TOWN OF RICHMOND, VERMONT - SAMPLE ONLY

REQUEST FOR PROPOSALS (RFP)

INVASIVE PLANT MANAGEMENT SERVICES – PILOT PROJECT

The Town of Richmond Conservation Commission issues this Request for Proposals (RFP) to solicit qualified ecological restoration or invasive-species management professionals for a pilot project to remove harmful plants across town-owned sites totaling up to 5 acres.

1. PROJECT GOALS

- Reduce introduced harmful weeds and limit re-establishment.
- Protect and enhance native vegetation and wildlife habitat.
- Establish a long-term invasive species/introduced harmful weeds management approach with clear monitoring and follow-up recommendations.

2. SCOPE OF WORK

2.1 Site Assessment & Mapping

- Assess the extent of invasive plant/introduced harmful weeds on 1–2 designated sites (up to 5 acres).
- Produce a GIS-compatible map showing locations and percent cover of target species, access points, and sensitive habitat areas.
- Identify any required permits (e.g., herbicide use, wetlands).

2.2 Treatment Planning

- Provide a concise written plan outlining recommended control methods (mechanical, chemical, cut-stem, foliar, digging, smothering, etc.).
- Include seasonal timing of treatments, required equipment, staffing, and estimated work hours.
- Incorporate best-management practices to reduce soil disturbance and protect non-target species.
- Provide cost estimates for initial and optional follow-up treatments.

2.3 Invasive Plant Removal & Control

- Bindweed: targeted suppression.
- Barberry (Japanese/Common): mechanical removal or cut-stump treatment.
- Oriental Bittersweet: vine cutting and root-crown removal or selective herbicide.
- Japanese Knotweed: multi-year, staged treatment approach.
- Phragmites: wetland-safe foliar or cut-stem treatment (licensed applicators required).

- Bush Honeysuckles: mechanical or chemical treatment based on patch size.

2.4 Disposal & Site Restoration

- Dispose of invasive biomass safely (bagging, transport, drying, chipping as appropriate).
- Avoid spreading propagules along access routes.
- Stabilize disturbed areas using erosion-control measures.
- Recommend native species for replanting where beneficial.

2.5 Monitoring & Follow-Up

- Conduct at least one post-treatment site visit to assess success and regrowth.
- Provide recommendations for continued maintenance, multi-year knotweed/ phragmites management, and volunteer-appropriate follow-up tasks.

3. QUALIFICATIONS

- Experience managing invasive plant species in the Northeast.
- Licensed herbicide applicators (if herbicides are used).
- Proof of insurance and safety training.

4. DELIVERABLES

- Pre-treatment assessment and GIS map.
- Written treatment plan.
- Documentation of completed work (photos, maps, brief narrative).
- Post-treatment monitoring summary and recommendations.

5. PROPOSAL SUBMISSION REQUIREMENTS

- Work plan and proposed timeline.
- Cost estimate by treatment type and acreage.
- Staff certifications and relevant project experience.
- References for at least two similar projects.