

# Pruning Projects

A Guide to Preparing & Executing Pruning Projects

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# Infrastructure

# Reasons for Pruning

- ▶ Improve health
- ▶ Improve appearance
- ▶ Ensure proper growth and development
- ▶ Reduce risk

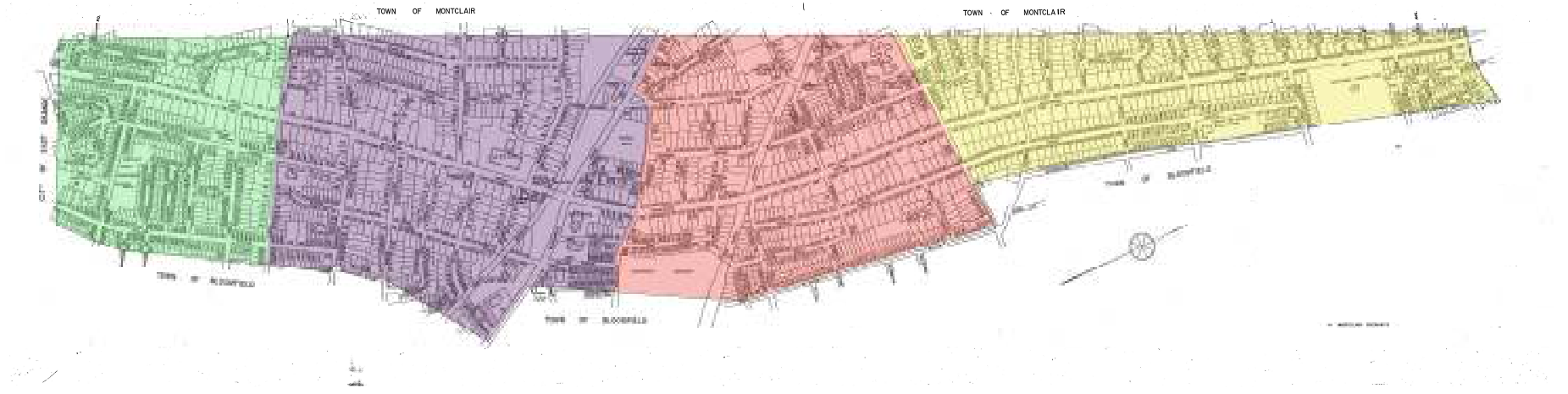
## What is a Public Bid?

Public bidding is a formal open competitive process where potential contractors respond to a invitation to bid on specific goods or services.

# Start Small



# Zone Pruning



**Go Big**





## Going to Bid



## COMPONENTS OF BID PACKAGE

- ▶ Background Information & Required Documentation
- ▶ Technical Specifications
- ▶ General Conditions

## Components of Bid Package: Front End Information

- ▶ Notice to Bidders
- ▶ Project Summary
- ▶ Project Area Map
- ▶ Information to Bidders, Purchasing Terms & Conditions

# Components of Bid Package: Documentation

- ▶ Bidder Document Submission Checklist
- ▶ Bid Form
- ▶ Acknowledgement of Receipt of Changes to Bid Documents Form
- ▶ Bid Bond Form
- ▶ Consent of Surety
- ▶ Non-Collusion Affidavit
- ▶ Prevailing Wage Compliance Declaration
- ▶ Mandatory Equal Opportunity Language (Exhibit A & B)
- ▶ Americans with Disabilities Act Notice
- ▶ Affirmative Action Compliance Notice
- ▶ **Statement of Ownership Disclosure Form**
- ▶ New Jersey Business Registration Requirements Statement
- ▶ **Subcontractors Identification Form**
- ▶ Disclosure of Investment Activities in Iran
- ▶ Business Entity Electronic Annual Disclosure Statement
- ▶ Political Contribution Disclosure Form

## Components of Bid Package: Specifications

- Technical Specifications
- General Conditions
- Draft Contract



# Technical Specifications

- Statement of goals
- Define types of pruning
- ANSI Standards
- Locations of Work

# General Conditions & Draft Contract

- Equipment Standards
- Start date and duration of work
- Start and finish times of work
- Spoils
  - Who, Where and When
- Vehicle storage
  - Where and When





W20-7a  
Flagger

# Traffic Control

- ▶ Preplan with Traffic Division
- ▶ Who is paying?
- ▶ Define rate in specifications



# Notice to Bidders



## Bid Opening

- ▶ Publicly held opening
- ▶ At least ten days after the Notice to Bidders
- ▶ Announce apparent low bidder

## PROJECT EXECUTION

- ▶ Award Project
- ▶ Pre Construction Coordination
- ▶ Project Monitoring
- ▶ Project Close Out

## Award Project

- Resolution of Award
- Execute Contract
- Notice to Proceed
- Purchase Order

## Pre Project Coordination

- Review scope of work
- Review terms of contract
- Confirm start dates & time
- Confirm traffic control protocols
- Notice to residents

## Project Monitoring

- ▶ 1<sup>st</sup> Day of Work Curbside Meeting
  - ▶ Review anticipated work for the day
  - ▶ Review traffic control plan
  - ▶ Monitor work
  - ▶ Feedback and proposed schedule

## Project Monitoring

- ▶ Contract Duration Project Monitoring
  - ▶ Check is as needed with contractor
  - ▶ Review work with Traffic Division
  - ▶ Provide updates & weekly schedule to Administration, Commission, Public Safety and Public Works

## Project Close Out

- ▶ Review work performed
- ▶ Review overall project with contractor and feedback on how to improve next project
- ▶ Finalize paperwork



**PAY  
UP.**



“As I hurtled through space,  
one thought kept crossing my  
mind - every part of this  
rocket was supplied by the  
lowest bidder.”



