



REQUEST FOR QUOTE to undertake

**Lake Metroparks 2019 Leroy Wetlands Invasive Plant Species Control
RFQ #2019-039**

Lake Metroparks (LMP) is requesting quotes from experienced vegetation management firms to conduct invasive plant management at Lake Metroparks Leroy Wetlands property located in Leroy Township, Lake County, Ohio.

Questions related to the detailed specifications or the nature of the required work should be addressed to the Lake Metroparks representative:

Tom Koritansky

Natural Resource Manager

11211 Spear Road
Concord Township, Ohio 44077
Phone: (440) 639-7275 x1875
tkoritansky@lakemetroparks.com

CLOSING DATE & TIME:

Quotes shall be received on or before the date and time listed below. The time registered on the Lake Metroparks digital phone system will be considered the official time of day when determining exact time of submission. Proposals received after the closing time will not be accepted. Fax, Email or deliver your quote by Submittal Date.

SUBMITTAL DATE:

Tuesday, July 2, 2019, 4:00 PM.

INFORMATIONAL MEETING AND SITE VISIT

A non-mandatory informational meeting will be held on Thursday June 20, 2019 at 10:30AM at the Lake Metroparks Administrative Office: 11211 Spear Road, Concord Twp., Ohio 44077. A site visit will follow this meeting.

Offerors may submit questions to Lake Metroparks until June 26, 2019 in order to allow a timely response before the submittal date.



1. Background

Lake Metroparks (LMP) is a metropolitan park district established in 1958 under the rules outlined in *Ohio Revised Code Section 1545*. The park district currently manages over 9,000 acres of land in Lake County, Ohio.

Leroy Wetlands is a 340-acre property located in Leroy Township, Lake County, Ohio that contains 67 acres of created wetlands as well as natural wetlands and wet woods. Invasive species control is part of a long-term management strategy at the Leroy Wetlands to improve the existing habitat. While Park District staff devote time to invasive species control, it is the intent of Lake Metroparks to contract with an experienced vegetation management firm to assist the Park District in this effort.

2. Project Location

Invasive species management for this project will occur at Lake Metroparks Leroy Wetlands. The address, treatment area identification, acreage, and instructions for access to the property are listed in the table below. A map of the property is included at the end of this document.

Park	Street Address	Plot	Acreage	Access
Leroy Wetlands	North Entrance 13820 Leroy Center Rd. Leroy Twp., OH 44077 South Entrance 13789 Painesville-Warren Rd. Leroy Twp., OH 44077	1	3.2	Accessible from north entrance. Adjacent to access driveway
		2	1.6	Accessible from north entrance. Adjacent to access driveway.
		3	2.1	Accessible from north entrance
		8	2.2	Accessible from north entrance. Adjacent to access driveway.
		9	1.5	Accessible from north entrance. Adjacent to access driveway.
		10	8.1	Accessible from north entrance. Adjacent to access driveway.
		17	1.7	Accessible from south entrance
		18	4.0	Accessible from north entrance

Invasive species at Leroy Wetlands include populations of common reed (*Phragmites australis*), narrowleaf cattail (*Typha angustifolia*), reed canary grass (*Phalaris arundinacea*), glossy buckthorn (*Frangula alnus*) and others. Species are distributed in high to moderate occurrences throughout each of the identified plots.

Please refer to the attached map for additional detail regarding treatment areas and locations. The contractor is expected to site verify the estimated treatment areas.



3. Scope of Services

The Scope of Services for the project shall be defined in the quote and should include the components outlined in the steps below. The quote shall include a detailed program statement for these items along with an itemized budget.

- 1) **Initial Treatment** - Conduct an initial treatment of invasive plant species within each of the areas described in this document and shown on the attached maps. Treatment must be completed using approved herbicides or other methods generally recognized as effective for control of the given invasive species and treatment must be conducted by licensed personnel, where applicable.
- 2) **Initial Assessment** - Assess treated areas to determine the effectiveness of the initial treatment and to develop an appropriate follow-up treatment plan.
- 3) **Secondary Treatment** - Conduct a secondary, or follow-up, treatment(s) within each of the areas described in this document. At a minimum, this treatment will be designed to build upon the success of the initial treatment and to significantly reduce the invasive plant community by at least 80% overall.
- 4) **Final Assessment** - Arrive at a final assessment of the success of the treatments and provide Lake Metroparks with recommendations on future maintenance treatments.
- 5) **Final Report** - The Final Report will consist of the following requirements:
 - A report detailing the methods and herbicides used within each of the treatment areas along with the name of the product, amount applied, percent of herbicide concentration, surfactant, percent of surfactant, and application conditions;
 - An authentic map showing the type, location and areas of invasive species treatment performed;
 - Final assessment of success of treatment in the project area;
 - Recommendations on future maintenance treatments.

4. Quote Requirements

4.1 Statement of Approach - Submit a written narrative of the approach that you may utilize for the project specifically identifying methods and products to be used and the time of the year treatment will occur. Include any material that may explain alternative approaches, which may be considered for the project as you feel are necessary at this stage of involvement.

