

FIVE RIVERS METROPARKS

Great Miami Mitigation Bank (GMMB) Shrub Installation Project RFP

Bid No. 20-006

June 26, 2020



409 E. MONUMENT AVENUE

3RD FLOOR

DAYTON, OH 45402

(937) 275-7275

ADVERTISEMENT

REQUEST FOR PROPOSAL INVITATION TO BIDDERS

FRMP (FRMP) will receive sealed Request for Proposals (RFP) for the **GMMB Shrub Installation Project Bid No.20-006** until **July 30, 2020 at 10:00 a.m., EST.**, at 409 E. Monument Ave., 3rd Floor, Dayton, Ohio, 45402. Provide two (2) complete copies of proposals in a sealed envelope labeled ***GMMB Shrub Installation Project RFP, Bid No. 20-006, Attention: Grace Dietsch.*** Each proposal shall be signed by the full name and business address of each person of company interested in the RFP. The proposals must be made on the forms provided in the Contract Documents, or a copy thereof.

Copies of the proposal and bid forms are on file at the above address or at: www.metroparks.org/AboutUs/DoBusinessWithUs.aspx

A pre-bid meeting will be held on **July 21, 2020 at 1:00pm** at the Great Miami Mitigation Bank (8401 Little Richmond Road, Trotwood, OH 45426) to tour the planting and staging sites. The bid opening is to take place at an exterior space in an effort to prevent the spread of Covid-19. One representative for each bidder will be permitted at the meeting. All participants are reminded to wear a mask and to practice social distancing during the bid opening.

Questions concerning the Contract Documents should be directed to: **Grace Dietsch, Biologist, 740-590-3750.**

FRMP reserves the right to accept or reject any or all proposals; to waive any informalities or irregularities in the bids received or to accept any proposal which is deemed most favorable to FRMP, an equal opportunity employer.

Advertised: **July 3, 2020**
July 10, 2020
July 17, 2020

INFORMATION FOR BIDDERS

Five Rivers MetroParks (FRMP) is requesting competitive bids from Contractors with the ability and resources to plant specific species and quantities of shrubs in accordance with ANSI A300 (Part 6) planting standards at the Great Miami Mitigation Bank in Trotwood, OH.

The Contractor shall obtain, and maintain during the life of this agreement, Worker's Compensation Insurance for its employees, and shall furnish a certificate of Worker's Compensation for its employees before the execution of this agreement. No contract between FRMP and the Contractor shall be created hereby or otherwise exist until a fully executed copy thereof has been serviced upon FRMP.

The successful bidder shall be required to purchase and maintain a policy of insurance to protect the successful bidder and FRMP from claims which may arise from this bid solicitation and contract. Such insurance policy shall be written for not less than one million dollars (\$1,000,000.00) for any person injured in any accident and with a total liability of two million dollars (\$2,000,000.00) for all persons injured in any one accident and in the amount of one million (\$1,000,000.00) for each accident or occurrence as compensation for damage caused to property of others.

The selected bidder shall furnish its' own support staff and neither the Contractor nor its personnel shall, at any time or for any purpose, be considered as employees or agents of FRMP for whose benefit, either directly or indirectly, the work hereunder is being performed.

Each bidder must furnish satisfactory evidence that it is presently operating a tree and/or shrub installation company of a similar type and to the extent comparable to that which is outlined in these specifications. Each bidder may be required to demonstrate, furnish information and/or proof of sufficient experience; adequate equipment; financial resources; facilities; experienced personnel; and the expertise to perform the services called for by this contract. The selected Contractor shall not commence work under this contract until they have obtained and presented proof of all document requirements.

FRMP reserves the right to reject any and all bids for any and all items covered in the proposal form; to waive formalities or defects in bids; to reject the proposal of a bidder, who in FRMP' opinion, is not qualified to perform the contract; or to accept any proposal that it deems to be in the best interests of FRMP.

PRICING: The successful Contractor shall quote prices for furnishing each service as requested for this location. Prices quoted shall include one whole cost for the entire project. **Failure to include all costs will result in the expense being borne by contractor.**

Contract Length: The total contract will be awarded to one primary contractor and the services shall be conducted through one Contractor. If the primary Contractor intends to

subcontract a portion of the bid, the subcontractor must be approved by FRMP prior to any work commencing. FRMP reserves the right to award the contract based on the best interests of FRMP.

Termination of Contract: Either party may terminate the contract by submitting a written notice, thirty (30) days prior to the annual contract renewal date. FRMP may also terminate the contract immediately should the successful bidder not comply or live up to the standards as stated in the contract.

Evaluation Criteria: Bids will not only be evaluated on price, but on past service experience with FRMP or affiliates, and the ability to perform the service as stated in the bid and agreement to contract extension options.

Submission Requirements: Proposers must provide the following information in their submittal:

- Name, position, and contact information of the account representative.
- A list of client references, preferably from similar-size entities, and any other additional information believed to be useful in evaluating the business' qualifications.
- Statement of payment terms, including any late payment penalty.
- A copy of the proposed contract to use if selected. (FRMP reserves the right to use a different contract).

FRMP RESPONSIBILITY

1. Provide Contractor with list of species, sizes, and quantities of shrubs desired.
2. Provide specifications to Contractor, detailing how the work should be completed.
3. Provide Contractor any maps, data points, and other information useful in assisting with the location of planting sites.
4. Provide an emergency staff contact and number, should one be needed outside business hours.
5. Reserves the right to change specifications at any time. In this event, Contractor and FRMP shall negotiate to determine what price adjustments, if any, are to be made.

CONTRACTOR'S RESPONSIBILITY

1. Contractor shall be held responsible for satisfactory work in accordance with the pre-arranged specifications. Refer to the attached "Scope of Services" section for details of how the work is required to be performed.
2. Contractor shall be responsible for the ordering, shipping, staging, and security, of all plant material.
3. Contractor shall purchase plant material from a supplier that specializes in native woody plants from local ecotypes within a 250-mile radius of the site.

SCHEDULE OF PAYMENTS: FRMP agrees to pay the Contractor, in exchange for plant installation services based on the preferred terms of the contractor. The Contractor agrees to provide to FRMP on a monthly basis, an inventory of services provided for that

month, within ten (10) calendar days of the first of each month. The invoice received must provide the Contractors complete name, address, specific work performed, and an amount due. All invoices should show FRMP as the 'bill to'.

Upon final approval, all original invoices are to be mailed to:

Five Rivers MetroParks
Attn: Accounts Payable
409 E. Monument Ave., 3rd Floor
Dayton, OH 45402

Contractors may also submit invoices electronically to:
accountspayable@metroparks.org. Fax copies will not be accepted.

FRMP is a political sub-division of the State of Ohio, and therefore tax exempt. A certificate will be provided to the selected bidder. A Purchase Order will be issued by FRMP. This purchase order number shall appear on all invoices submitted. Invoices will then be reviewed and payments processed.

BID FORM

Bid for the GMMB Shrub Installation Project

Total Amount: \$ _____

Vendor Name: _____

Vendor Address: _____

Authorized Signer: _____

Vendor Phone: _____

Contact Name (Print): _____

Contact Phone: _____

SCOPE OF SERVICES

A total of 1,875 native shrubs are to be planted in certain delineated habitats (see Shrub Installation Map) at the GMMB during the fall season of 2020.

Forested Wetland Habitat (approximately 22 acres total)

1. Due to the sensitive nature of this habitat, shrubs must be hand-planted; no equipment may be operated in the forested wetland.
2. Half of the total acreage (approximately 11 acres) should receive shrubs. Designated planting quadrants will be identified after project award and will be discussed in detail at a pre-construction meeting to be held on site before work begins.
3. Plant species and quantities to be planted include:
 - a. Winterberry: 10 stems per acre (110 total)
 - b. Swamp Rose: 20 stems per acre (220 total)
 - c. Spicebush: 15 stems per acre (165 total)

