

**Request for Proposal**

**Agawela Drive Invasive Plant  
Management**

**Contract No. S-16-017**

**City of Chattanooga, Tennessee**

---

**January 2017**



# Section 1

## Introduction

---

### REQUEST FOR PROPOSALS FOR AGAWELA DRIVE INVASIVE PLANT MANAGEMENT

CITY OF CHATTANOOGA, TENNESSEE  
CONTRACT NO. S-16-017

#### 1.0 INTRODUCTION

##### A. General

The City of Chattanooga (City) is issuing this Request for Proposals (RFP) to solicit proposals from qualified individuals or firms for the purpose of selecting a Contractor from those who submit Letters of Interest with which to negotiate an Agreement for the removal and management of invasive plant species at the Agawela Drive stream restoration site.

##### B. Purpose of RFP

This RFP results from the City's desire to select a Contractor to plan and perform invasive plant species removal and management at the Agawela Drive stream restoration site.

##### C. Objective of RFP

The Agawela Drive Stream Restoration project is the City of Chattanooga's Supplemental Environmental Project (SEP) for the federally mandated Consent Decree issued to the City in 2013. As a full scale stream restoration, an Aquatic Resource Alteration Permit (ARAP) was required by the Tennessee Department of Environment and Conservation (TDEC). The ARAP provides success criteria for the project's post-construction five (5) year monitoring period. Within the monitoring period, invasive non-native plant species must have no more than 5% aerial coverage across the designated riparian buffer.

The composition of the riparian buffer before construction was nearly 100% invasive. The majority of the riparian buffer was included in the Limits of Disturbance (LOD) for the contractor and has thus been cleared and grubbed. This disturbed portion of property is approximately three (3) acres and will be replanted with native vegetation prior to this contract. The City desires an additional two (2) acres of surrounding property to be managed for invasive species; the intent is to lessen the potential for invasive species to challenge the newly planted native species within the riparian area. This additional two acres

still maintains the fully invasive composition and will need to be addressed prior to beginning the management of the full riparian buffer. Project boundaries include all areas within the "Additional Management Areas" as symbolized on the attached drawings. Generally, this shall include areas within and around the Conservation Easement.

# Section 2

## Instructions for RFP

---

### 2.0 INSTRUCTIONS FOR RFP

#### A. General

**Three (3) bound copies, one (1) unbound original copy, and an electronic copy in Word or PDF format** of the RFP shall be submitted. The RFP will be limited to **25 pages** excluding the resumes of key project personnel requested.

All RFPs shall be submitted in a sealed envelope or box marked “**AGAWELA DRIVE INVASIVE PLANT MANAGEMENT, CONTRACT NO. S-16-017, City of Chattanooga, Tennessee.**” The original and copies of the RFP shall be indexed with tabs for each section of the RFP.

All RFPs shall be submitted by no later than **4:00 p.m. EDT, on Friday, February 24, 2017** to the attention of:

City of Chattanooga  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
*bidinfo@chattanooga.gov*  
Phone: (423) 643-7230  
FAX: (423) 643-7244

**NOTE:** *RFP responses shall address only the information requested in the RFP. The City is not interested in “fluff or filler.” It is interested in the resumes of the people that will be working on the project and descriptions of similar projects that they have worked on singularly or together. Resumes of others who will not be working on the project or project descriptions that are not recent or not relevant to the RFP are not wanted.*

#### B. RFP Withdrawal Procedure

RFPs may be withdrawn up until the date and time set above for opening of RFPs. Any RFP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to provide the services set forth in the RFP or until one of the RFPs has been accepted and a contract has been executed between the City and the successful RFP submitter.

#### C. Reservation of City Rights

1. The City reserves the right to request clarification of information submitted and to request additional information of one (1) or more RFPs.

2. The City reserves the right to negotiate the Agreement/Contract for Agawela Drive Invasive Plant Management with the next most qualified finalist if the successful finalist does not execute an Agreement/Contract within five (5) days after submission of an Agreement to such offeror. The City reserves the right to negotiate all elements of work that comprise the selected RFP.
3. The City reserves the right, after opening the RFPs or at any other point during the selection process, to reject any or all RFPs, modify or postpone the proposed project, evaluate any alternatives offered or accept the RFP that, in the City's sole judgment, is in its best interest.
4. The City reserves the right to terminate the Agreement if the Contractor fails to commence the work described herein upon giving the Contractor a 30 (thirty) day written Notice of Intent.