4.2 Organization and Staff - State the full name and address of your organization and any other subordinate element that will perform, or assist in performing, the work hereunder. Identify the primary consultant of your firm for this project. Indicate whether your firm operates as an individual partnership, or corporation; if as a corporation, include the state in which it is incorporated. State whether it is licensed to operate in the state of Ohio (i.e. Ohio Department of Agriculture commercial applicator's license). Include the number of professional personnel by skill and qualification that will be employed in the work. Indicate skills such as training in proper herbicide methodologies, vegetation monitoring, certifications, and knowledge of plants and tools that will be used to conduct the work. If key staff are yet to be hired, e.g. summer labor crews, provide a description of the requirements for employment and any specific training programs that are utilized.



4.3 Timetable - Provide a proposed timetable or flowchart for all stages of vegetation management services. Project completion is expected no later than 18 months following commencement. Project duration shall be shown in calendar days from authorization to proceed. It is understood that invasive plant species control is often season-specific and that the timing of treatments can be critical.

4.4 Performance Guarantee - Indicate the expected percentage of eradication at the project location for pertinent invasive species if different than Lake Metroparks listed rate of 80%.

4.5 Proof of Insurance - Provide proof of liability and workers compensation insurance.

4.6 Completion of Appendices - Complete Appendix A Pricing Summary and Appendix B Statement of Qualifications included in this document.

5. General Requirements

5.1 Sales Tax Exemption - Lake Metroparks is a governmental agency exempt from all local, state and federal taxes.

5.2 Non-Assignability - This agreement, and the rights and duties hereunder, shall not be assigned in whole or in part without the express written consent of Lake Metroparks.

5.3 Insurance - The contractor shall maintain public liability, property damage, product liability, fire and theft insurance in amounts and from an insurer acceptable to Lake Metroparks. This coverage must remain in place throughout the term and any extension of the contract. Certification of such insurance shall be filed with and approved by Lake Metroparks. The contractor shall be responsible for all claims for damage and personal injury caused by his agents and employees, or omissions causing such injury or damage (including all claims for causing the death of any person).

Liability Insurance shall:

- a) have a limit of liability of not less than \$1,000,000 inclusive for any one occurrence;
- b) include insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the contractor;
- c) be endorsed to provide that the policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to Lake Metroparks;
- d) name **Lake Metroparks Board of Park Commissioners** including its officers, employees and volunteers as additionally insured while performing their duties on behalf of the Lake Metroparks.

The contractor shall pay for all premiums and expenses incurred for the insurance.

5.4 Worker's Compensation Insurance - The contractor shall be responsible for workplace safety and insurance contributions and other incidental expenses, and no extras will be allowed for such items.

5.5 Additional Work - No work can be performed by the contractor for any project until the proposal has been approved by the Lake Metroparks Project Manager, and the contractor has received a valid purchase order covering the project.



5.6 The Occupational Health and Safety Act - The contractor shall comply with all conditions and regulations of the Occupational Health and Safety Act 1978 and amendments thereto, any other federal or provincial statute or local bylaw concerning safety or any other phase of his work on this contract.

5.7 Permits, Fees and Certificates - Unless otherwise noted, the contractor shall apply for, obtain and pay for all permits and inspection fees required for the work hereinafter specified. The contractor shall provide to Lake Metroparks copies of all permits or certificates as may be required to comply with regulations governing this type of work.

5.8 Compliance with Codes, Regulations and By-Laws - The contractor agrees to obey all government, municipal and underwriters codes and regulations, etcetera and perform all work in accordance with the requirements of bylaws in force in the area where the work is to be carried out. Contractor shall maintain compliance with any codes, licenses, regulations, by-laws, etcetera, regulating the use of pesticides in the State of Ohio.

5.9 Indemnification - The contractor shall indemnify Lake Metroparks, its agents and employees, against all actions, suits, claims and demands, which may be brought for any loss, costs, damages, changes or expenses whatsoever which may be sustained, incurred or paid by the Lake Metroparks, its agents or employees, by reason of the errors or omissions of the contractor, in regard to this proposal or any contract which results, including any charges arising as a result of any health and safety violation on the part of the contractor. The contractor hereby grants Lake Metroparks full power and authority to settle any action, suit, claim or demand on such terms as Lake Metroparks may deem advisable, and hereby covenants and agrees to pay Lake Metroparks on demand all monies paid by Lake Metroparks pursuant to any such settlement, together with the reasonable costs of Lake Metroparks or its solicitor in defending or settling any such action, suit, claim or demand.

5.10 Preservation of property and responsibility for damage - Care shall be exercised to avoid injury to personnel, the general public, property or equipment. The contractor shall be responsible for any liability imposed by law and for injuries to or death of any person or damage to property resulting from any cause whatsoever during performance of the work.