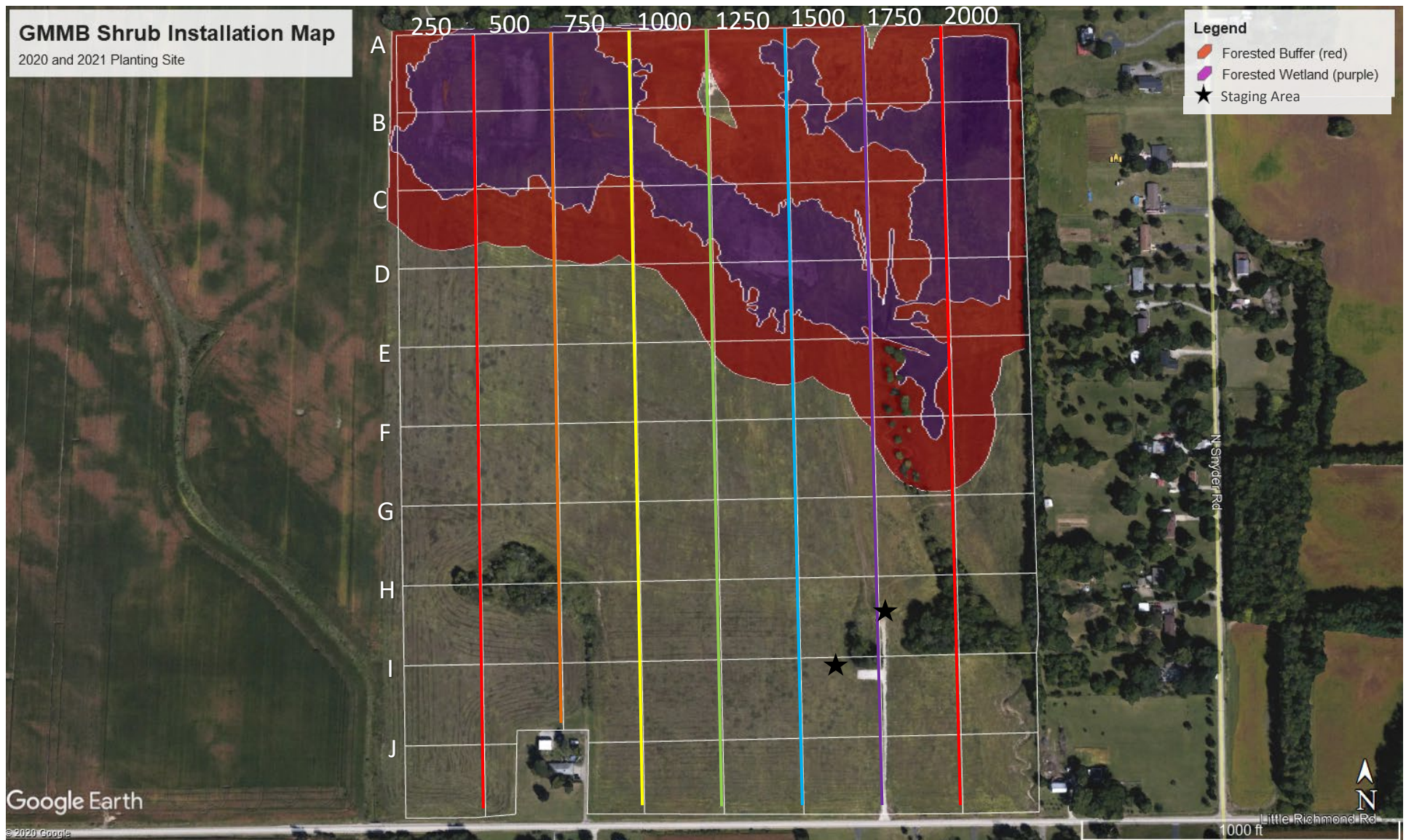
Forested Buffer Habitat (approximately 24 acres total)

1. In most areas, an auger may be used to pre-drill holes for shrub installation.
2. Half of the total acreage (approximately 12 acres) should receive shrubs. Designated planting quadrants will be identified after project award and will be discussed in detail at a pre-construction meeting to be held on site before work begins.
3. Plant species and quantities to be planted include:
 - a. Ninebark: 25 stems per acre (300 total)
 - b. Elderberry: 25 stems per acre (300 total)
 - c. Bladdernut: 65 stems per acre (780 total)

The following applies to all plant materials and planting logistics:

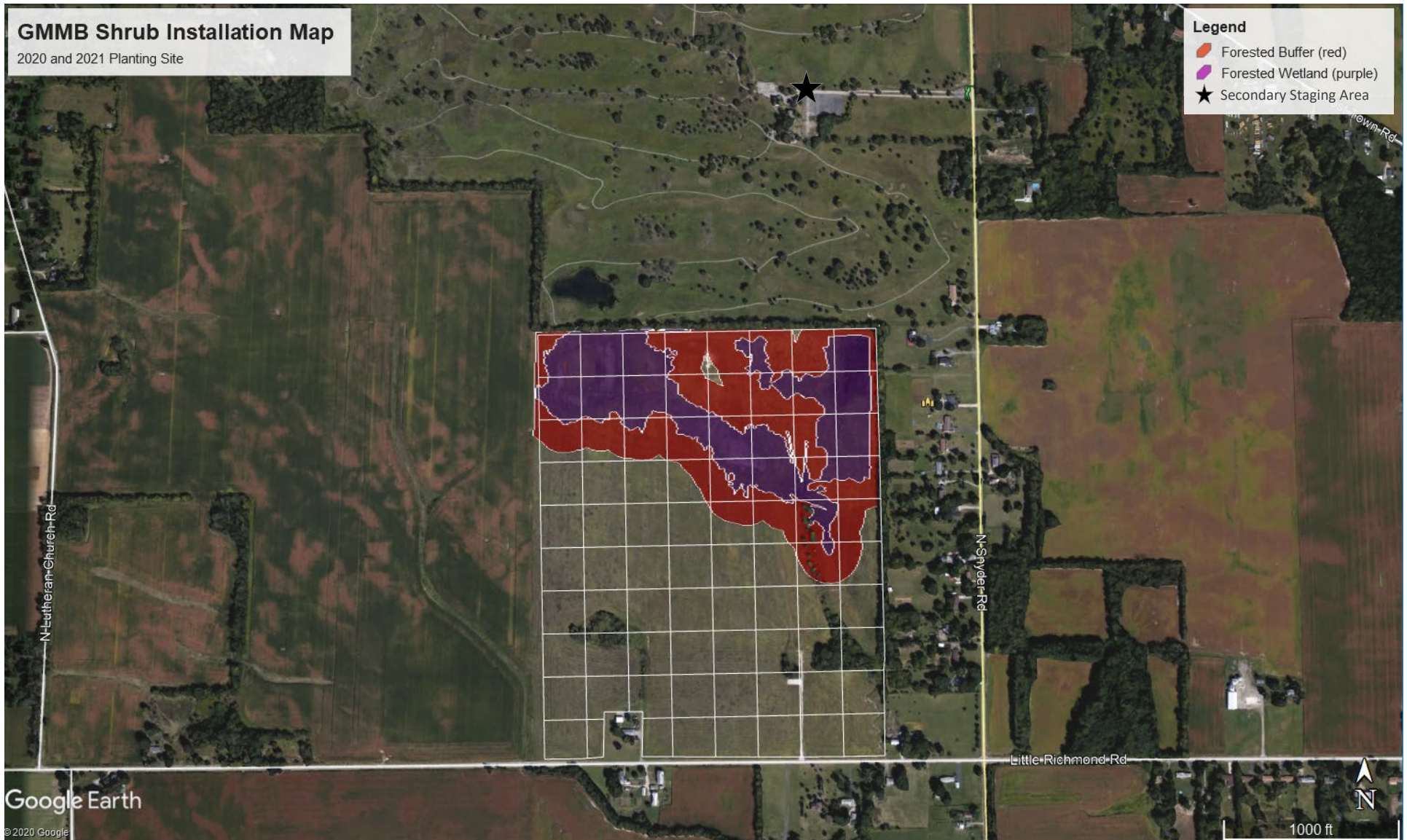
1. The shrubs shall be purchased by the Contractor in containers and should be no shorter than 18" in height.
2. The Contractor is responsible for storing the shrubs once they are received and until they are planted in a manner that provides them with shade and water, as needed.
3. The Contractor guarantees the shrubs shall be installed in the specified quantities per acre, to the best of their abilities.
4. The shrubs must be planted during optimal conditions, to avoid planting during drought or excessive rain events.
5. Planted shrubs must be marked with a fluorescent-colored pin flag in the field.
6. If equipment is utilized to assist in planting, great care must be taken to avoid existing native woody plants in the field. This should include the use of a "spotter" to assist the operator in navigating through the tallgrass vegetation.

Site Maps



GMMB Shrub Installation Map Details (detailed version)

- Entrance address is 8401 Little Richmond Road, Trotwood, OH 45426
- The letters running north to south indicate the letter that is on the corresponding signs in the field. For example, there is a red “A”, an orange “A”, a yellow “A”, a green “A”, etc. running east to west. South of that is a red “B”, an orange “B”, a yellow “B”, a green “B”, etc. running east to west.
- The number sequence running east to west is not marked in the field but is a system that can be used for planting logistics and coordination.
- Each square in the grid is approximately 1.5 acres.



- GMMB Shrub Installation Map Details (overview version)
- Entrance address is 2770 N. Snyder Road, Trotwood, OH 45426
- During dry weather conditions, the golf cart paths can be used to drive equipment and planting materials to the north side of the GMMB.