**D. PRE-RFP CONFERENCE** – A Pre-RFP Conference will be held on Wednesday, February 15, 2017 at 10:00 a.m. in Room 1A at the Development Resource Center, located at 1250 Market Street, Chattanooga, TN 37402.

**SITE VISIT** – A Site Visit will be provided following the Pre-RFP Conference. Additional visits may be scheduled at the submitters' request.

**E. ADDITIONAL REQUESTS FOR INFORMATION**

Any additional requests for information must be directed in writing to the City by **4:00 p.m. EDT, on Monday, February 20, 2017**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFP by **end of day on Wednesday, February 22, 2017**. The City's preferred method of communication is via e-mail. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

City of Chattanooga  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
bidinfo@chattanooga.gov  
Phone: (423) 643-7230  
FAX: (423) 643-7244

The City specifically requests that any contact concerning this RFP be made exclusively with the **City of Chattanooga Purchasing Department** until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

**F. Affirmative Action Plan**

The City is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto, shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project, and shall further describe the methods by which the Contractor and/or subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor, upon request of the City, will make available for inspection by the City copies of all payroll records, personnel documents, and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

# Section 3

## RFP Contents

---

### 3.1 GENERAL INFORMATION

The Proposal shall provide the following general information:

- A. Identify the name, address, telephone, and facsimile numbers of the Contractor and the principal contact person.
- B. Identify the type of firm or organization (corporation, partnership, joint venture, etc.) and describe the entity that will serve as the contracting party.
- C. Submit a project organization chart.
- D. RFP shall identify the portions of the work that will be undertaken directly by the Contractor and what portions of the work will be subcontracted. At a minimum, RFPs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the various phases of the project.
- F. Describe the history of the relationships among the Project Team members, including a description of past working relationships.
- G. Provide the history, ownership, organization, and background of the Contractor. If the Contractor is a joint venture, the required information must be submitted for each member of the joint venture firm. Include the following:
  - 1. Names of partners, and company officers who own 10 percent or more of the shares;
  - 2. If the Contractor or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to this RFP, the reasons for this action must be fully disclosed; and
  - 3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Contractor.

### 3.2 QUALIFICATIONS AND EXPERIENCE

The Contractor shall provide the following regarding technical qualifications and experience dealing with the design and execution of invasive species management plans within the southeastern United State.

A. Licensing/Experience

1. Proof of the following requirements is required. The Contractor shall:

- a) Have a minimum of three (3) years of experience in riparian ecosystem restoration and be able to identify, to the species level, typical invasive exotic species that inhabit riparian corridors within the southeastern United States.
- b) Have successfully completed similar projects in the southeastern United States within the last five (5) years.
- c) Hold a valid Tennessee Department of Agriculture issued Pest Control Charter.
- d) Have on-site personnel who possess valid Tennessee Department of Agriculture Pesticide Applicator's Licenses with sub classifications in Weed Control –Right of Way and Industrial (WEC) and Aquatic Pest Control (APC).
- e) Provide documentation of any penalties/fines received in the last three (3) years.
- f) Provide their Federal Identification Number.

2. The supervisor shall have a working knowledge in botany, biology, and/or natural resource management.

3. All use of regulated pesticides under this contract shall be conducted by aforementioned personnel. The license/certification number/s must be provided for all applicators and/or supervisors.

B. Liability/Insurance

1. Proof of insurance is required to the following levels:

- a) General Liability of at least \$2,000,000 aggregate
- b) Worker Compensation of at least \$500,000
- c) Project Bond Insurance of at least the project contract value
- d) Pollution Insurance of at least \$100,000

### **3.3 GENERAL SCOPE OF WORK**

A. Management Period

- 1. Bids will be for a one (1) year treatment to provide the time necessary to fully treat all species onsite. There will be an option to extend services up to a total contract time of five (5) years.
- 2. Treatment and completion dates/time frames will be mutually agreed upon by the City and Contractor. A draft format for the information the City desires to see has been included in Appendix C. If for any reason the Contractor must change the start date or cannot comply with the start date, they must contact the City as soon as possible to reschedule. The City may, at their discretion, select the next lowest qualified bid if the initial Contractor awardee cannot meet the treatment interval or complete the project within the original mutually agreed upon date of completion.



