



Request for Proposal

NNIS Control and Elimination Plan

(Released Friday September 29, 2023)

(Responses due by 12:00 P.M. EST on Friday, October 13, 2023)

General:

The Town of Enfield, NH (hereafter referred to as the "TOWN") invites NH Licensed Applicators to partner with the Town and our consultants at DuBois and King to help create and implement a Non Native Invasive Species (NNIS) strategic control and elimination plan (hereafter referred to as the "CONTRACTOR").

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, October 13, 2023. The envelope must be clearly marked "NNIS Control and Elimination Plan" and will be opened publicly at that time.

Proposals delivered after the time listed above will not be accepted.

Submit proposals to:

Ed Morris
Town Manager
PO Box 373
23 Main Street
Enfield NH 03748.
(603) 632-5026

Proposals can also be submitted electronically to townmanager@enfield.nh.us

Proposal information is available on the Town's web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfq>

Scope of Work:

The Contractor will be working with Dubois and King and the Town of Enfield to create a plan and treat invasive/noxious/exotic plants (upland and wetland sites) on specific properties across the Town at the Town's request. Properties will generally be land including but not limited to large forestland tracts, wetland parcels, parks, recreation, and public facility lands, and public road rights-of-way. The plant control will be completed with a variety of methods (ex. spot treatment, foliar, cut stump, basal bark, etc.) based on the site conditions of a specific project. As a result, the cost of the invasive plant control work for a specific project is expected to vary depending on the condition of the site and method used. The Town is targeting a uniform 90% +/- mortality rate. Efficacy within the treatment area shall be evaluated by the contractor and a Town representative. If a uniform 90% +/- mortality rate is not found throughout the treatment area, the contractor will be required to retreat areas as needed during the contract period. The entire project will consist of:

1. Meeting with the Town of Enfield and Dubois and King to develop a 4 year strategic control and elimination plan of invasive plant species within designated sites throughout Enfield.
2. Present written summary of methodologies and time-of-year proposed for work at each site.
3. Conduct control efforts at designated sites over the course of a 4 year period, potentially providing guidance to volunteers at some sites.
4. Perform and/or guide restoration planting where identified as needed.
5. Present summary report to the Town following completion of the 4 year control project, including a final inventory of controlled populations at each site and recommendations for any further control/monitoring efforts.
5. It shall be the sole responsibility of the Contractor to provide for all tools, parts, and equipment necessary to perform work under this Contract.
6. Work must conform to all applicable Federal, State, and local laws. All contractors performing pesticide application must be a certified pesticide applicator with appropriate categories within New Hampshire.

Please let me know if you have any questions or require any additional information for bidding purposes.

Prior to this RFP DuBoise and King completed a NNIS inventory for Town owned properties in Enfield NH. The Report can be found on the Towns Website at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Proposal Response Content:

Written proposals should include, at a minimum, the following information in the order requested:

- 1) Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
- 2) Contact Information. The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.
- 3) Statement of Qualifications and Experience (firm must be licensed in NH). Please state the following:
 - a. Give the company/firm/team history, background and relevant experience.

- b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
 - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work.
 - d. Proposed timeframe for completion of a plan.
- 4) Price for services to complete the plan and an hourly rate for in the field services.

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The CONTRACTOR will be chosen based on each firms' qualifications taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of a second scope and fee step after qualification based determinations are made), and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Proximity to the Town
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with the Contractors. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday, October 13, 2023), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER