

**REQUEST FOR QUALIFICATIONS**

**LANDSCAPE AND CONSTRUCTION**  
**CONTRACTOR SERVICES**



**2021**  
**Hopkinton Land Trust**  
**Town of Hopkinton, Rhode Island**  
**Request for Qualifications (RFQ)**

**1.0 Introduction**

The Hopkinton Land Trust is issuing this request for qualifications for the purpose of securing the services of a landscape, maintenance & construction company on a contractual basis to improve Hopkinton Land Trust properties.

The selected contractor will be required to review individual work sites on an as-needed basis. The selected contractor should be available to meet the needs of the Land Trust, as required, and within the available annual budget.

The purpose of this solicitation is to select a contractor to work on projects commencing on or after December 20, 2021 until December 20, 2024--a three (3) year period.

**2.0 Scope of Services**

The work is discussed below, and the list is not meant to be all inclusive, and the Land Trust may, at its discretion, assign other duties as needs and conditions change:

- 1) The following are the types of work that the Land Trust would need.  
This list includes, but is not limited to:

brush hog of open areas and woods roads, installing gates, placing blocking stones or fencing, chainsaw work, cutting and removing downed trees and limb maintenance and improvements to parking areas, control of invasive species, spreading stone and wood chips, labor with hand tools and hand held power tools

Work on land trust properties can be in remote locations, often requiring a site visit – contact HLT at 602-730-5263.

- 2) The bidder shall provide hourly and/or daily labor and equipment with operator rates for the following categories that you have available. Please add any that you feel may be appropriate. Please specify the model and size of equipment or it will be understood it is mid to large size equipment more than adequate for efficient contractor work.

CATEGORY	HOURLY RATE	DAILY RATE
----------	-------------	------------

Worker w/ hand and small power tools  
 (shovel, clippers, string trimmer, mower, drill, etc.)

Worker w/ chain saw

Tractor w/ bucket, backhoe, or mower deck

Skid Steer w/ bucket, backhoe, or mower deck

Mini Excavator

Dump Truck

Wood Chipper

Other (specify)

**3.0 Qualifications Statements shall include the following:**

- 1) **Company Profile** – provide a general description of the company and the services that can be provided.
- 2) **Organizational Support and Key Personnel** – a project manager or lead contractor must be identified.
- 3) **Relevant Experience** – Please provide examples of recent relevant experience for the services proposed. The same information shall be provided for subcontractors, if utilized.
- 4) **References** – please provide a minimum of three (3) general and/or municipal references with recently verified phone numbers and addresses. The same information shall be provided for subcontractors, if utilized.
- 5) **Professional/General Liability Insurance Certificate** – If awarded this contract, you must provide a General Liability Insurance Certificate issued to the Town of Hopkinton showing the type of insurance and monetary levels carried.
- 6) **Budget** - Willingness to work within the limits of the Land Trust budget of approximately \$30,000 over three years, subject to the approved Annual Town Budget.
- 7) **Conflict of Interest** - Please identify companies, individuals, etc. that you currently do or prospectively might provide services to, which would preclude your company from performing services for the Town. During the term of any contract with the Town, the contractor will be required to notify the Town of potential conflicts of interest that may arise. If conflicts of interest create circumstances where the Town is not receiving the service anticipated, the Town Council or the Hopkinton Land Trust may elect to terminate the contract, at any time.

#### **4.0 Selection Criteria**

The following criteria shall be utilized by the Land Trust in the selection of the contractor:

- Experience and Qualifications
- Price Schedules/Price Proposals

#### **5.0 Submission Requirements**

Submissions are due in the Town Clerk's Office, 1 Town House Road, Hopkinton, Rhode Island 02833 on or before December 13, 2021 at 10:00 a.m. Proposals will be opened on Monday, December 13, 2021 at 10:15 a.m. in the Town Hall Council Chambers. Please provide three (3) of your submission in a sealed envelope. The envelope should be addressed as follows:

**Landscape & Construction Contractor Services  
Hopkinton Land Trust**

Town Clerk's Office  
1 Town House Road  
Hopkinton, R.I. 02833