3. Once the project has started, the Contractor must continue treatment until finished unless unavoidable unforeseen events cause delays. This would include events such as adverse weather or wildfires, but not events resulting from Contractor error.

B. Area to be Maintained

1. This contract includes all areas within "Additional Management Areas" as symbolized on the drawings under Appendix B. Generally, this shall include areas within and around the Conservation Easement. Year one will primarily include areas outside of the Limits of Disturbance (LOD), as the area within the LOD was grubbed and replanted under the stream restoration contract.

C. Inspections/Monitoring

1. Quarterly monitoring shall be used by the Contractor to determine the work to be done and the materials needed and to assess the success of the treatment methods within the first year of treatment. Subsequent years may be monitored as needed, but not less than twice a year.
  - a. The Contractor shall provide the dates at which the monitoring will take place, as well as the methods for their monitoring.
  - b. An annual monitoring report shall be due to the City by September 30 of each year. The report shall include recommended follow-up monitoring and treatment that would be needed over the next 2-5 years.
2. The City of Chattanooga's project manager will inspect the site at any time, and will report any damage or unsatisfactory work to the Contractor. The Contractor shall remedy the situation within a minimum of thirty (30) days after notification by the City.

D. Cooperation and Coordination

1. The Contractor shall cooperate with and communicate with other Contractors serving this property and, with them, ensure careful maintenance of the property.

E. Additional Work

1. No claim for extra work or change of plans shall be made by the Contractor except upon a signed, written change order from authorized representative of the City of Chattanooga. Such agreement must be signed in advance of any work. Failure to do so will result in the Contractor assuming liability for the total cost.
2. Additional work, when authorized by the City of Chattanooga, will be done at a cost mutually agreed upon by the City of Chattanooga, Owner, and Contractor, in writing.

### **3.4 SPECIFIC SCOPE OF WORK**

A. Species of Concern

1. The location of the species of concern are generally indicated on the attached map by zone number. City staff reserves the right to add additional exotic and invasive species to the agreement. Invasive species may include, but are not limited to:
  - a. English Ivy (*Hedera helix*),
  - b. Kudzu (*Pueraria lobata*),

- c. Autumn olive (*Elaeagnus umbellata*),
- d. Chinese privet (*Ligustrum sinense*),
- e. multiflora rose (*Rosa multiflora*),
- f. Mimosa (*Albizia julibrissin*),
- g. winter creeper (*Euonymus fortunei*),
- h. Bradford pear (*Pyrus calleryana*),
- i. bush honeysuckle (*Lonicera maackii*),
- j. Japanese honeysuckle (*Lonicera japonica*),
- k. Oriental bittersweet (*Celastrus orbiculatus*),
- l. Chinese lespedeza (*Lespedeza cuneata*),
- m. Chinese wisteria (*Wisteria sinensis*),
- n. tree of heaven (*Ailanthus altissima*), and
- o. clematis (*Clematis* sp.).

