

REQUEST FOR PROPOSALS

FOR

Vegetation Clearing and Related Services



**Proposal Submission Deadline
April 29, 2026**

2:00 PM Central Standard Time (CST)

**To:
Procurement
Brushy Creek MUD
16318 Great Oaks Drive
Round Rock, TX 78681
Procurement@bcmud.org**

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSALS

For

Vegetation Clearing and Related Services

1. INTRODUCTION

Brushy Creek Municipal Utility District (the "District") is accepting Proposals from qualified Contractors to provide tree and vegetation trimming, removal, and disposal services at various sites located within the District's parks, greenbelts, and other properties.

2. SCOPE OF SERVICES

2.1. General

The District is seeking Proposals from qualified Contractors to provide tree and vegetation trimming, removal, and disposal services at various sites located within the District (collectively, the "Services"). The Contractor is to provide all labor, equipment, and process machinery required for the Services, which must be performed in accordance with the attached specifications.

The District encourages Contractors who intend to submit a Proposal to attend a walk-through inspection of various sites at which the Services are to be performed with the District's Utilities Systems Manager on Thursday, April 9, 2026, at 9:00 a.m. The site inspection will commence at 16318 Great Oaks Drive, Round Rock, TX.

Conditions Qualifying Contractors

Each Contractor shall submit the following supporting data with its Proposal to demonstrate the qualifications of the Contractor:

- i. Satisfactory evidence that the Contractor, or in the case of a joint venture, the principal partner, has been in existence as a going concern in tree trimming, removal and haul off services for three years or longer.
- ii. Evidence that the Contractor is licensed or permitted to do business in the State of Texas; and
- iii. Evidence of conformance with ANSI A300 standards for tree care operations and ANSI Z133 Safety Standards.

Observance of Laws

The Contractor that conducts the Services shall at all times observe and comply with all applicable Federal, State, County, and Local laws, ordinances, and regulations, including traffic laws, in any manner affecting the conduct of the work.

Insurance Information

The selected Contractor shall, during performance of the Services, maintain in full force and effect the insurance of the types and amounts set forth in the signed Agreement to be executed by the District and Contractor. The selected Contractor shall furnish evidence satisfactory to the district to the effect that such insurance has been procured and is in force, and the certificates shall name the district as an additional insured.

Instructions to Contractor

This procurement is intended to result in the selection of a Contractor that is most advantageous to the District and will lead to the best and most economical completion of the Services. Contractor must describe in detail how it will meet the requirements of this Request and provide the Services. Contractor may provide additional information with its Proposal relating to Contractor's experience and qualifications to provide the Services. The Proposal should be presented in a format that corresponds to and references the sections outlined in Section 3.1 below. Responses to each section and subsection should be labeled to indicate the item that is being addressed. Proposals should be straightforward and concise.

The District is not liable for any costs or expenses incurred by Contractors in developing the Proposals, and such costs and expenses shall not be reimbursed by the District in any manner.

1. Acceptance Period: Unless otherwise specified herein, Proposals are firm for a period of 90 days and may not be withdrawn or modified during such period.
2. Authorized Signatures: Every Proposal must be signed by the person or persons legally authorized to bind the Contractor to a contract for the execution of the work. The name, address, and telephone number of the firm represented must also be specified.
3. Award of Proposal: Award will be made to the Contractor offering the most advantageous Proposal after consideration of all Evaluation Criteria set forth within this Request. The criteria are not listed in any order of preference. The District will evaluate all Proposals received in accordance with the Evaluation Criteria listed in Section 3.6. The District shall not be obligated to accept the lowest-priced proposal but will make an award based on the Proposal that is most advantageous to the District after all factors have been evaluated.
4. Cancellation of Solicitation: The District may cancel this solicitation at any time at no cost or expense to the District.
5. Compliance with Laws: All Proposals shall comply with current federal, state, and other laws relative thereto.
6. Documents to be returned with the Proposal: Failure to completely execute and submit required documents before the Submittal Deadline may render a Proposal to be deemed non-responsive.

The documents that must be returned by the Submittal Deadline are listed in Section 3.1 Items to be Provided with Proposal Submittals.

2.2 Specifications - (Exhibit B)

Attached are the minimum specifications applicable to the Services that must be met by the Contractor.

Contractors shall be responsible for providing the equipment and installation that meet or exceed all requirements set forth in the specifications.

2.3 Map site locations - (Exhibit C & D)

3. PROCEDURAL INSTRUCTIONS

3.1. Items to be Provided with Pricing Submittals:

All Proposal must include the following items:

1. Pricing- Contractor shall specify the pricing for the Services using the price form (Exhibit A), to include materials, equipment, and labor according to attached specifications, with materials and labor broken down.
2. Safety Protocols – Contractor shall submit in writing the general safety protocols followed in conformance with ANSI A300 standards for tree care operations and ANSI Z133 Safety Standards.
3. Work Plan/Timeline - Contractor shall submit a project work plan and timeline outlining the project plans and the timeline of each step, including the target completion date. The contractor must specify the project Supervisor's contact information.
4. Questionnaire and Information Form – (Exhibit E)
5. Experience- Contractor must identify at least two examples of similar work to the Services that the Contractor is currently performing or has performed within the past 24 months.
6. Insurance- Contractor shall specify the types and amounts of insurance that it holds, which must exceed the minimum requirements set forth in the Agreement.
7. References- Contractor must identify three references, including the name, title, and daytime telephone number of the references.
8. Conflict of Interest Statement –Contractor shall submit their responses to the Conflict-of-Interest Statement in Section 5.0.

3.3 NOTICE TO BIDDERS

Sealed bids addressed to Bill Carr, Brushy Creek Municipal Utility District, 16318 Great Oaks Drive, Round Rock, TX 78681, for furnishing all labor, material and equipment and performing all work required for the project titled, **Vegetation Clearing and Related Services**. No bids may be withdrawn after the scheduled opening time. Any bids received after the scheduled bid opening time will be returned unopened. Plans, Bid Forms, Specifications, and Instructions to Bidders may be obtained at <https://www.civcastusa.com>.

Questions regarding the services sought must be submitted electronically via the Civcast 'Ask a Question' tab no later than 2:00 PM (CST) April 15, 2026. Responses will be posted to Civcast as an addendum on April 22, 2026. Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a **plan holder**, even if Bidding Documents are obtained from a plan room or source other than the designated website. The designated website will be updated periodically with addenda, lists of registered plan holders, and other information relevant to submitting a Bid. All official notifications and addenda will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents obtained from other sources. Bidders shall be responsible for printing documents as necessary. For administrative inquiries, please contact the District's Utility Systems Manager, Bill Carr, 512.255.7871 x401

3.4. Timeline

**Site Visit to Various Locations to be serviced:
Thursday, April 9, 2026, at 9 am
Meet at 16318 Great Oaks Drive**

Questions due from Contractors:
Wednesday, April 15, 2026

Proposal Submission Deadline:
Wednesday, April 29, 2026 at 2PM

Staff Recommendation to Board of Directors:
Thursday, May 28, 2026

*Estimated Implementation & Completion: 3 Months following Notice to Proceed

3.5. Contractor Proposals

Proposals must conform to the requirements set forth in this Request. Proposals and required information must be submitted to the attention of:

Procurement
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681

by **2:00 PM (CST) on Wednesday, April 29, 2026**. Any Proposals received after this date and time will not be considered.

All costs associated with the preparation and submission of Proposals are the sole responsibility of the Proposer. All Proposals shall be signed and dated by an official authorized to bind the Contractor in legal matters. All submitted pricing Proposals become the property of the District.

3.6. Selection Process

All Proposals will be evaluated by District staff. Staff recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the Proposal date deadline.

The criteria that will be used to make the selection include the following, in no particular order of preference:

- (a) Cost for Services
- (b) Work plan/Timeline
- (c) Safety Protocols
- (d) Qualifications/Experience

If the District has experience with a contractor that does not list the District as a reference, the District reserves the right to use past experience for evaluation of the Contractor's Proposal.

3.7 Rejection of Proposals

The District reserves the right to reject any or all Proposals, or any part of a Proposal.

3.8 Confidential Information.

The District is subject to the Texas Public Information Act. Any information submitted to the District by a Contractor shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Contractor if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office, where the Contractor shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in Proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

4.0 Agreement - (Exhibit F)

Attached to this request is the form of the agreement to be entered into regarding the Services. The Agreement is a part of this Request and is not subject to negotiation. Upon selection of a Contractor by the Board of Directors, the Contractor must execute the Agreement. Failure to do so may constitute cause for the District to reject a Proposal and enter into a contract with an alternative Contractor.

5.0 CONFLICT OF INTEREST

The Board of Directors of the District, in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy and is subject to Chapter 176 of the Texas Local Government Code. In accordance with the District's policy and the statute, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below (or their family members) has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below (or their respective family members) has a direct or indirect contractual relationship with the Contractor or its affiliates.
3. Whether or not the Contractor has made a gift to any of the Board of Directors or Management Staff listed below.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. It shall be a condition of approval of a contract that Contractor complete and registers a Form 1295 with the Texas Ethics Commission.

Brushy Creek Municipal Utility District 2024 Board of Directors

- Michael Tucker, President/Assistant Treasurer
- Tracey Calloway, Place 4
- Kim Filiatrault, Vice President
- Rebecca Tullos, Treasurer
- Ken Reifschlager, Secretary

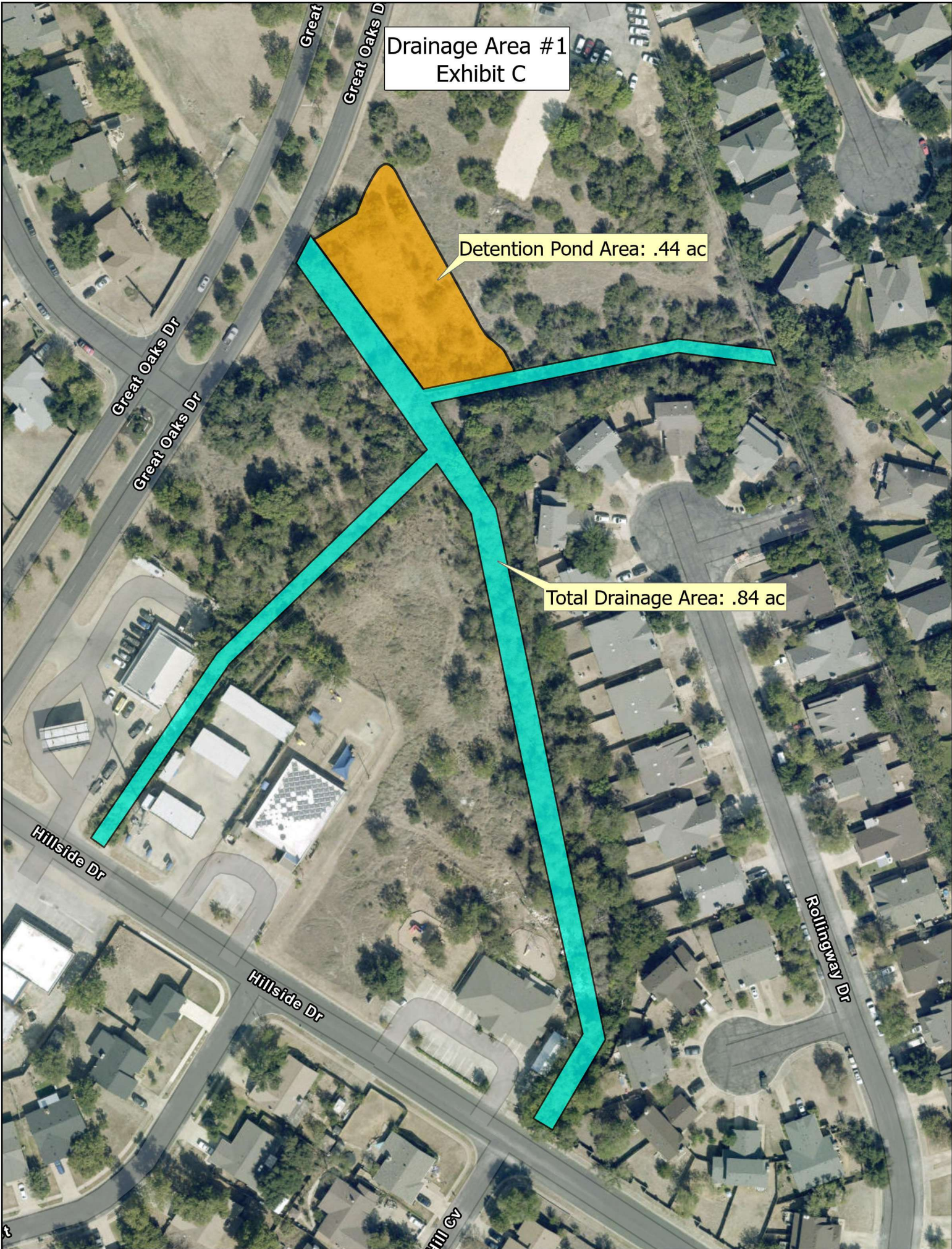
District Management Team

- Shean Dalton, General Manager
- Lori Brown, Procurement Specialist
- Bill Carr, Utilities Systems Manager
- Chris Kifer, Property Maintenance Supervisor
- Chad Scott, Utilities Maintenance Supervisor
- Destin Rainey, Water Facility Supervisor

Drainage Area #1
Exhibit C

Detention Pond Area: .44 ac

Total Drainage Area: .84 ac



Drainage Area #2
Exhibit C



Drainage Area: 5.13 ac

Drainage Area: 3.78 ac

Drainage Area #3
Exhibit C



Drainage Area: 3.63 ac

EXHIBIT "A" – PRICE SHEET

Vegetation Clearing and Related Services

Please make this page # 1 when submitting your bid response

Location	Drainage Channel Removal Cost	Clean – Up & Hauling Debris Cost	Miscellaneous Cost	Total Cost
Drainage Area #1	\$	\$	\$	\$
Drainage Area #2	\$	\$	\$	\$
Drainage Area #3	\$	\$	\$	\$

Drainage Area Total Cost – CC 540 \$

Location	Raw Water Line Vegetation Clearing	Clean – Up & Hauling Debris Cost	Miscellaneous Cost	Total Cost
Raw Water Line Easement Area # 1	\$	\$	\$	\$
Raw Water Line Easement Area # 2	\$	\$	\$	\$
Raw Water Line Easement Area # 3	\$	\$	\$	\$
Raw Water Line Easement Area # 4	\$	\$	\$	\$

Raw Water Line Easement Total Cost – CC525 \$

Project Grand Total \$

Vendor Name	Contact Name	Telephone	Email	ISA Arborist License number#	Insurance Information Attached

EXHIBIT E

Questionnaire and Information Form

BIDDER QUESTIONNAIRE AND INFORMATION FORM

Bidder MUST complete this form in its entirety. If a question is not applicable, Bidder should state "not applicable".

BUSINESS AND CONTACT INFORMATION

Business Name: _____ Federal Tax ID # _____

Address: _____ City/State/Zip: _____

Contact Name: _____ Phone #: _____ Fax #: _____

E-Mail: _____ Web Site: _____

Number of Years been in Business: _____

Type of Business Entity: Corporation LLC LP LLP Other _____

In What State & Year Did Business Organize in Your Current Structure: _____

Full Legal Name of Parent or Holding Company, if any: _____

(Note: if there are several tiers of ownership, attach a corporate organizational chart)

Services Provided by Business: _____

CONTRACT INFORMATION/PERFORMANCE

In the past three (3) years, has Business:

- (a) Been engaged in any litigation? Yes No If yes, attach explanation.
- (b) Completed all contracts it was awarded? Yes No If no, attach details.
- (c) Been awarded a bonus for early completion of work? Yes No If yes, attach details.
- (d) Defaulted on a contract? Yes No If yes, attach details.
- (e) Been assessed liquidated damages? Yes No If yes, attach details.

The undersigned Bidder declares: (a) that it has reviewed and agrees to the Terms and Conditions, Scope of Work, and all other documents herein; (b) that through its authorized personnel it has personally examined the location of the proposed work and has determined the amount and character of the proposed work and the supervision, labor, tools, material as identified, and equipment, necessary to complete the same in compliance with the specifications and contract documents (if applicable); and (c) that Offeror has no conflict of interest, as defined in the RFP.

SIGNATURE: _____ TITLE: _____

PRINTED NAME: _____ DATE: _____

Exhibit "B"

Scope of Services

Vegetation Clearing and Related Services

1. Project Overview

The Contractor shall provide all labor, equipment, and materials for vegetation clearing and restoration within various District properties and along the Raw Water Line Easement indicated on the attached maps. The project is divided into two distinct zones with specific environmental requirements:

- **Zone A: Raw Water Line Easement** (Full 50' width clearing).
- **Zone B: Drainage Earthen Channels** (Selective clearing within the Edwards Aquifer Recharge Zone).

2. Scope of Work

The Contractor assumes full responsibility for the identification, trimming, and removal of vegetation that is dead, storm-damaged, diseased, or poses a safety hazard.

A. Raw Water Line Easement (50' Width)

- **Clearance:** Remove all trees, shrubs, and woody vegetation across the entire 50-foot easement width to ensure infrastructure accessibility.
- **Surface Prep:** Cut all stumps flush with the ground. Remove all dead wood, fallen logs, and debris piles.

