

TREE AND STUMP REMOVAL

The purpose of the tree removal program is to maintain public safety and healthy adjacent trees. Trees are removed because they are dead or declining (including decay and loss in structural stability), have contracted infectious diseases such as Dutch elm disease (DED) or Pine Wilt (PW), or have been damaged by storms and lightning. Some trees are also lost to vandalism, car accidents, and construction activities. On a few occasions, trees are removed because of traffic visibility problems.

Trees are not removed when roots interfere with various structures such as underground utilities. Roots grow where conditions are favorable, and typically enter sewer lines when there is an existing breach in the system. This is particularly true for sanitary sewer lines made of vitrified clay tile pipe found usually in older houses. Newer houses as well as replacement lines have PVC or plastic pipes which are more resistant to root entry. Roots that heave sidewalks or driveways are cut off when either structure is replaced.

Trees are not removed when residents do not approve of the tree or if there are perceived nuisances. These nuisances may include leaf drop, small twig drop, flowers, fruits or nuts, sap, insects or other wildlife.

Tree removals are performed by the contracted tree removal service, Public Works crews, capital projects and permit work. The contracted tree removal service and Public Works crews perform most of the tree removals for the reasons listed above in the first paragraph. The majority of trees are removed contractually because of the size and the amount of wood debris. Trees located in the path of capital projects, such as the construction of new sidewalks or replacement of watermain pipe, are removed if no other options are available. Most new sidewalks are constructed in areas where there is a ditch in the parkway. Conflicts between locating the new sidewalk as far away from the street as possible and keeping the ditch form intact leaves little space for the existing trees. If a significant portion of the root system of a tree will be cut, the tree is removed. Removals due to permit work occur primarily when existing houses are demolished and existing parkway trees are in the path of new houses and new driveways. Only when no other option is available does the Forestry Division approve such removals (discussed in Chapter 9).

Trees located in the standard open parkways and wooded parkways make up the bulk of the tree removal program. Removal of jointly owned trees is coordinated with the co-owner, who may be billed for half of the removal cost unless the Forestry Division has determined the tree needs to be removed due to safety concerns in which case the Village pays the entire removal cost. Trees on Village properties or those located in unimproved right-of-ways and alleys are removed as situations arise. Tables on the following pages outline trees removed or lost by location type.

Before being designated for removal, each tree is evaluated and rated, depending on the tree species, for the likelihood of health improvement, and the potential danger to the surrounding public especially if decay or hollow spots are present. Another factor which is also taken into consideration is the presence of owl, woodpecker or other interesting birds which might be nesting in the tree. The presence of such nests delays tree removal unless the tree is an immediate hazard. Once removal has been decided, a red paint mark is put on the tree trunk. Whether or not the stump should also be scheduled for removal is also decided at this time. Some stumps are not removed such as in wooded parkways or when one stem of a multi-stem tree is removed. The adjacent address receives a door hanger informing the resident of the removal (see *Tree Removal* notice door hanger).

If adequate space is available for a replacement planting, the location is marked and a notation is made on the door hanger. On average, 76% of the removed parkway trees are replaced. Some of the site restrictions that limit replanting a tree include sight distance issues or vision obstructions, utility conflicts (water sanitary gas electric), drainage limitations and ditch water flow conflicts, and overhanging large vegetation on private property. In situations where dead or declining clustered and crowded trees have been removed, particularly ash and spruce in recent years, replacement plantings tend to be fewer to ensure more optimum tree crown development. More information and details about tree planting and spacing requirements are in Chapter 4.

Depending on the tree size and height, trees are removed by either the contracted tree removal service (see *Tree and Stump Removal Specifications*) or Public Works crews. All removal work adheres to the *ANSI Z133.1-2017 Safety Requirements for Arboricultural Operations*. Trees marked for removal are removed in as short of a time period as possible, unless bird nests are present. Larger trees that are not an immediate hazard are put on a list and sent to the contracted tree service. The tree contractor then has 15 work days in which to remove all trees on the list. If any of the trees on the list have infectious diseases, these must be removed in 10 workdays. When hazardous or emergency tree removals are required, the tree contractor has 4 hours in which to either remove the tree entirely or cut enough to make the tree safe until it is completely removed.

When a list of stumps is sent to the contracted tree service, they must be removed in 20 workdays. Once ground out, the area is filled with topsoil and then seeded. A door hanger requesting that adjacent residents water the seeded area are distributed when the area is inspected (see *Your parkway has been seeded* door hanger). For trees removed in the winter season, the stump is not removed until spring. A postcard is mailed to those addresses as spring approaches and the stumps are scheduled for removal (see *Stump Removal* postcard).

At times, trees located in unimproved right-of-ways and alleys are not directly accessible. When conditions would cause Public Works crews or tree service contractors to cross private property to

remove any trees, a signed right-of-entry form is first obtained from the private property owner (see *Temporary right-of-entry* form).

The following sections describe specific tree removal activities involving phasing out poor trees, reducing the number of silver maples, removing trees with decay, reducing the number of ash trees due to Emerald Ash Borer (EAB), and tree removals with ComEd.

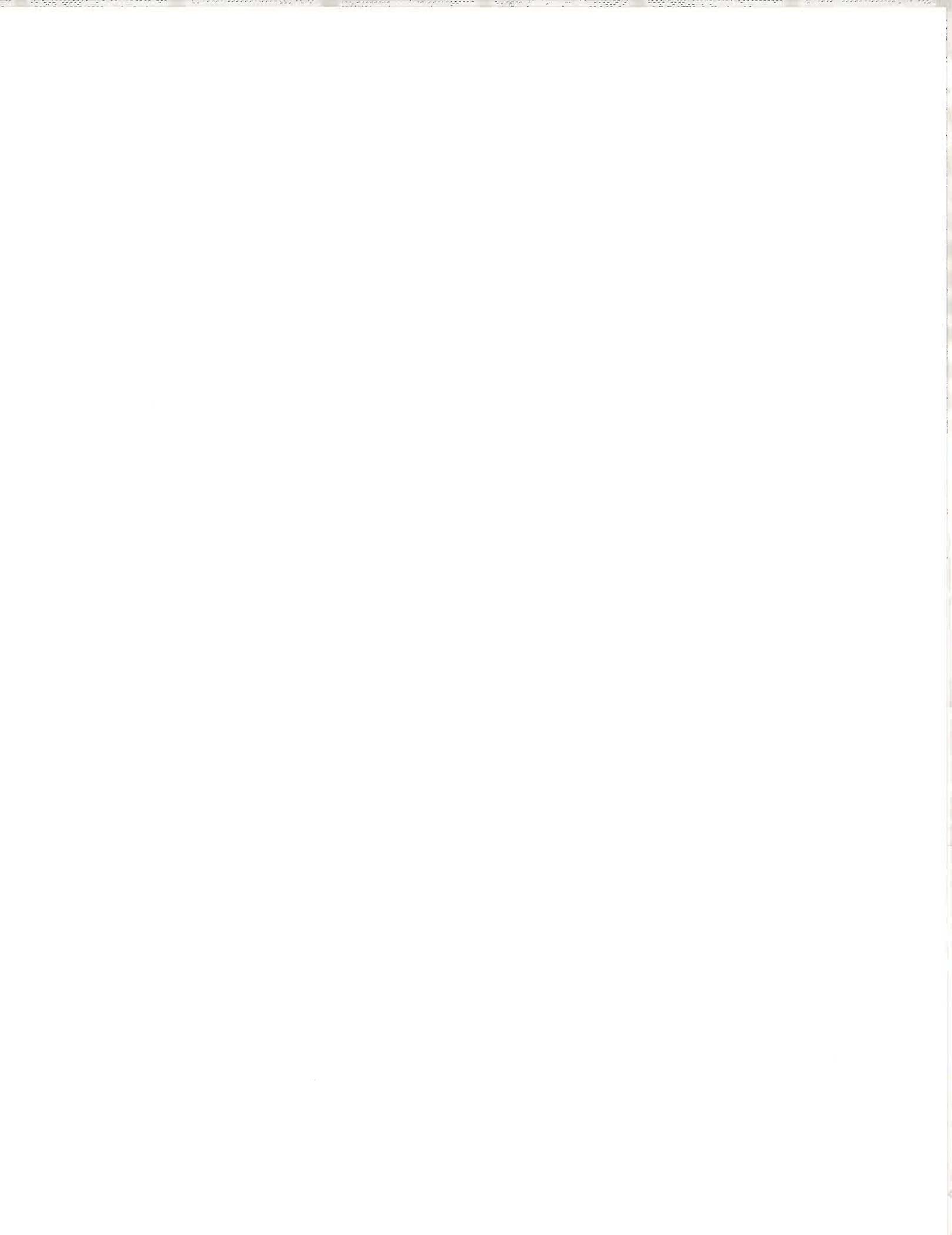
Phasing out priority tree removals, poor condition and poor quality tree species

Surveys for priority tree removals, poor condition and poor quality tree species are important in phasing out the number of these trees in the current tree inventory. As discussed in Chapter 3, the exact methods and frequency of these types of surveys are continuing to be refined. On the tree inventory, most of the poor condition rated trees exhibit a number of external and internal defects that make improving on their condition through pruning or fertilizing unlikely. Trees with notations about possible defects or poor condition are inspected throughout the year and removed as conditions warrant.

