

TOWN OF COLUMBIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR INVASIVE SPECIES CONTROL WORK

I. Introduction

The Town of Columbia is requesting proposals from qualified firms or individuals for services to control non-native *Phragmites australis* within the Columbia Lake area.

Five small patches of *Phragmites australis* have been found around the perimeter of Columbia Lake along the western shore, including four in the lake bed and two in wetland locations. The Town wishes to be proactive and address these small patches before they grow in size and spread to other areas.

We are proposing that the project approach be undertaken in two or three phases:

Phase 1 – In 2018, cut and remove *Phragmites australis* found on or near Columbia Lake to stalks of 6” to 12”.

Phase 2 – Apply for a DEEP aquatic permit for an approved herbicide spot treatment to the plants above-the-waterline in 2018 and treat plants.

Phase 3 – Conduct follow up treatment in 2018, dependent on project resources and treatment effectiveness.

However, we are aware that some methods recommend herbicide application in phase one with phase two using mechanical methods to remove the treated dead plants. It may also be possible to lower the lake earlier than our scheduled October 15th date in order to avoid an aquatic license requirement. With a five foot draw-down the plants should be all terrestrial. We would like to receive proposals that consider both aquatic and non-aquatic herbicide application.

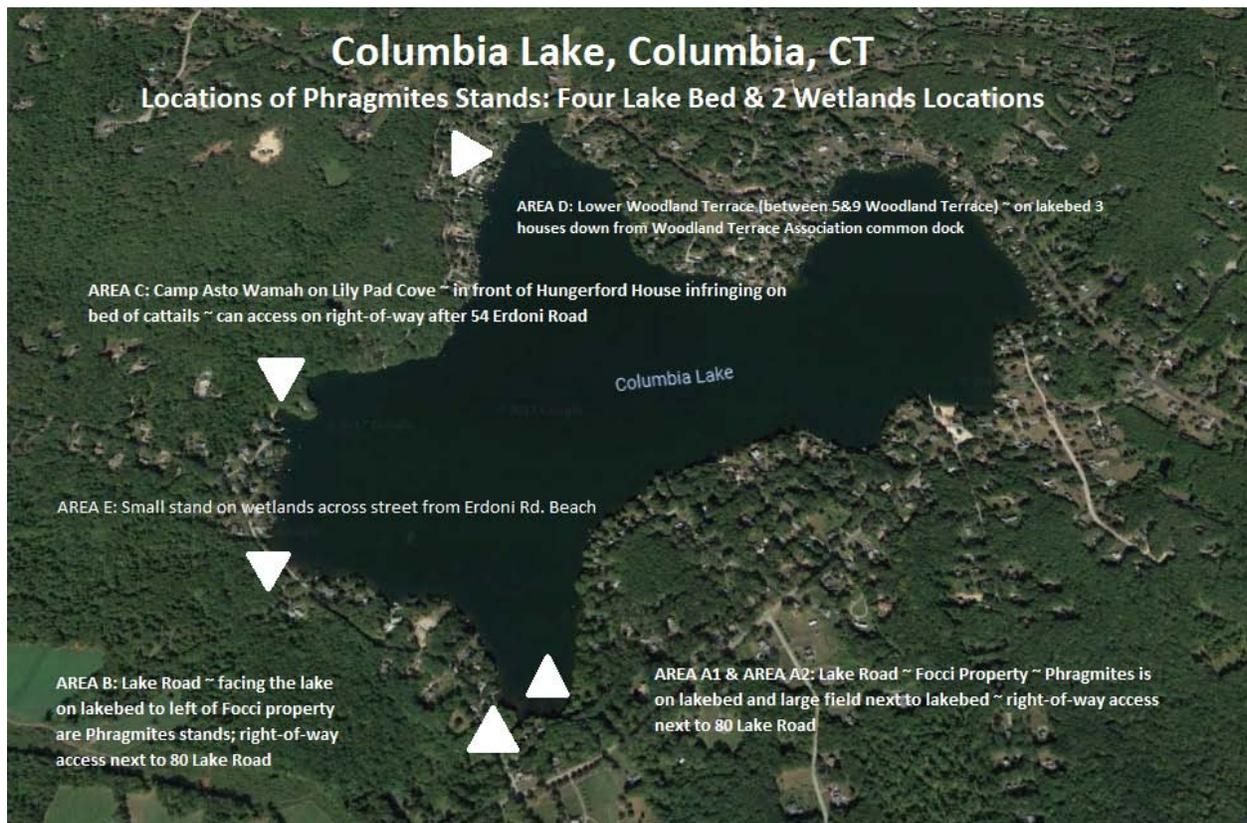
Please describe the integrated and long-term management approach that you recommend for this project.