## B. Methods

1. This work includes removal, grading, and hauling. Plant material of any kind from an invasive species, shall be hauled off site and disposed of at an approved disposal location.
2. There shall be no grubbing of stumps or root balls. Excavation as a means of invasive species control shall not be used except where required grading inadvertently results in the removal of these plants. No grading or grubbing for any reason shall be performed within tree critical root zone areas for trees designated for protection. Only herbicide sprays shall be used in these areas.
3. Invasive species shall be removed by herbicide treatment and/or cutting/hand removal. Treatment methods for each species must be approved by the City prior to Notice to Proceed. Techniques may include the following:
  - a. Cut & Paint: For trees, shrubs, and vines that are too large to pull, make a level cut through the stump close to the ground and clear away debris. Immediately (within 5 minutes) paint or spray the outer two-thirds of the stump with a 15-25% solution of glyphosate herbicide.
  - b. Girdle: For larger trees and shrubs, remove the bark and vascular tissue directly underneath the bark. Using an axe, hatchet, saw, or chainsaw, cut a ring all the way around the trunk of the plant near the base. Immediately (within 5 minutes) applying a 15-25% solution of glyphosate herbicide to the wound increases effectiveness.
  - c. Hack & Squirt: Using an axe or hatchet, make several uniform cuts on the trunk of the tree or shrub. The cuts should be closely spaced and angled downward to create "cups" to hold the herbicide. Spray a 15-25% solution of glyphosate herbicide immediately (within 5 minutes) into the wounds to fill the "cups."
  - d. Spray: Using a 1-2% or ready-to-use solution of glyphosate herbicide, thoroughly wet the foliage (foliar spray) of the invasive plants. Species with waxy leaves may require a 5% solution of glyphosate. Care must be taken to avoid spraying nearby desirable plants. Do not spray on windy days as drift increases the threat of damage to desirable plants. Do not spray if rain is expected in the next 8-12 hours (these factors vary with type of herbicide and type of plant – follow label instructions).
  - e. Pull: Pull the plants by hand or use a mechanical device to completely remove the entire plant including the roots. Leaving roots can allow the plant to re-sprout.

4. When using herbicide, special care shall be taken within the fifty (50) foot riparian buffer surrounding the stream, as this area is newly planted with native species. Damage to any native species whether planted or volunteer will require replacement in order to meet the minimum criteria of 300 stems per acre. Planted native species include, but are not limited to:
  - a. Tag alder
  - b. Silky dogwood
  - c. Silky willow
  - d. Elderberry
  - e. Silver Maple
  - f. River Birch
  - g. Black walnut
  - h. Sycamore
  - i. American elm
  - j. American Beautyberry
  - k. Buttonbush
  - l. Possumhaw
  - m. Spicebush
  - n. Southern Arrowwood
  - o. Willow oak
  - p. Water oak
  - q. Ironwood
  - r. Witch hazel

#### C. Warranty

1. Treatment of invasive species with herbicide shall occur at the time of year and during the first available season to achieve effective control of each particular invasive plant species. Repeat treatments (with possible variation in quantities, timing, and methods) may be necessary in order to achieve the required minimum invasive species removal criteria by the end of warranty period. The following are the minimum invasive species removal criteria for both excavation and herbicide treatments:
  - a. One hundred percent (100%) of the project area is to be treated and achieve a 95% kill rate. At the discretion of the City, the Contractor will be required to retreat those locations within the project area where the 95% kill rate is not achieved.
    - i. The 95% kill rate shall include one hundred percent (100%) eradication of aerial portions (over three (3) feet above the ground) of all climbing invasive species.
  - b. Nowhere within the project boundary can invasive species ground cover or canopy cover exceed 1% (10 sq ft) of any 1000 sq ft area chosen by the City.
2. Inspections shall be done no sooner than sixty (60) days following the final treatment.
3. Once the above criteria are met, it must be maintained for twelve (12) months. The City will assess the invasive species within the project boundary during the following year of the final treatment. The City's final inspection will occur between the eleventh and twelfth month following the City's acceptance of the work.

- a. If it is deemed by the City that the invasive species have not been removed per the criteria above, then treatment of all remaining invasive vegetation must occur during the next appropriate season to achieve effective removal rates.

### **3.5 MEASUREMENT**

- A. The quantity of "Invasive Species Removal" measured and approved will be paid for per square foot treated and accepted by the City. Work covered in this section includes the removal of all invasive species.

### **3.6 PAYMENT**

- A. The Contractor will be paid per square foot treated (per unit prices established in a Charge Request/Change Order) and accepted by the City for all items specified for "Invasive Species Removal" following satisfactorily completing the conditions described in the "Warranty" section. This price shall include all costs associated with the cutting, herbicide application, and removal of excess plant material from the job site.
- B. Along with the final invoice for payment, the Contractor will provide daily logs showing dates and times, staff, equipment, and chemical usage within the treatment area.
- C. The City may request the Contractor to invoice a 3<sup>rd</sup> party for a portion of the work in order for said parties to meet their need for off-site stream buffer mitigation.

### **3.7 CITY SUPPLIED SERVICES**

The City will provide a project manager as the single point of contact, who will be the responsible party for the City.

### **3.8 FINANCIAL RESOURCES**

The Contractor shall provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of Contractor for the duration of this project.