Trees considered poor quality species exhibit any one of the following problems: tree structure subject to decay or breakage, disease or pest susceptibility, or other nuisances such as messy fruit. Trees considered poor quality species include Siberian elm, black locust, boxelder maple, silver maple, mountainash, mulberry, poplar, russian olive, and willow. An increased effort is being made to remove these trees, especially when defects or poor conditions are found. In Downers Grove, silver maple is the most prominent.

Silver Maple Population

Downers Grove contains a significant population of silver maples (see Chapter 2). Problems associated with silver maples include high decay potential, susceptibility to branch breakage, the high production of seeds annually, the formation of surface roots, and root interference with underground utilities. Most are in acceptable condition, but some of the moderate-size silver maples are beginning to exhibit structural defects due to decay. Subdivisions south of 63rd Street which were built in the 1960's have parkways with almost 100% silver maple. Of the more than 700 silver maples remaining in that area, 20% have defects and decay which will cause the tree to be removed in the next decade. The following photograph shows a silver maple with the typical stem injury and decay. In addition to the larger trees, smaller size silver maples are also evaluated and any with poor form or other structural problems are removed to eliminate future problems. The Forestry Division does not allow any new plantings of silver maple.



Silver Maple with stem injury and decay





Inspections for decay

As discussed in Chapter 3, annual fall surveys are conducted on larger trees, especially the oaks, green ash, and black locust, for fungal growths that indicate the presence of extensive decay. If decay is considered to be substantial, the trees are removed. Photographs of both the fungal growths on the tree and then the wood cross-section once the tree has been removed have been useful to document decay problems. These photographs are kept on file in the Forestry office. The following photographs show fungus structures found on trees in the Village, as well as once the trees were removed, photographs of the cross-sections show the resulting decay.

A link at the Penn State University Cooperative Extension website gives a brief description of common fungus structures related to tree decay and the associated hazardous conditions created

<http://extension.psu.edu/plant-disease-factsheets/all-fact-sheets/hazard-trees>

Another source of pertinent decay fungi information is the book titled Wood Decay Fungi by Christopher J. Luley, Ph.D.



Pictures of green ash with fungus on stem, then stump after tree was removed. Stump cross-section shows extensive wood decay.



Pictures show bur oak with fungus all around stem base, and stump after tree was removed. The stump cross-section shows extensive wood decay.

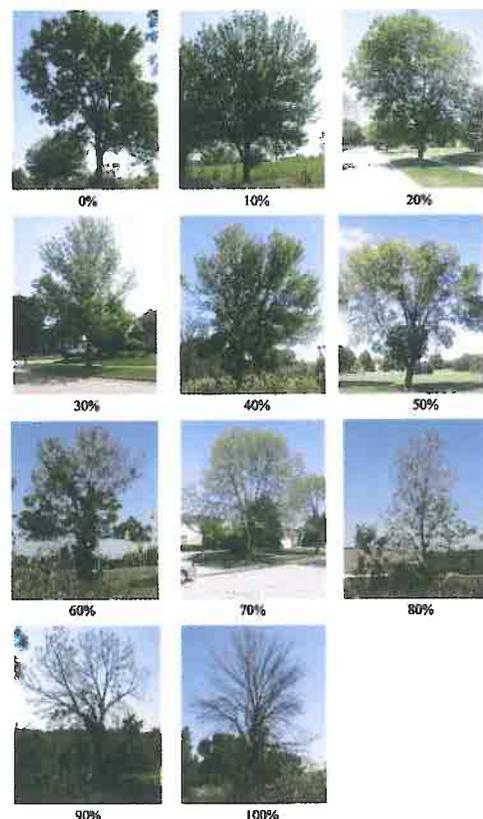


Reducing the Ash Tree Population due to Emerald Ash Borer

The Emerald Ash Borer (EAB) is an exotic beetle from Asia. It was first discovered in the United States in 2002 in southeast Michigan. Since that time, this destructive beetle has also been found in numerous states including Illinois, Indiana, Ohio, and Wisconsin. Larvae of EAB beetles bore into native American ash trees and feed in the phloem and outer sapwood. This feeding produces galleries that eventually girdle and kill branches and entire trees. Evidence suggests that EAB had been established in Michigan for at least 6 to 10 years prior to being identified in 2002. Millions of ash trees are dead or dying from this pest, and millions have been removed in hopes of containing EAB infestations.

By 2006, EAB was discovered in Kane County Illinois. Several years later, EAB was confirmed in multiple counties and communities, including Downers Grove in 2011. Currently, EAB is throughout all of Illinois. Numerous Chicagoland communities had many ash trees planted in the past. Some Downers Grove streets had block after block of all ash trees, most of which were planted in the 1970's. Previous to EAB, both green and white ash were durable, low cost trees which performed well in all types of soil and landscape conditions. White ash in particular has a pleasing form and beautiful fall color. Now, ash trees have been reduced to less than 10% of the total Village parkway tree population.

An important strategy in containing the spread of EAB is the removal of potentially infested, poor health or suspect trees. Once in full leaf, ash trees are annually reviewed and rated by the amount of canopy dieback. The pictures to the right illustrate the canopy dieback rating system with 0% for no dieback, and then increments of 10 up to 100% where the entire tree is dead. This information is then recorded on the computer inventory and trees sorted by their rating. Forestry staff is aggressively reviewing those with ratings of 50% or greater and removing ash trees as appropriate. This also includes removing those ash trees that have continual branch breakage, are misshapen or have poor form, have severe structural defects such as decay or cracks, or are otherwise unhealthy. If suitable space is available, replacement plantings are scheduled with a diverse variety of tree species.



Tables and a chart on the following pages gives a summary of the impact of EAB on the ash inventory count and on tree removal activities. More than 2900 ash trees have been removed since 2006. Ash tree removals were once a small number compared to non-ash tree removals before 2006.

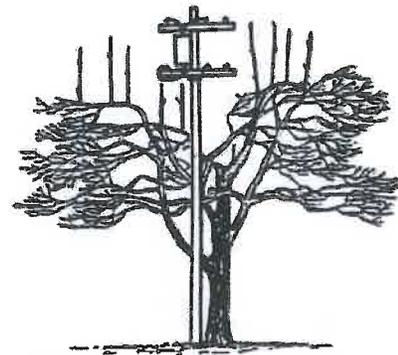
Chapter 7 discusses EAB in more detail and treatments being applied to prevent and slow down the progression of EAB. Chapter 7 also includes EAB treatment specifications.

ComEd Cooperative Municipal Tree Replacement Program

Trees located under overhead utility lines such as electric, telephone, and cable are pruned by the utility companies to obtain clearance from the wires for proper service and wire maintenance. The most active utility with regards to tree pruning so far has been the electric utility, Commonwealth Edison (ComEd). Because plant tissues contain over 50 percent water with actively growing tissues containing as much as 80 percent water, limbs that come in contact with an energized line can conduct a current, catch on fire from the heat build-up or cause interruptions in service. To limit these occurrences, ComEd's general guideline has been to prune branches to clear the wires by at least 10 feet, and re-prune an area approximately every 4 years. Consequently, trees with large mature heights which are located under or near utility lines will have misshapen crowns. Diagram A illustrates some common tree silhouettes which result from line-clearance pruning.