B. Drainage Earthen Channels (Edwards Aquifer Recharge Zone)

- **Standard Clearing:** Remove all trees and shrubs up to **10 feet in height** or **4 inches in diameter (DBH)**.
- **Selective Clearing:** Trees exceeding 4" DBH shall remain unless the District's Utility Maintenance Supervisor determines they obstruct hydrological flow or possess structural defects.
- **Vine Management:** All vines (e.g., Grapevine, Poison Ivy) must be severed at the soil level and removed from tree canopies and ground surfaces.

- **TCEQ Compliance:** Work must be performed to avoid "Regulated Activity" status under the **Edwards Aquifer Protection Plan (EAPP)**. Heavy equipment must be operated to prevent soil disturbance. If soil is disturbed, the Contractor is responsible for immediate stabilization/erosion control.
- **Species Prioritization:** Removal of *Ashe Juniper* (Cedar) is encouraged to enhance aquifer recharge.

C. Federal Preserve Restrictions

Portions of the project area are **Federally Protected Environmental Preserves**. In these zones:

- **No vehicular traffic** is permitted within preserve boundaries.
- **No fueling or chemical mixing** is permitted on-site.
- **Extraction:** Vegetation must be removed via winch or by hand to a designated chipping area outside the preserve limits.

3. Operational Standards & Quality Assurance

- **Professional Certification:** All work must be performed by crews familiar with the techniques and hazards of arboriculture. The Contractor must ensure all work complies with **ANSI A300** (Tree Care Management) and **ANSI Z133** (Safety Requirements).
- **Oak Wilt Prevention:** To prevent the spread of Oak Wilt, the Contractor **must paint all wounds/cuts on Oak species within 30 minutes**, regardless of the time of year. Tools must be disinfected between trees.
- **Ingress/Egress:** Contractor is responsible for identifying proper entry points and maintaining access for emergency services (fire hydrants) and local businesses/dwellings at all times.

4. Equipment & Safety

- **Equipment Condition:** All equipment must be in good working order, leak-free (to protect the Recharge Zone), and suitable for the terrain.
- **Traffic Control:** Contractor must submit a **Traffic Control Plan** for pedestrian trails and sidewalks.
 - **Speed Limit:** Vehicles on District trails must not exceed **5 mph**.
 - **Signage:** Use barricades and warning signs to clearly mark work zones and hazards.

5. Clean-Up and Damage Liability

- **Daily Clean-Up:** All debris, limbs, and logs must be removed from the site daily. No debris shall be left in the drainage channel overnight to prevent flow obstruction.
- **Stump Treatment:** All stumps must be cut flush with the ground.
- **Property Damage:**
 - Any damage to **healthy trees** designated to remain shall be repaired immediately at the Contractor's expense.
 - Trees damaged beyond repair shall be replaced with a specimen of size and species approved by the District.
 - **Root Protection:** Contractor must avoid soil compaction and root damage within the **Critical Root Zone (CRZ)** of protected trees.

6. Coordination & Submittals

The Contractor shall:

1. Provide a detailed **Cost Proposal** and **Work Schedule/Timeline**.
2. Interface weekly (or as needed) with the **District's Utility Maintenance Supervisor**.
3. Report any "Sensitive Features" (sinkholes, caves) discovered during clearing in the Recharge Zone immediately to the District.

Raw Waterline Easement Area #1
Exhibit D



So Bueno Dr

Blue Quail Dr

Blue Quail Dr

Blue Quail Dr

wn Gln

Crockett Gardens Rd

Crockett Gardens Rd

Raw Waterline Easement Area #2
Exhibit D

Immer Gl'n

Bermuda Dr

South Fork San Gabriel River

South Fork San Gabriel River

Easement Area: 8.69 ac
Total Distance: 7,571 ft

Kristen Oak Cr

Maya Bluff Ln

Greenview Pkwy

Scenic Green Loop

Amber Oak Ln

Thunderhead Trl

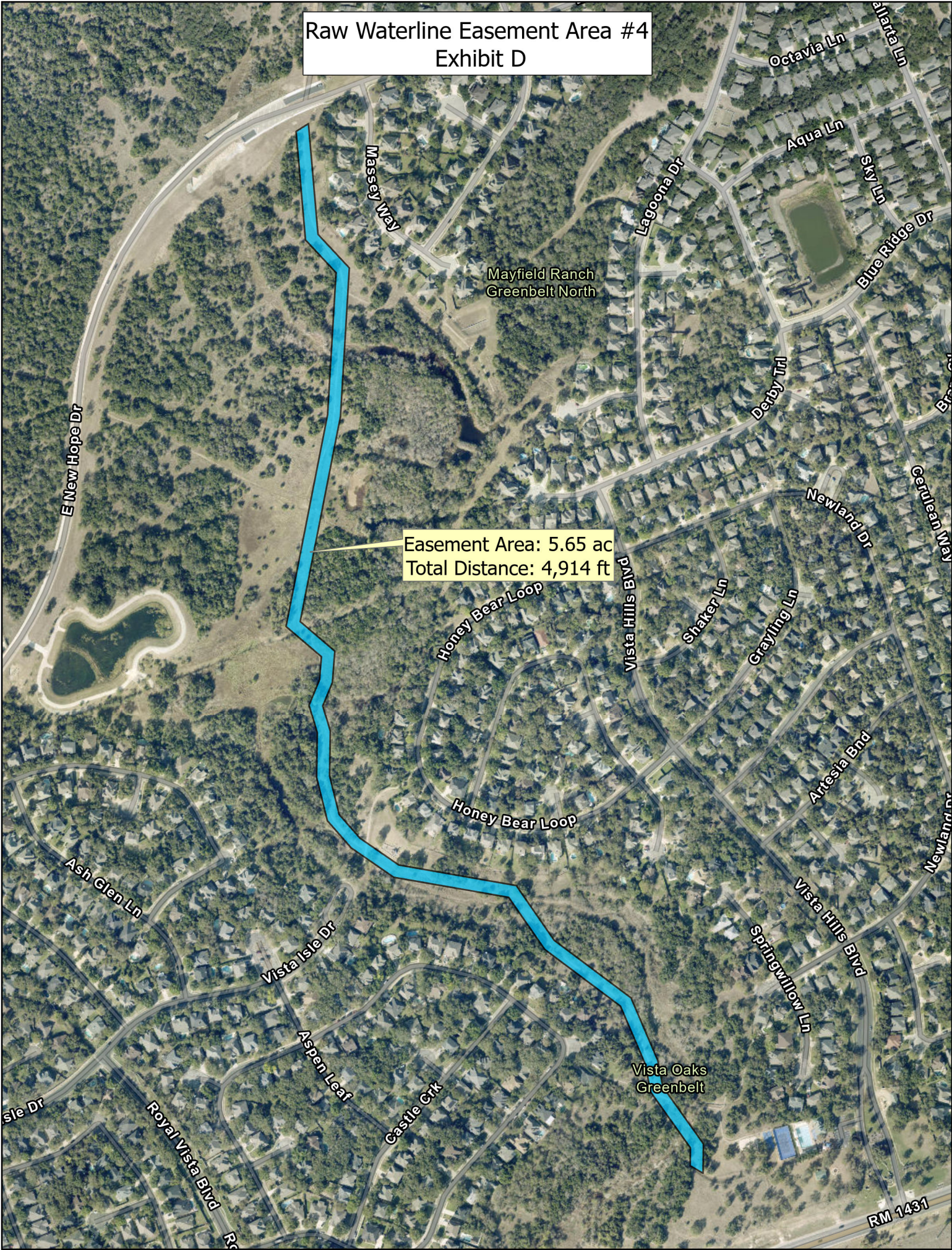


Raw Waterline Easement Area #3
Exhibit D

Easement Area: 1.50 ac
Total Distance: 1,634 ft



Raw Waterline Easement Area #4
Exhibit D



Easement Area: 5.65 ac
Total Distance: 4,914 ft

E New Hope Dr

Masey Way

Mayfield Ranch
Greenbelt North

Lagoona Dr

Octavia Ln

Atlanta Ln

Aqua Ln

Sky Ln

Blue Ridge Dr

Derby Trl

Newland Dr

Cerulean Way

Easement Area: 5.65 ac
Total Distance: 4,914 ft

Honey Bear Loop

Vista Hills Blvd

Shaker Ln

Grayling Ln

Honey Bear Loop

Artesia Blvd

Newland Dr

Ash Glen Ln

Vista Isle Dr

Vista Hills Blvd

Springwillow Ln

Aspen Leaf

Vista Oaks
Greenbelt

Castle Crk

RM 1431