5.11 Employees of contractor - All persons performing services for the contractor (if any) shall be solely employees of the contractor or subcontractors and not employees of Lake Metroparks. The contractor shall be solely responsible for the salaries and other applicable benefits, including Workers Compensation, of all such personnel. Lake Metroparks reserves the right to refuse any such employee(s) assigned by contractor in performance of this contract if, in the Lake Metroparks sole opinion, such employee(s) is/are determined to be detrimental to Lake Metroparks interests or impair working relationships with Lake Metroparks.



6. Rejection or Acceptance of Quotes – Lake Metroparks reserves the right to reject any or all quotes, and any part or parts of any quote and also the right to split portions of the described project among multiple firms. In awarding a contract, Lake Metroparks reserves the right to consider all elements entering into the question of determining the responsibility of the contractor, and to waive any technical deficiencies or irregularities in the proposal/quote; however, any submission which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of quote. Lake Metroparks intends to award this project to the lowest and/or best proposal/quote that is submitted in accordance with the requirements of these documents and does not exceed the funds available for the project. Every item line of the proposal/quote document must be filled in with a quoted price or acknowledgement of “no quote”.

7. ISSUING AGENCY--CAUTION: Contractors who have received this document from an outside source, not the issuing office (Lake Metroparks Operations & Natural Resources Department), or obtained the documents from the Lake Metroparks website, should immediately contact the issuing office and provide their name, mailing address, email address, phone/fax number in order that communications can be sent to them if necessary. Contractors who fail to notify the issuing office with this information assume complete responsibility in the event that they do not receive communications from the issuing office prior to the closing date.



Appendix A PRICING SUMMARY
(Must be submitted with Proposal)

Lake Metroparks intends to award Item 1 of this RFQ. Item 2 may or may not be awarded as part of the contract at Lake Metroparks discretion for budget allowances.

I/WE _____,

(company name or authorized signature)

having examined the Request for Quote and general conditions do hereby offer and agree to complete contracted work as described in the specifications and at the price stated below:

Item 1 of 2 – Leroy Wetlands – Primary Sites

For A1 and A3 quote a total cost for each plot to provide complete invasive plant management per the listed specifications and requirements. For A2 and A4 quote a total cost to provide assessments and a final report at the completion of work. Total work area of 15.8 acres. **The contractor is expected to site verify the estimated treatment areas.**

No.	Description	Plot ID	Quantity	Total Cost
A1	Initial Treatment	8	2.2 acres	\$
		9	1.5 acres	\$
		10	8.1 acres	\$
		18	4.0 acres	\$
A2	Initial Assessment	N/A	1 lot	\$
A3	Secondary Treatment	8	2.2 acres	\$
		9	1.5 acres	\$
		10	8.1 acres	\$
		18	4.0 acres	\$
A4	Final Assessment & Report	N/A	1 lot	\$
Total for Items A1, A2, A3 & A4				\$

Total Cost \$ _____
 (Figure)

Total Cost _____
 (Written)



Item 2 of 2 – Leroy Wetlands – Secondary Sites

For B1 and B3 quote a total cost for each plot to provide complete invasive plant management per the listed specifications and requirements. For B2 and B4 quote a total cost to provide assessments and a final report at the completion of work. Total work area of 8.6 acres. **The contractor is expected to site verify the estimated treatment areas.**

No.	Description	Plot ID	Quantity	Total Cost
B1	Initial Treatment	1	3.2 acres	\$
		2	1.6 acres	\$
		3	2.1 acres	\$
		17	1.7 acres	\$
B2	Initial Assessment	N/A	1 lot	\$
B3	Secondary Treatment	1	3.2 acres	\$
		2	1.6 acres	\$
		3	2.1 acres	\$
		17	1.7 acres	\$
B4	Final Assessment & Report	N/A	1 lot	\$
Total for Items B1, B2, B3 & B4				\$

Item 2 Total Cost \$ _____
 (Figure)

Item 2 Total Cost _____
 (Written)

Total Cost - Leroy Wetlands - Combined Quote

Items 1 & 2 Total Cost

Total Cost \$ _____
 (Figure)

Total Cost \$ _____
 (Written)



Appendix B STATEMENT OF QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The PRST may submit any additional information desired.

1. Name _____
Name of Company

Business Address (Permanent Main Office)

City, State, Zip Code

2. Date Business was organized ____/____/____ Individual____ Partnership____ Corporation____

3. If the company is a corporation, indicate where business is incorporated

4. Federal Tax Payers I.D Number of Owner's Social Security Number: _____

5. Name of President: _____

6. Name of Treasurer: _____

7. General character of work performed by your company

8. Have you ever failed to complete any work awarded to you? ____ Yes ____ No
If yes, indicate where and why:

9. Have you ever defaulted on a contract? ____ Yes ____ No

10. Contacts on Hand:

Contract Name	\$ Value of Contract	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Past Project References:

Project Name	Contact Person	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____



12. List your major equipment available for this contract:

Note: Persons signing this Quote Form on behalf of the company/corporation must attach to this quote form a copy of the corporate resolution authorizing the signature made on the corporation's behalf.

Authorized Signatory (Print)

Title

Signature

Date