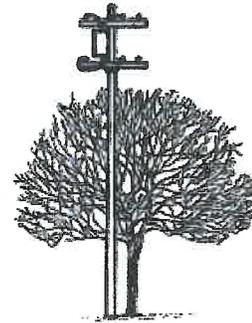
On a case by case basis, along with review and approval from the Forestry Division, ComEd has a policy which allows their tree contractor to cut part of or totally remove any public tree if branch or tree failure could cause interruptions in electric service. ComEd has expanded this tree removal policy to include public trees which repeatedly require pruning because of regrowth into utility wires, a program ComEd titled the Cooperative Municipal Tree Replacement Program (CMTR Program). Section 4.5 of Ordinance Number 3504 (the Franchise Agreement with ComEd) already includes the CMTR Program. From discussions and review of Village trees with ComEd representatives, those trees typically have silhouettes resembling pictures 1 and 2 of Diagram A. .

Since the removal of all public trees which resemble any of the shapes shown in Diagram A is not practical nor always required, the Forestry Division targets only the worst trees for the CMTR Program. Pictures 1 and 2 of Diagram A represent the worst possible scenarios both from an aesthetic viewpoint and a tree management standpoint. The required pruning stunts and hinders the natural full crown shape, and the tree becomes unpleasing to look at. Tree management problems begin after line-clearance pruning has occurred. Trees which naturally grow large attempt to rebound and regain height after line-clearance pruning by producing long upright shoots called water sprouts, shown to the right. These may grow several feet each year, and consequently, branches are back within close proximity to utility lines in a short time period. Varying with tree species, the growth of water sprouts is generally not unusual. However, when they are the only part of the tree able to grow upward, water sprouts can become very large in length and diameter. When these are removed with the next line-clearance pruning cycle, large wounds are left which face upward. When the tree grows tissue around these wounds in



an attempt to grow over the wounds, saucer-like areas are formed which, because they face upward, can collect water and increase rot and decay in the area. The regrowth of water sprouts around the wound perimeter also increases the potential for water collection and decay. Over time, repeated water sprout growth then removal layers new pruning wounds onto older ones, and if decay is present, the tree could suffer branch failure and decline. Removal of these trees before decay or decline sets in avoids management headaches, especially in storm clean-up situations.

Coupled with the tree removal part of the CMTR Program, ComEd is promoting the proper selection and planting of trees under utility wires by reimbursing a municipality for half the cost of supplying and planting a shorter growing tree. A few of these trees with short mature heights include crabapples, cockspur hawthorn, serviceberries, and a few dwarf maples. The replacement tree can be in the same location as the removal or another parkway position.



Every year, trees are removed from under utility wires because of death, decline, or disease using the standard procedure with the Village tree removal contractor. Most of these trees do not meet ComEd's criteria for the CMTR program because the trees do not have branches into the wires. Generally, the Village's tree removal contractor can handle these removals without ComEd's assistance. Only when the trees resemble picture 4 of Diagram A is the assistance of ComEd's qualified utility contractor required to remove the branches that are over the wires.

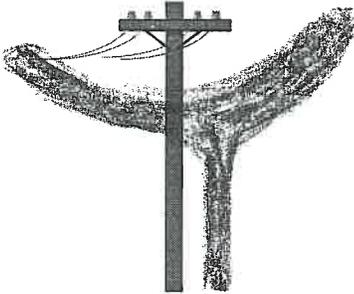
Currently, Table 2.16 lists just over 2,000 parkway trees that are under or near utility lines. Of this, crabapples, serviceberries, hawthorns, and other appropriate small trees represent more than 1000 of this total. The number of trees that resemble pictures 1, 2 and 3 of Diagram A has been reduced over the years to just under 350. Because regular removals for decline or hazardous conditions take priority as well as budgets may limit stump removals and replanting numbers, the number of trees removed because of severe crown disfigurement has been less than 20 in a given year. Most removals with the CMTR Program occur when ComEd is pruning trees for line clearance and the resulting tree form is severely disfigured. Forestry staff then coordinates removals with the adjacent residents on a case by case basis.

In that ComEd performs a 4-year pruning rotation in the Village, there may be years where no removals occur as part of the CMTR Program. On occasion when trees are removed, there may not be enough space for a replacement planting, so there may be no reimbursements to the Village. In recent years, resident interest has also been low so no removals have occurred through this program.

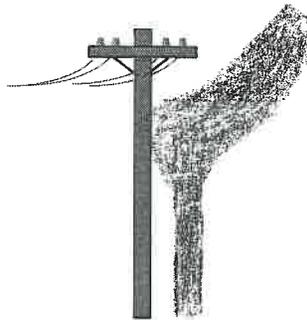
DIAGRAM A

Shapes of trees under or near overhead utility wires

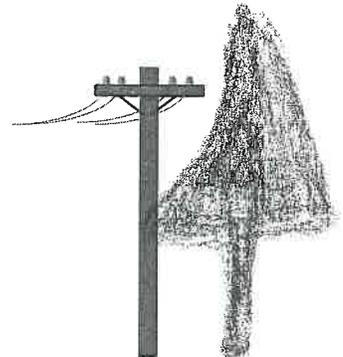
- 1 – Under ComEd to both sides
- 2 – Under ComEd to one side
- 3 – Offset or one-sided away from ComEd
- 4 – Up and over ComED
- 5 – Wrong species under ComEd but not pruned yet
- 6 – Appropriate species under ComEd
- 7 – Not pruned for wires such as street light or cable



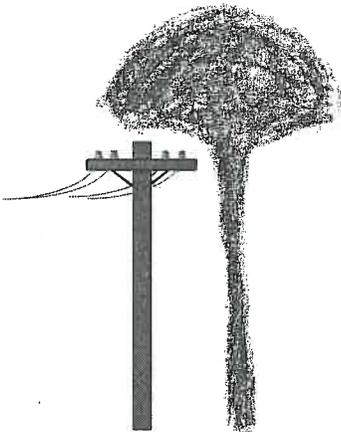
1



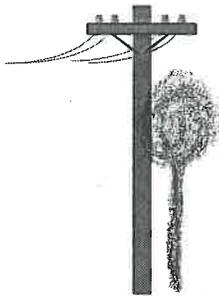
2



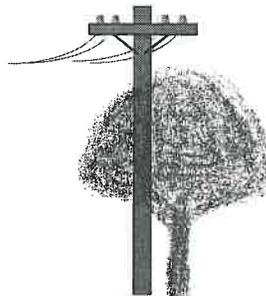
3



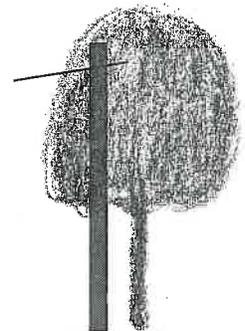
4



5



6



7

The following pages contain removal door hangers, forms and postcards. The tables and charts summarize removal activities. A copy of the contractual tree removal and stump removal specifications is at the end of the chapter.

Tree Removal Doorhanger

Tree Removal Notice

While surveying parkway trees as part of Downers Grove's ongoing Urban Forestry Program, the Forestry Division determined that a parkway tree adjacent to your property needs to be removed. This tree, designated by a red mark on its trunk, will be removed in the coming weeks due to:

_____ Following tree removal the stump will be ground out and the hole restored with topsoil and then seeded.

_____ Parkway conditions at this time will not allow for stump removal.

_____ A replacement tree has been scheduled for _____

_____ At this time, this site does not meet Forestry Division criteria for parkway tree planting.

If you have any questions please call

at 630-434-5475 or 630-434-5476



Village of Downers Grove Public Works
5101 Walnut Avenue
Downers Grove IL 60515

Front

PARKWAY TREE SPECIES

The following trees are acceptable tree species:

COMMONLY AVAILABLE

MAPLE, FREEMAN OR MIYABE
KENTUCKY COFFEETREE
HACKBERRY
HONEYLOCUST (THORNLESS AND SEEDLESS)
LINDEN, AMERICAN AND LITTLELEAF
NORWAY MAPLE (NO CRIMSON VARIETIES)
HYBRID ELM

LIMITED AVAILABILITY

RIVER BIRCH
CATALPA
GINKGO
SILVER LINDEN

SPRING PLANTING, MAYBE FALL ALSO

OAKS (VARIOUS SPECIES)
PEARS (OTHER THAN BRADFORD)
BALDCYPRESS
LONDON PLANETREE
TULIPTREE

SHORT TREES FOR UNDER UTILITY WIRES

CRABAPPLE, WHITE AND RED FLOWER
HAWTHORN (THORNLESS VARIETIES)
LILAC TREE
SERVICEBERRY SPECIES

If you have any additional questions, or would like to request a certain species, please call:

At 630-434-_____



Species requests must be made by :
August 15 / February 1

Back

Stump Removal Door Hanger

Your Parkway Has Been Seeded

The Village of Downers Grove Forestry Division had a stump removed then seeded the area in the parkway adjacent to your property today.

The success of new grass seed depends on thorough watering until it is well established. Because of the many small parkway areas throughout Downers Grove, it is not practical for the Village to undertake this task. Consequently, we must depend on you to water the seed every other day during the next few weeks, in compliance with the Village watering restrictions (over). Thereafter, during dry periods, the seeded area should be watered to provide the equivalent of one inch of rain per week.

**Your cooperation is greatly
appreciated.**

If you have any questions, please contact the Forestry Division: **434-5475** or **434-5476**.



**Public Works Department
Forestry Division**

801 Burlington Avenue • Downers Grove, IL 60515

Water Conservation Ordinance

The Village's Water Conservation Ordinance, established in 1989, regulates the day and time for outdoor water usage between May 15 and September 15 each year.

The day residents are permitted to use outdoor water is based on an even/odd system. The last digit of an address determines the day. If an address ends in an even number, the resident can water on even calendar days; if the address ends in an odd number, the resident can water on odd calendar days.

Outdoor water usage is not permitted between 11 am and 4 pm on any day for any address. Watering at this time is inefficient and wasteful due to evaporation. In addition, this five-hour period allows the water tanks to refill, preparing for the heavy demand for water in the evening.

Dividing outdoor water usage by this even/odd system decreases the demand for water and, under normal conditions, will maintain adequate water pressure for the health and safety of the residents. If the Village is not able to maintain adequate water pressure with the even/odd restrictions, an Emergency Water Ban can be declared.

The Emergency Water Ban has three phases of additional restrictions. Phase I prohibits the use of automatic sprinkler devices and systems, bans the filling of swimming pools, and bans the washing of automobiles. Phase II prohibits the use of hoses. Phase III prohibits the outdoor use of water altogether.



TREE CITY USA

Downers Grove has received
Tree City USA recognition each year since 1984.

Printed On Recycled Paper

Stump Removal Postcard

For your information...

The Forestry Division has scheduled the removal of the stump from the parkway adjacent to your residence. Generally, stump removal activities are scheduled for the spring and fall seasons to coincide with mild weather to facilitate grass seed germination. Due to timing conflicts, in some instances where tree plantings are also scheduled for this spring, new trees may be installed before the old stump has been removed. We expect all stumps to be removed by the end of May. If you have any questions, please contact the Forestry office at 434-5475.

Kerstin G. von der Heide
Village Forester

VILLAGE OF DOWNERS GROVE

TEMPORARY RIGHT-OF-ENTRY

I/We, _____, the Property Owner(s) of the property located at _____, Downers Grove, Illinois, hereby grant permission to the Village of Downers Grove to allow its employees or independent contractors to enter and use my property to access Village property or right-of-way. This permission is given for the sole purpose of tree removal on Village property or right-of-way that the Public Works Forestry Division has determined is necessary and which has been defined to me as follows: description of removal work _____

_____ I/We have discussed the removal work with Kerstin G. von der Heide, Village Forester, and I/we understand that the Village of Downers Grove will indemnify me/us for any damage resulting from the negligent acts or omissions of the Village or its employees or agents in connection with this temporary right-of-entry. The Village of Downers Grove has taken all steps necessary to ensure its contractors have adequate insurance.

Property Owner

Property Owner

Address

Phone

Date

Contractual Tree Removal - Summary by Location Type for Recent 10 Years

FISCAL YEAR	STANDARD OPEN PARKWAY	WOODED PARKWAY	JOINTLY OWNED	VILLAGE PROPERTY	UNIMPROV ROW ALLEY
FY 2010	241	35	9	16	76
FY 2011	307	17	3	8	25
FY 2012	407	60	4	5	42
FY 2013	409	49	4	3	29
FY 2014	452	47	5	1	47
FY 2015	643	16	10	52	39
FY 2016	576	87	1	49	58
FY 2017	438	38	3	12	23
FY 2018	491	50	2	12	65
FY 2019	422	24	0	7	23

Public Works Tree Removal - Summary by Location Type for Recent 10 Years

FISCAL YEAR	STANDARD OPEN PARKWAY	WOODED PARKWAY	JOINTLY OWNED	VILLAGE PROPERTY	UNIMPROV ROW ALLEY
FY 2010	102	0	0	0	0
FY 2011	104	0	0	0	10
FY 2012	79	8	0	5	1
FY 2013	122	14	0	7	6
FY 2014	182	2	0	6	3
FY 2015	103	1	0	8	0
FY 2016	172	0	0	9	1
FY 2017	150	0	0	11	0
FY 2018	152	0	0	18	0
FY 2019	183	10	0	15	0

Number and Percentage of Parkway Tree Removals
Replaced in Recent 10 Years

	Tree Removals*	Number of Trees Replaced	%	Number of Trees Not Replaced	%
FY 2010	370	265	71.62%	105	28.38%
FY 2011	443	344	77.65%	99	22.35%
FY 2012	557	411	73.79%	146	26.21%
FY 2013	553	417	75.41%	136	24.59%
FY 2014	708	510	72.03%	198	27.97%
FY 2015	767	618	80.57%	149	19.43%
FY 2016	769	654	85.05%	115	14.95%
FY 2017	613	489	79.77%	124	20.23%
FY 2018	666	494	74.17%	172	25.83%
FY 2019	655	514	78.47%	141	21.53%
Ave	610.10	471.60	76.85%	138.50	23.15%