### **3.6 TERMS AND CONDITIONS**

The terms and conditions shall be those addressed in the City standard construction specifications, unless otherwise listed below, to include the supplemental section provided by Appendix A.

- A. Except for information and data that is protected under law as confidential, all reports, permits, applications, etc. filed in connection with the work will be available for public inspection.
- B. Representatives of the City shall have access at reasonable times to the site(s) of the Contractor operations for the purposes of conducting inspections, or reviewing or copying records related to the construction of the Maintenance/Repair/Updates for the Fountains at Coolidge Park project.
- C. All records and documentation pertaining to the Contractor shall be maintained for a period of five (5) years following expiration or termination of the Agreement.

#### D. Audit Provisions

1. The City or its assignee may audit all financial and related records (including digital) associated with the terms of the contract or agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and/or equipment claimed by the Contractor. The City may further audit any Contractor records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement) or to identify conflicts of interest.
2. The Contractor shall at all times during the term of the contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Contractor. Documents shall be maintained by the Contractor necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Contractor shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
3. The obligations of this Section shall be explicitly included in any subcontracts or agreements formed between the Contractor and any subcontractors or suppliers of goods or services to the extent that those subcontracts or agreements relate to fulfillment of the Contractor's obligations to the City.
4. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Contractor shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
5. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

#### **3.7 ALTERNATE APPROACHES (Not Required)**

#### **3.8 LENGTH OF CONTRACT**

The length of the contract shall be determined by section 3.3.A. Management Period.

# Section 4

## Review and Evaluation of RFPs

---

### **4.0 REVIEW AND EVALUATION OF RFPs**

#### **4.1 REVIEW COMMITTEE**

A review committee consisting of individuals selected by the City shall receive and review all RFPs submitted. The City, in its sole judgment, shall decide if an RFP is viable.

#### **4.2 FORMAL PRESENTATIONS**

After reviewing each RFP submittal, the City may prepare a short list of up to three (3) qualified firms for formal presentations. The City reserves the right to invite more or less than this number if the quality of the RFPs so merits, or not to prepare a short list and require formal presentations.

#### **4.3 SELECTION CRITERIA**

Selection of Contractor for formal presentations and the one (1) contract/agreement negotiation will be based on an objective evaluation of the following criteria:

##### **A. Cost Criteria – 30 Points**

Evaluation of the Cost of the Proposed Management Plan

##### **B. Experience and Qualifications – 35 Points**

Identify key professionals on the project team, including any subcontractors. Explain their project role, relevant qualifications and experience that demonstrate ability, capacity, skill, and number of years' experience in providing the required services particular for a project of similar size, scope, and complexity. Similar scope and complexity includes, but is not limited to, invasive species removal for stream restoration projects, riparian buffer management within an urban environment, and post-construction/installation monitoring of invasive species.

Provide relevant past project experience that demonstrates the specific information for at least five jobs of similar size, scope and complexity performed by Prime and each firm on the project team within the past five (5) years. Must provide specific information and show examples of experience of similar size, scope, and complexity. The determination of a project as being of similar size, scope, and complexity, is at the sole discretion of the City of Chattanooga. Past project experience should reflect work performed by the proposing firm and not just by current employees who previously performed work while employed by another firm.

All project information should include the following:

- Project name, geographical location and prime consultant
- Owner/Client for which performed
- Dates of project
- Brief description of project showing how it is similar in scope to this request
- Owner/Client reference contact person, name, number, and email address
- Dollar value of contract
- Dollar value of total project
- Schedule Duration (Include Original Schedule and Actual Completed Schedule)
- Photos or graphic images that effectively highlight relevance to this project
- If applicable, a description of unusual or unexpected challenges that were faced during the project and how these challenges were overcome

The City of Chattanooga reserves the right to check any and all references for projects submitted.

Provide the name and relevant experience of the proposed full-time, on-site project Manager.

For each proposed team member answer the following:

#### **Claims and Suits**

- Has your organization ever failed to complete any work awarded to it?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
- Has your organization filed any law suits or requested arbitration with regard to a project contract within the last five years?
- Has your firm been assessed liquidated damages on any project in the past 5 years? Provide explanation.