II. Scope of Work & Task Description

The following tasks summarize the scope of work to be completed by contractor:

1. Locate and treat targeted species in the contracted areas according to maps, addresses, and landowner permissions provided by the Town Administrator;
2. Oversee and manage all Phase 1, 2 and 3 activities and follow-up control efforts in cooperation with the Town of Columbia and affected landowners;
3. Provide notice to landowners and town prior to treatments;

4. Implement effective control treatments for target invasive plant species using established best management practices and in compliance with all label instructions and all applicable federal, state, and local regulations;
5. Follow the certification, licensing, and permit requirements listed in Section III of this request;
6. Follow the required reporting/recordkeeping obligations listed in Section IV of this request;
7. Columbia Lake has an annual 6-foot draw-down. For the remainder of the winter it will be then brought back up to five feet. Depending on weather, the lake will start to refill in March;
8. Main contact for this project will be the Town Administrator. Approvals of your proposal will be subject to review and comment from Inland Wetlands & Watercourses Commission (IWWC), Lake Management Advisory Commission (LMAC), public hearing, and BOS.



III. Certification, Licensing and Permit Requirements

Certification and Licensing for Herbicide Applicators

Applicators must be certified and licensed by the appropriate agencies as established by the Department of Energy and Environmental Protection (DEEP) to conduct the work as described in this Request for Proposal. A current copy of applicant's license is required.

Permitting and Regulations

The selected contractor shall follow all permit requirements including but not limited to:

- Posting signs;
- Using herbicides approved for aquatic use for treatments occurring within the “waters of CT”;
- Keeping and submitting permit related records in accordance with DEEP.

IV. Implementation Requirements

1. Each location has been assigned a ‘Site’ designation. Site areas represent the point, parcel, or parcels where a known extent of a priority invasive plant infestation occurs. See the attached photos and address locations including plot sizes.
2. The Town will work with the Contractor to develop the phased approach to treatment.

The Contractor shall recommend a treatment herbicide and application method to the Town.

Applications of herbicide must follow all label instructions, must not exceed label rates and where required the application area must have informational signage. Herbicide may not be applied during wet weather conditions. The contractor is responsible for re-treatment if rain occurs within six (6) hours of a foliar treatment. To the best extent possible, overspray onto non-target vegetation and/or soil as well as runoff of the herbicide into the ground or water must not occur. Excessive overspray or non-target damage may be grounds to cancel contract. All treatments must be marked in the field. An appropriate marking dye may be used with the herbicide. Flagging may be required in some zones to document which plants have been treated

3. Record keeping/data entry:

Reporting requirements must be agreed upon and routinely met and will be tied to payments.

4. Payments to Contractor:

Invoices may be submitted for review with the same frequency and payment will be made within 30 days of approval of invoice. Contractor will be responsible for all record keeping with regards to herbicide application and activity reporting for contracted efforts following a pre-approved format. Contractor may also be required to submit GIS data in digital format for dissemination by township staff and for uploading to regional invasive species databases.

V. Format for Submitting Statements of Qualification

Six (6) copies of the response to the following items must be submitted not later than the date and time specified in this Request for Proposal.

Company Background Materials: Information concerning the background, experience and reputation of the Contractor.

Ability to Perform: Examples of previous work on similar projects to demonstrate the Contractor's understanding and familiarity with projects of this type.

Personnel to Be Assigned: The awarded vendor will provide: Names and Certification/Licensing of the personnel to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.

Submit a preliminary work plan documenting (at minimum) anticipated crew size and equipment that will be present to complete the invasive species control, procedures and equipment used to record work efforts and any steps taken to monitor treatments for quality assurances.

Project Fee: A proposed fee is to be submitted separately for each of the three phases of the work, and as a total for all three phases.

References: Submit a minimum of three references from previous invasive species control contracts (contracting entity, contact person and contact information).

Insurances: If chosen by Columbia, please submit a copy of current worker's compensation, general liability and automobile insurance certificates as well as a copy of current Pesticide Applicator's Business License. Note: if awarded contract, contractor must name Town of Columbia as an additional insured on all applicable policies.

- GL: 1 million
- Pollution: 1 million
- WC: Statutory
- Auto: 1 million

This coverage shall be primary and noncontributory. If coverage is written on claims made basis, an extended reporting period of 36 months post project is required.

To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the Town of Columbia, its agents, boards, officials and employees harmless from and against all claims, lawsuits, judgments, fines, expenses, bodily injury and property damage that arises from or may arise from the performance of this agreement.

VI. Bid Submission

Sealed Bids are due not later than **4:00 PM on January 31, 2018 at Town Administrator's Office, Columbia Town Hall, 323 Route 87, Columbia, CT 06237.**

Proposals will be accepted in-person, USPS or other secure courier service. No late or incomplete bids will be accepted. Clarification questions may be submitted by email to <mailto:townadministrator@columbiact.org>; all questions and their responses will be posted on the Town's website under the tab RFP / RFQ and Bids.

VII. Evaluation of Bids

Town of Columbia reserves the right to accept or reject any or all of the proposals. Bids will be evaluated based on the following criteria that will serve the best interest of Town of Columbia:

Cost for each Phase and in total, preliminary work plan, ability to accurately record treatment data, references and company qualifications and certifications.

This Request for Proposal does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all statements received as a result of this request, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Town to do so.

Nondiscrimination. The Contractor shall not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, physical disability or any other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Columbia.