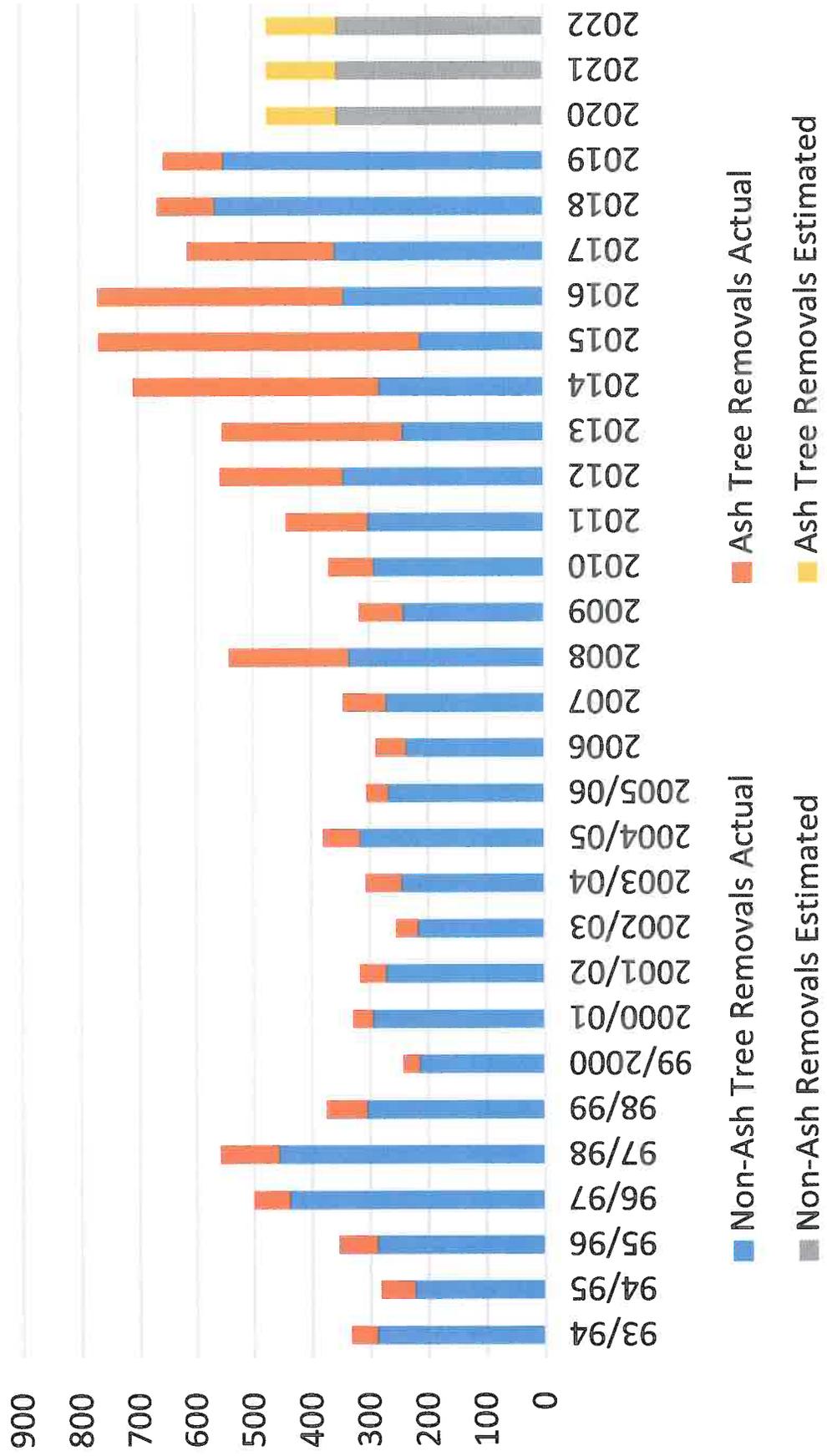
Tree Removals* = sum all removals by contractor, inhouse, permit, construction

ASH TREE INVENTORY NUMBERS

TREE SPECIES	May 2006	Dec 2006	Dec 2007	Dec 2008	Dec 2009	Dec 2010	Dec 2011	Dec 2012	Dec 2013	Dec 2014	Dec 2015
Ash, Blue	7	7	7	7	7	7	6	6	5	5	5
Ash, European	8	8	7	7	7	7	7	7	6	6	4
Ash, Green	3394	3338	3283	3102	3050	2938	2865	2677	2387	1978	1468
Ash, White	1116	1107	1092	1076	1066	1055	1036	1014	989	962	924
Total Ash	4525	4460	4389	4192	4130	4007	3914	3704	3387	2951	2401
Difference from previous Ash Reduction Total		-65	-71	-197	-62	-123	-93	-210	-317	-436	-550
Total Inventory	23760	23598	23574	23270	23480	23317	23286	23270	23253	23071	22994
Ash % of Total	19.04%	18.90%	18.62%	18.01%	17.59%	17.18%	16.81%	15.92%	14.57%	12.79%	10.44%

TREE SPECIES	May 2016	Dec 2016	Dec 2017	Dec 2018	Dec 2019
Ash, Blue	5	5	5	5	5
Ash, European	3	3	3	3	3
Ash, Green	1318	1080	848	755	692
Ash, White	905	884	851	840	803
Total Ash	2231	1972	1707	1603	1503
Difference from previous Ash Reduction Total		-259	-265	-104	-100
Total Inventory	23102	22894	22913	22793	22660
Ash % of Total	9.66%	8.61%	7.45%	7.03%	6.63%

Parkway Tree Removals





ComEd Tree Removal - Summary by Location Type for Recent 10 Years

FISCAL YEAR	STANDARD OPEN PARKWAY	WOODED PARKWAY	JOINTLY OWNED	VILLAGE PROPERTY	UNIMPROV ROW ALLEY
FY 2010	0	0	0	0	0
FY 2011	0	0	0	0	0
FY 2012	6	0	0	0	0
FY 2013	0	0	0	0	0
FY 2014	0	0	0	0	0
FY 2015	0	0	0	0	0
FY 2016	3	0	0	0	0
FY 2017	1	0	0	0	0
FY 2018	3	0	0	0	0
FY 2019	2	0	0	0	0

Construction Capital Projects and Permit Tree Removal - Summary by Location Type for
Recent 10 Years

FISCAL YEAR	STANDARD OPEN PARKWAY	WOODED PARKWAY	JOINTLY OWNED	VILLAGE PROPERTY	UNIMPROV ROW ALLEY
FY 2010	27	0	0	2	0
FY 2011	32	0	0	0	0
FY 2012	65	0	0	0	0
FY 2013	22	0	0	1	0
FY 2014	74	0	0	13	11
FY 2015	21	0	0	0	0
FY 2016	18	0	0	0	0
FY 2017	24	0	0	3	0
FY 2018	20	0	0	0	0
FY 2019	48	0	0	5	0

Contract Stump Removal - Summary by Location Type for Recent 10 Years

FISCAL YEAR	STANDARD OPEN PARKWAY	WOODED PARKWAY	JOINTLY OWNED	VILLAGE PROPERTY	UNIMPROV ROW ALLEY
FY 2010	278	6	9	3	28
FY 2011	367	3	3	4	1
FY 2012	429	24	4	5	17
FY 2013	417	14	3	1	15
FY 2014	441	9	4	1	4
FY 2015	673	5	10	8	6
FY 2016	596	17	1	7	5
FY 2017	448	18	3	3	13
FY 2018	491	27	1	2	19
FY 2019	454	8	0	1	9

CONTRACTUAL TREE REMOVAL HISTORY RECENT 10 YEARS

<u>Year</u>	<u>Contractor</u>	<u>Diameter 4-19 inches</u>			<u>Diameter > 19 inches</u>			<u>TOTAL CONTRACT</u>
		<u>Price</u>	<u>Tree #</u>	<u>Inches</u>	<u>Price</u>	<u>Tree #</u>	<u>Inches</u>	
FY 2010	Homer	\$9.50/inch	199	2689.0	\$15/in ash, \$16/in	178	4897.1	\$103,048.60
FY 2011	Homer	\$9.50/inch	176	2382.8	\$15/in ash, \$16/in	184	4794.9	\$97,667.95
FY 2012	Homer, D Ry	\$9.50/inch	287	3785.0	\$15/in ash, \$16/in	231	6062.3	\$129,878.70
FY 2013	D Ryan, Mik€	\$9.00/inch	246	3457.4	\$14.00/inch	248	6258.1	\$118,643.00
FY 2014	D Ryan, Mik€	\$9.00/inch	320	4529.0	\$14.00/inch	232	5735.7	\$126,320.80
FY 2015	D Ryan, Mik€	\$9/\$11/inch	412	5744.1	\$14/\$17/inch	348	8245.0	\$177,334.20
FY 2016	Homer	\$8.00/inch	414	5824.0	\$13.99/inch	357	8679.1	\$168,245.62
FY 2017	Homer	\$8.00/inch	240	3505.5	\$13.99/inch	274	6760.8	\$121,343.64
FY 2018	Homer	\$8.00/inch	384	5074.0	\$13.99/inch	236	6230.1	\$127,751.10
FY 2019	Homer	\$8.00/inch	263	3651.3	\$13.85/inch	213	5132.0	\$100,288.60
FY 2020	Homer	\$8.00/inch			\$13.85/inch			
Average			294.1	4064.2		250.1	6279.5	