#### **Workload**

- List the major construction projects your organization has in progress, listing the name of the project, value, percent complete, and anticipated completion date.
- State average annual dollar amount of construction work performed during the past five (5) years.

#### **Safety**

- Current Safety Rating
- List any major safety related incidences/violations in the past two years
- State company policy for dealing with subcontractors who fail to follow safety procedures on-site.
- List any safety defects of components installed that occurred during the warranty period. Provide the owners name and location, type of injury, outcome of claim, and resolution to component.

### **C. Schedule / Project Approach – 35 Points**

Provide a detailed narrative demonstrating your understanding of the project on how you will accomplish the stated Scope of Work. Describe in detail how this specific job will be approached, including major tasks and sub-tasks to be accomplished. Identify any

issues you would anticipate with this type of project, and provide countermeasures you would employ to minimize and overcome those issues.

Describe in detail the role each contract team firm will play in completing the scope of work. An organization chart should be provided to demonstrate team relationships.

Provide any additional information that communicates how you intend to achieve the required outcomes and how your team may bring any unique insight or creative measures to successfully complete the project on time and on budget.

Include a detailed project schedule for completion of the project. Include in the schedule all tasks, subtasks, and major milestones which you believe to be critical to the completion of the project. At a minimum, the major milestones must include:

1. Dates for the annual monitoring reports;
2. The calendar days for completion of the project.

#### **4.4 SELECTION OF FINALIST**

After the review of the RFPs by the Review Committee and possibly formal presentations, the City may, at its sole option, elect to reject all Proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist to negotiate an Agreement.



## **APPENDIX A**

### **STANDARD AGREEMENT FOR CONSULTING SERVICES**

## **APPENDIX B**

### **SITE MAPS**

## **APPENDIX C**

### **DRAFT TREATMENT SCHEDULE**

<b>Species</b>	<b>Treatment Method</b>	<b>Treatment Season</b>
<b>English ivy</b>	Cut and paint large vines, pull smaller vines. Cut vines growing up trees: pull or paint the stumps with herbicide.	Year round
<b>Japanese honeysuckle</b>	Pull or foliar spray smaller vines, cut and paint large vines. Cut vines entwining trees and shrubs.	Year round
<b>Bush honeysuckle</b>	Foliar spray all individuals, or cut back to the ground and paint large stumps.	Spray spring to fall, cut and paint year round.
<b>Winter creeper</b>	Pull or foliar spray smaller vines, cut and paint large vines.	Year round
<b>Kudzu</b>	Foliar spray once leaves expanded; Identify root crowns and cut paint the crowns with herbicide.	Foliar spray late spring to early fall, with second treatment of resprouts in late summer to early fall. Cut stump treatment late spring to early fall.
<b>Clematis</b>	Cut and paint larger vines, pull or foliar spray smaller individuals.	Summer and fall
<b>Chinese wisteria</b>	Cut and paint large vines. Pull all plant parts and remove from area, or foliar spray small individuals.	Spring to fall
<b>Oriental Bittersweet</b>	Cut and paint larger vines, pull or foliar spray smaller ones. Bag and dispose of fruits if present and accessible.	Spring to fall
<b>Chinese lespedeza</b>	Foliar spray	Summer
<b>Tree of heaven</b>	Hack and squirt or cut and paint larger trees and continually spray resprouts as they appear. Foliar spray smaller individuals, or pull seedlings and saplings.	Summer and fall
<b>Multiflora rose</b>	Foliar spray all individuals, or cut back to the ground and paint large stumps.	Spray spring to fall, cut and paint year round.
<b>Autumn olive</b>	Cut and paint larger individuals; continually cut or foliar spray resprouts. Pull all or foliar spray smaller individuals and seedlings.	Year round
<b>Chinese privet</b>	Cut and paint large individuals and continually cut or foliar spray resprouts. Pull all or foliar spray smaller individuals and seedlings.	Year round
<b>Mimosa</b>	Girdle, hack and squirt, or cut and paint large trees. Foliar spray or continually cut resprouts. Pull seedlings.	Summer and fall
<b>Bradford pear</b>	Girdle, hack and squirt, or cut and paint large trees. Foliar spray or continually cut resprouts. Pull seedlings.	Summer and fall