CONTRACTUAL STUMP REMOVAL HISTORY RECENT 10 YEARS

Year	Contractor	Contract Price		Number	Total Cost
FY 2010	Homer	\$75.00	each	324	\$24,300.00
FY 2011	Homer	\$75.00	each	378	\$28,350.00
FY 2012	Homer, D Ryan	\$75.00	each	479	\$35,610.00
FY 2013	D Ryan	\$75.00	each	450	\$33,750.00
FY 2014	D Ryan	\$75.00	each	459	\$34,425.00
FY 2015	D Ryan	\$75/\$95	each	702	\$55,905.00
FY 2016	Homer	\$69.99	each	626	\$43,813.74
FY 2017	Homer	\$69.99	each	485	\$33,945.15
FY 2018	Homer	\$69.99	each	540	\$37,794.60
FY 2019	Homer	\$68.50	each	472	\$32,332.00
FY 2020	Homer	\$68.50	each		
Average				492	

Parkway tree plantings, removals and inventory comparison for recent 10 years

Fiscal Year Jan to Dec	Parkway tree plantings				Parkway tree removals			Tree Inventory		Difference from previous year		
	Spring	Fall	Other ¹	Total	% of Inventory	Contract	Inhouse	Other ²	Total		% of Inventory	Date
FY 2010	103	161	26	290	1.24%	241	102	27	370	1.59%	Dec 2010	23317
FY 2011	130	217	28	375	1.61%	307	104	32	443	1.90%	Dec 2011	23286
FY 2012	139	250	47	436	1.87%	407	79	71	557	2.39%	Dec 2012	23270
FY 2013	217	248	54	519	2.23%	409	122	22	553	2.38%	Dec 2013	23253
FY 2014	248	250	31	529	2.29%	452	182	74	708	3.07%	Dec 2014	23071
FY 2015	272	371	33	676	2.94%	643	103	21	767	3.34%	Dec 2015	22994
FY 2016	335	318	6	659	2.88%	576	172	21	769	3.36%	Dec 2016	22894
FY 2017	352	295	3	650	2.84%	438	150	25	613	2.68%	Dec 2017	22913
FY 2018	229	310	32	571	2.51%	491	152	23	666	2.92%	Dec 2018	22793
FY 2019	218	282	12	512	2.26%	422	183	50	655	2.89%	Dec 2019	22660
Ave	224.30	270.20	27.20	521.70		438.60	134.90	36.60	610.10			23045.10

Notes:
 Other¹ - parkway tree plantings by others including residents
 Other² - parkway tree removals by others including permits and construction
 Count³ - sum of trees listed on the inventory and includes corrections that occur throughout a given year

CONTRACTUAL SPECIFICATIONS

Tree and Stump Removal 2019-21



III. DETAIL SPECIFICATIONS

A. Competitive Sealed Bidding

The Village of Downers Grove, an Illinois municipal corporation (hereinafter referred to as the "Village"), will receive sealed bids from Contractors for tree and stump removal services identified in the solicitation. Bids must be received by the date and time specified.

B. Attendance Required at Pre-bid Conference

For the purpose of familiarizing bidders with the project, answering questions, and issuing addenda as needed for clarification of the bidding documents, a mandatory pre-bid conference shall be held at the Downers Grove Public Works Facility, 5101 Walnut Avenue, Downers Grove, Illinois 60515, (630) 434-5460. Bids shall only be opened from Contractors present at the mandatory pre-bid conference. Date and time of the meeting are listed on the cover sheet.

C. Objective

This contract is for tree and stump removal services upon the public right-of-way of any street or alley and upon any property owned or maintained by the Village. The specifications contained herein detail how removal activities shall occur. This contract is not being performed in conjunction with or as part of a public works construction or demolition project.

D. Qualifications of Contractors

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Village Forester in regard to the Contractor's qualifications. The Village Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Village Forester reserves the right to reject any bid if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Village Forester that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. In addition to those requirements set forth in Section 10.1 above, evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference
3. The character, integrity, reputation, judgement, experience, and efficiency of the Contractor
4. The quality of performance of previous tree removal contracts or services with the Village and other municipalities. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of parkway tree and stump removal contracts in the last five (5) years. At least four (4) of the municipal

references must be for individual tree and stump removal contracts in excess of 400 parkway trees annually.

5. The status of Tree Care Industry Association (TCIA) Accreditation. TCIA Accreditation shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal.

E. Bidder Investigations

Before submitting a bid, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Village Forester upon which the Contractor will rely. If the Contractor receives an award as a result of their bid submission, failure to have made such investigations and examinations will in no way relieve the Contractor from their obligations to comply in every detail with all provisions and requirements of the contract documents. Nor will the Village accept a plea of ignorance of such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

F. Quantities

Whenever a bid is sought for services, the quantities shall be construed as estimates for the purpose of obtaining unit prices to uniformly evaluate bids unless otherwise stated. The Village reserves the right to increase or decrease the stated quantities.

G. Award of Contract

The Village Forester shall review the submitted bids and shall rank the submitted bids by contract activity forecast (sum total of unit price multiplied by the quantity of tree inches or stumps). If the submitted unit price and the calculated extension price on the bid form are at variance, the unit price shall prevail. Additional information including work history, references, and TCIA accreditation shall be reviewed as listed in the Section D - Qualifications of Contractors.

The award shall be made to the lowest responsive and responsible bidder (one Contractor) for all tree and stump removals. The Village shall select the bid which is the most advantageous to the Village.

H. Term of Contract

In accordance with terms mentioned in Section 40.1 above, the contract term shall be three (3) complete calendar years starting January 1 of 2019 and ending December 31 of 2021.

I. Insurance for Illinois State and DuPage County Right-of-Ways

In that the Village has planted and maintained trees on both Illinois State and DuPage County right-of-ways, the Village Forester must obtain permits annually for any tree related work on those right-of-ways. These permits require certificates of insurance in addition to those required by the Village. The Village Forester shall coordinate the permit process. At a minimum, Illinois State and DuPage County are to be listed as

additional insured. Requirements for DuPage County are listed in the Highway Permit Application Packet at http://www.dupageco.org/DOT/Highway_Permitting/31108/.

J. Performance Bond or Letter of Credit

A performance bond or letter of credit for the entire amount of the tree removal portion of the contract shall be required for each year or term of the contract. Each bidder shall submit with their bid a letter indicating capability of obtaining a performance bond or letter of credit.

K. License Requirements

A current Village of Downers Grove Tree Removal License is required for the tree removal portion of the contract. The Awarded Contractor must obtain one at the start of every calendar year throughout the life of the contract. A license may be obtained through the office of the Village Clerk or from the Village website at www.downers.us

L. Tree Removal Work

1. **Tree Removal:** The Contractor shall remove all trees designated for removal by the Downers Grove Village Forester or Forestry representative. Designated trees shall be greater than four inches in diameter at breast height (DBH). Removal shall consist of cutting down each tree in a safe manner to a point four inches above the adjacent ground level. Stumps shall be flush and level without pointed wood fibers projecting upward. The Contractor shall remove and dispose of all tree limbs and tree trunks from the site in accordance with applicable ordinances and regulations of the Village of Downers Grove, DuPage County, and the State of Illinois. The Contractor shall use caution and good judgment during tree removal operations particularly when deciding if it may be appropriate to "flop" a tree, or how to make the final trunk cut of a "limbed" out tree. Sidewalks, curbs, streets, and manhole structures shall always be protected from the impact of falling wood by use of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.
2. **Tree Measurements:** Trees shall be listed as four (4) to nineteen (19) inches in diameter, and greater than nineteen (19) inches in diameter measured as follows: the diameter shall be measured with a standard measuring tape at a point four and one-half (4-1/2) feet above the highest ground level at the tree. In cases of low-branching trees with a crotch that is four and one-half (4-1/2) feet or lower from the ground, measurement shall be taken below the lowest branch. If a tree becomes multi-stemmed below one (1) foot, it shall be counted as two (2) or more trees and each stem shall be measured independently.
3. **Notification by Village:** Lists containing the address, identification and diameter of trees to be removed shall be submitted (phone, e-mail, fax, in person, etc.) to the Contractor from time to time, with infectious diseased and dead trees possibly harboring vectors of infectious diseases being highlighted. Trees requiring removal shall be marked with a red

paint mark at each location. Before removal, the Contractor must verify that the tree is both marked with red and appears on the list.

4. **Notification by Contractor:** The Contractor shall notify the Village Forester or representative prior to beginning work each day on this contract. Following the completion of a removal list, the Contractor shall submit an invoice for payment with the list attached or referenced.
5. **Timeframes and Completion Requirements:** A list containing infectious diseased trees and dead trees harboring vectors of infectious diseases (such as Dutch elm disease or Pine Wilt) shall be removed by the Contractor within ten (10) workdays. The Contractor shall remove all other trees on a given list within fifteen (15) workdays. The removal period shall start the second workday after the Contractor has received the removal list (ex. if the list was received on Monday the removal period starts on Wednesday).
6. **Emergency Service:** Occasionally, various trees shall require immediate removal or shall need to be "limbed" out to ensure public safety. Upon notice, crews shall arrive within 4 hours to the site. Final removal of fallen logs and debris shall be mutually consented upon between the Contractor and the Village Forester, generally in the range of two (2) workdays.
7. **Site Appearance and Clean up:** Limbs and trunks temporarily placed in the parkway areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lie on the parkway overnight. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Brush, logs, and woodchips generated by work described in this contract shall be the responsibility of the Contractor. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job. Aside from the stump left, the site shall be returned to the same state it existed in prior to the removal.
8. **Protection of Property:** The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real or personal property. Holes made in lawns, regardless of size, shall be filled with black dirt and seeded with a turf grass lawn seed mix. Any damage shall be rectified within ten (10) days. Equipment shall not enter upon private property unless the property owner(s) consent or the Village Forester has obtained signed right-of-entry release forms for the required removal. Vegetation surrounding a tree marked for removal shall be disturbed as little as possible.
9. **Wildlife Considerations:** Except for infectious diseased trees or structurally hazardous trees, should the Contractor discover a tree marked for removal has interesting wildlife such as owls or songbirds or any birds protected by the Migratory Bird Treaty Act, the trees are to be "limbed" out to ensure public safety and the Village Forester notified.

Forestry staff will coordinate any public relations. The remaining stem or trunk shall be removed at a later time once wildlife has vacated the tree.

M. Stump Removal Work

1. **J.U.L.I.E.:** The Contractor shall ensure that all appropriate J.U.L.I.E. locates are obtained in the appropriate time frames required by law.
2. **Stump Removal:** The Contractor shall remove all tree stumps and buttress roots designated by the Village Forester or Forestry representative to a point eight inches (8") below the adjacent ground level. Additionally, the Contractor shall remove all surface and sufficient subsurface roots as may be necessary to eliminate "humps" in the lawn area adjacent to the stump. The area then shall be restored with topsoil to the level of the adjoining grade and seeded.
3. **Notification by Village:** Lists containing the address and number of stumps to be removed shall be submitted (phone, e-mail, fax, in person, etc.) to the Contractor from time to time. Not all trees designated for removal will require stump removal. Stump removal lists may be different from tree removal lists due to in-house removal activities.
4. **Notification by Contractor:** The Contractor shall notify the Village Forester or representative prior to beginning work each day on this contract. Following the completion of the removal list, the Contractor shall submit an invoice for payment with the list attached or referenced.
5. **Timeframes and Completion Requirements:** A list of stumps designated for removal shall be removed and restored within twenty (20) workdays. The removal period shall start the second workday after the Contractor has received the removal list (ex. if the list was received on Monday the removal period starts on Wednesday).
6. **Site Appearance and Disposal of Stump Grindings:** After grinding (removal) of a tree stump and all associated roots, the Contractor shall remove all stump grindings and associated debris from the site with the appropriate tools for the job. The Contractor shall clean up the site and remove all grindings and debris at the end of each day's operation. Grinding debris generated by work described in this contract shall be the responsibility of the Contractor. Stumps, grindings and debris shall be placed away from the curb and gutter, street, sidewalk and private property immediately to eliminate hazards to the motoring public and pedestrians and to eliminate damage to private property. The Contractor shall also remove and dispose of any flags left by utility companies who responded to J.U.L.I.E. locate requests.
7. **Backfilling:** All areas where stumps have been removed and areas disturbed by the removal operation shall be back filled to the level of the adjoining grade with pulverized black dirt (topsoil). This shall occur on the same day grindings are removed otherwise the site shall be properly barricaded overnight to ensure the safety of the public. All

holes must be filled with topsoil by the second day. The Contractor shall supply his own topsoil. The topsoil shall be properly leveled and compacted so as to ensure a minimum amount of settlement of the backfill material. Grindings (chips) and debris shall not be used as backfill material.

7. **Seeding:** All adjacent disturbed areas and areas where backfill material was installed shall be seeded. The seed shall be of lawn mixture composed of fifty (50%) percent Kentucky Bluegrass, thirty (30%) Perennial Rye grass, and twenty (20%) Creeping Red Fescue. Application shall not be less than 100 lbs./acre.

N. Site Clean-Up

The Contractor shall clean up the site and remove all debris. Site clean-up shall include the removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job. For large tree removals that may require a log truck (or equivalent), all debris is to be removed from the site and the logs stacked in a neat pile that does not obstruct traffic or storm water until pickup. All logs must be picked up that same day.

O. Wood and Chip/Grinding Debris Disposal

Disposal of logs, wood chips and grinding debris generated by work described within this contract shall be the responsibility of the Contractor. The Contractor may deliver chips to the homes of Village residents as requested by the residents without charge, at a time convenient to the Contractor. Wood chips shall be left only on private property and not on the parkway or in the street. Any logs requested by the residents shall be given free of charge and shall not be from diseased trees. Logs left at the homeowner's request must be on the resident's property and not the parkway. Any logs from elm trees must have the bark removed. Logs left in the right-of-way shall be viewed as debris to be cleaned up.

P. Damage to Public or Private Property

Should any damage to private or public property occur as a result of the service performed or work done by the Contractor, the Contractor shall immediately notify the Village Forester or other Village representative of such damage. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village Forester, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

Q. Protection of Overhead Utilities

Tree removal operations may be conducted in areas where overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to their operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required

work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

R. Contractor Personnel and Equipment

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period. All vehicles and equipment shall have the Contractor's name in a visible location. All vehicles and equipment shall abide by the standards listed in the Traffic Control section. All vehicles and equipment shall have the appropriate items to avoid damage to public and private property (example – boards or pads for outriggers to avoid depressions, etc...)

The Contractor shall employ only competent and efficient employees. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification. All individuals shall be familiar with the removal specifications. The Village Forester or other Village representative shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Village Forester or other Village representative rejects staff, the Contractor must provide replacement staff satisfactory to the Village Forester or other Village representative in a timely manner and at no additional cost to the Village. The day-to-day supervision and control of the Contractor's employees is the responsibility solely of the Contractor.

The Contractor shall at all times endeavor to maintain good relations with the public and respectfully answer questions. If work and equipment must block a driveway, the Contractor shall make contact with the property resident to inform them of the work, shall keep the time of blockage to a minimum and shall move equipment promptly if requested.

S. Storage of Equipment and Materials

If the Contractor desires to store its equipment and materials used to perform work on behalf of the Village within Downers Grove, and has no place of its own, or under lease agreement, the Village may provide said space on a Village property (ex. 5101 Walnut Avenue), with the provision that the Contractor must hold the Village harmless for any loss or damages that may be associated with the privilege of storing said equipment and materials on Village property. Under these circumstances, the Village will not be responsible for assuring security of the designated site, and the Contractor will be responsible for abiding by rules set forth by the Village. This privilege may be immediately rescinded by the Village if, in the sole determination of the Village, the Village finds that the Contractor has failed to abide by the Village's regulations.

T. Work Crew Supervision

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized

by the Contractor to accept and act upon all directives issued by the Village Forester or other Village representative.

U. Certified Arborist

At least one individual shall be on the job site at all times who has passed the International Society of Arboriculture (ISA) arborist certification exam and received a Certified Arborist certificate prior to the bid opening date listed on the cover sheet. Their name(s) and certification number(s) must be included in the bid document to be considered for this project, and listed on the ISA website at <http://www.isa-arbor.com>. Any change in the status of the Certified Arborist individual(s) during the life of this contract must be reported to the Village Forester at the time of occurrence. Failure to have a Certified Arborist on site at all times shall result in termination of the contract.

V. Workdays, Working Hours, and After Hours Contact

The Contractor shall schedule work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless authorized by the Village Forester or other Village representative. Any work within a two-block radius of a school shall be performed between the hours of 9:00 a.m. and 2:00 p.m. It is preferred that work is scheduled on days when school is not in session. Any work along a street with significant traffic during rush-hours shall be performed between the hours of 9:00 a.m. and 4:00 p.m.

The Village Forester and Contractor shall determine hours for emergency work. The Contractor shall supply a contact phone number which shall be more than just an answering machine in case an emergency tree situation arises which needs to be discussed.

W. Safety Standards

All equipment to be used and all work to be performed shall be in full compliance with the most current revision of the *ANSI Z133.1-2017 Safety Requirements for Arboricultural Operations*, or as amended.

Contractor personnel exposed to public vehicular traffic shall wear warning vests or other suitable garments marked with or made of reflectorized material. At a minimum, this includes ANSI Class 2 garments.

X. Traffic Control

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians. The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD) current edition, the State of Illinois *Illinois Vehicle Code*, the Illinois Department of Transportation *Highway Standards*, and the Illinois Department of Transportation *Handbook of Traffic Engineering Practice for Small Cities*. All personnel, signs, barricades, and any other items or devices necessary shall be provided

by the Contractor. The Village shall make no separate payment for this work. Traffic control shall include but not be limited to the following:

1. All work vehicles shall be positioned on the same side of the street as the work site.
2. Whenever possible the work site on a two lane street or highway shall be confined to one traffic lane leaving the opposite lane open to traffic.
3. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
4. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection that may be necessary.
5. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
6. Warning signs such as "Men Working" shall be diamond shaped having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 36 inches by 36 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
7. Cones used as daytime channeling devices shall be at least 18 inches tall, conical or tubular in shape with a broadened base, and orange in color. Cones shall be spaced equal in feet to the posted speed limit or closer along the taper length.
8. Channeling devices such as cones shall be positioned to provide adequate taper length before the work area to guide traffic through the work area. Tapers approaching the work zone shall be:
 - 150' minimum for posted speed limits 35 mph or higher
 - 50' minimum for posted speed limits 30 mph or less
9. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.
10. For lane closures on busy streets, appropriate signal boards and warning signs such as "Right Lane Closed" and channeling devices at the appropriate intervals shall be used depending on the speed limit.
11. Should complete street closure be required in order to complete contract work, the Contractor shall notify the Forestry Division 24 hours in advance to coordinate and to plan appropriate actions. At the time the road is closed, the Contractor shall notify the Police Department, and the appropriate barricades (at least 3 Type II barricades at each intersection), and "Road Closed" and "Detour" arrow signs used to direct traffic around the work area.
12. Flaggers shall be appropriately dressed (orange vest, etc.) to alert motorists, shall stand in a conspicuous position facing approaching traffic, and shall use the proper traffic control sign and IDOT flagging procedures when directing traffic.

Y. Inspection of Work

All work shall be completed to the satisfaction of the Village Forester or Forestry representative and same shall resolve any questions as to proper procedures or quality of workmanship.

Z. Unsatisfactory or Unsafe Work

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

AA. Costs and Basis of Payment

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

The Contractor shall be paid for all tree removal work described herein at the contracted unit price per inch diameter for tree removal four (4) to nineteen (19) inches in diameter, and greater than nineteen (19) inches in diameter measured as follows: the diameter shall be measured with a standard tape at a point four and one-half (4-1/2) feet above the highest ground level at the tree. In cases of low-branching trees whose crotch is four and one-half (4-1/2) feet from the ground or lower, measurement shall be taken below the lowest branch. If a tree becomes multi-stemmed below one (1) foot it shall be counted as two (2) or more trees and each stem shall be measured independently.

The Contractor shall be paid for the stump removal work described herein at the contracted unit price per stump. Each stump regardless of size shall be counted as one (1) stump. The accumulated total of stumps removed and restored shall be the quantity paid.

In no case shall payment be made on trees and stumps not removed or completed to the satisfaction of the Village Forester and in accordance with these specifications.

The contract unit prices shall remain firm for the contract term, or until all removal work is complete. No adjustments in contract unit prices or additional compensation will be made for increases or decreases in the quantities.

The Awarded Contractor shall send all invoices to the Village Forester. The Village shall pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

AB. Liquidated Damages

The Village and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal or arbitration proceeding. Instead, the Contractor shall be liable and shall pay the Village as liquidated damages the amount shown in the following schedule. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract. The Village shall deduct these liquidated damages from any monies due or to become due to the Contractor for breach of this contract.

- 1) \$100.00 per day for failure to complete the work in the time frames required by this contract;
- 2) \$100.00 per day for failure to clean up and restore each site as required by this contract

AC. Tree Care Industry Association Accreditation

TCIA Accreditation shall be used as a tiebreaker for instances when submitted bid prices and all other factors are equal. If applicable, a copy of the accreditation certificate is to be submitted with the bid.

AD. Failure to Enforce

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

AE. Questions during the Bid Process

All questions shall be directed to:

Kerstin G. von der Heide, Village Forester,
Phone (630) 434-5475 and FAX (630) 434-5495
Email: kvonderheide@downers.us

AF. Bid Form Submission

Each bidder shall submit one (1) complete original bid document and one (1) duplicate copy on CD or Flash Drive in a sealed envelope no later than the time and date specified on the cover sheet. Bids received after the specified time shall be rejected and returned to the bidder unopened. Each bid shall contain:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given workday, a list of equipment to be used on the project, and a list of the certified arborists.
3. A letter indicating capability of obtaining a performance bond or letter of credit attached.
4. Bidders must submit a list of not less than four (4) references who can verify the Contractor's successful completion of parkway tree and stump removal contracts in the last five (5) years. At least four (4) of the municipal references must be for individual tree and stump removal contracts in excess of 400 parkway trees annually. At least two (2) of the four (4) municipal references are to have employees titled as "Forester", "Forestry Superintendent" or equivalent. Ideally, these employees are Certified Arborists or

Municipal Specialists. Include names, addresses, daytime phone numbers, year of contract and number of trees removed.

5. Attach a copy of TCIA Accreditation if applicable
6. Applicable insurance information supplied and forms completed including W-9 form
7. Completed Suspension or Debarment Certificate, and Campaign Disclosure Certificate.
8. Cover page and Signature block completed including an after-hours phone number other than an answering machine

**IV. BID AND CONTRACT FORM
TREE AND STUMP REMOVAL**

The undersigned Contractor offers to provide to the Village of Downers Grove, an Illinois municipal corporation, **Tree and Stump Removal Services** conforming to the terms and conditions set forth herein.

A. Unit Prices and Extensions

January 1, 2019 to December 31, 2019.

Tree or Stump Removal	Estimated Quantities	Unit Price per inch or stump	Extension
Removal 255 trees with 4 to 19" diameter	3,520 inches		
Removal 220 trees >19" diameter	5,500 inches		
Removal 420 stumps	420 (each)		
TOTAL			

January 1, 2020 to December 31, 2020.

Tree or Stump Removal	Estimated Quantities	Unit Price per inch or stump	Extension
Removal 255 trees with 4 to 19" diameter	3,520 inches		
Removal 220 trees >19" diameter	5,500 inches		
Removal 420 stumps	420 (each)		
TOTAL			

January 1, 2021 to December 31, 2021.

Tree or Stump Removal	Estimated Quantities	Unit Price per inch or stump	Extension
Removal 255 trees with 4 to 19" diameter	3,520 inches		
Removal 220 trees >19" diameter	5,500 inches		
Removal 420 stumps	420 (each)		
TOTAL			

COMBINED Total all 3 years = _____

B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is _____

List of equipment _____

Certified Arborist who shall be present each workday:

Name and number _____

Additional Certified Arborists:

Name and number _____

Name and number _____

Name and number _____

C. Letter Of Capability

Attach a letter indicating capability of obtaining a performance bond or letter of credit for the tree removal portion of the contract.

MUNICIPAL REFERENCE LIST

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

