

REQUEST FOR PROPOSALS (RFP)

INVASIVE PLANT MANAGEMENT SERVICES

Town of Richmond Conservation Commission

Issue Date: [Insert Date]

Proposal Deadline: [Insert Date and Time]

Project Location(s): [Insert Property Name(s) and Address(es)] **Estimated Project Area:** [Insert Acreage]

1. PROJECT OVERVIEW

The Town of Richmond Conservation Commission is seeking qualified proposals from ecological restoration firms, invasive species management professionals, or licensed contractors to manage invasive plant species on town-owned property. This project aims to control harmful introduced plants, protect native vegetation and wildlife habitat, and establish a foundation for long-term land management.

Project Site(s): [Brief description of site(s), including general habitat type (e.g., riparian corridor, forested area, meadow, wetland edge)]

Target Species: [List primary invasive species to be addressed, e.g., Japanese Knotweed, Phragmites, Oriental Bittersweet, Bush Honeysuckle, Japanese Barberry, Common Buckthorn, Garlic Mustard, etc.]

2. PROJECT GOALS

- Remove or significantly reduce target invasive plant species from designated areas
- Minimize disturbance to native vegetation and wildlife habitat
- Prevent spread of invasive propagules during treatment and removal
- Provide recommendations for long-term management and monitoring
- Support native plant recovery and ecosystem restoration where appropriate

3. SCOPE OF WORK

3.1 Site Assessment & Mapping

- Conduct a thorough assessment of **[insert acreage]** to document the extent and density of target invasive species
- Produce a GIS-compatible map (or detailed sketch map if GIS is unavailable) showing:
 - Location and approximate percent cover of each target species
 - Access points and recommended work routes
 - Sensitive areas (wetlands, rare plants, steep slopes, etc.)
- Identify any regulatory permits required (herbicide application, wetland work, etc.)

3.2 Treatment Plan Development

- Provide a written treatment plan specifying control methods for each target species, which may include:
 - Mechanical removal (digging, pulling, mowing, cutting)
 - Chemical treatment (cut-stem, foliar spray, basal bark, etc.)
 - Cultural controls (mulching, smothering, tarping)
- Include seasonal timing recommendations for optimal effectiveness
- Describe equipment, materials, and staffing needs
- Estimate work hours and duration for initial treatment
- Incorporate best management practices to:
 - Minimize soil disturbance and erosion
 - Protect non-target native species
 - Prevent spread of seeds, roots, or plant fragments
- Provide separate cost estimates for:
 - Initial treatment
 - Follow-up treatments (as applicable for multi-year species like Japanese Knotweed)

3.3 Invasive Plant Control & Removal

Implement approved treatment methods for **[target species]**, which may include but are not limited to:

[Insert species-specific treatment expectations, e.g.:]

Japanese Knotweed: Multi-year staged treatment approach using approved herbicide applications or other proven methods

Phragmites: Wetland-safe foliar or cut-stem treatment by licensed applicators

Asiatic Bittersweet: Vine cutting and root crown removal or selective herbicide application

Bush Honeysuckles: Mechanical removal or cut-stump herbicide treatment depending on patch size

Japanese/Common Barberry: Mechanical removal or cut-stump treatment with appropriate disposal

3.4 Biomass Disposal & Site Stabilization

- Dispose of invasive plant material safely to prevent re-sprouting or spread (bagging, on-site drying, chipping, or transport to approved disposal facility)
- Clean equipment between sites to prevent propagule spread
- Stabilize disturbed soil using appropriate erosion control measures (mulch, erosion control blankets, seeding, etc.)
- Where appropriate, provide recommendations for native species replanting to accelerate recovery

3.5 Monitoring & Follow-Up Recommendations

- Conduct at least one post-treatment site visit **[Insert timeframe, e.g., within 6-8 weeks or the following growing season]** to assess treatment effectiveness and document regrowth
- Provide a monitoring summary with photos documenting results
- Include recommendations for:
 - Continued maintenance and follow-up treatment schedules
 - Multi-year management strategies for persistent species
 - Volunteer-appropriate maintenance tasks
 - Native plant establishment opportunities

4. CONTRACTOR QUALIFICATIONS

Qualified respondents should demonstrate:

- Experience managing invasive plant species in Vermont or the Northeast region
- Valid Vermont pesticide applicator license (if herbicides will be used)
- Proof of general liability insurance (minimum **[Insert amount, e.g., \$1,000,000]** coverage)
- Safety training and protocols for field crews
- Knowledge of best management practices for invasive species control
- Familiarity with state and local regulations regarding herbicide use, wetland protection, and invasive species management

5. DELIVERABLES

Successful contractors will provide:

1. **Pre-Treatment Assessment Report** including site map and species inventory
2. **Written Treatment Plan** with methods, timeline, and cost breakdown
3. **Work Documentation** including:
 - a. Photos (before, during, and after treatment)
 - b. Updated maps showing treated areas
 - c. Brief narrative of work completed and any challenges encountered
4. **Post-Treatment Monitoring Report** with success assessment and recommendations for ongoing management

6. PROPOSAL REQUIREMENTS

Interested contractors should submit proposals including:

1. Company/Individual Information

- a. Contact information
- b. Business structure and years in operation
- c. Brief company overview or professional background

2. Qualifications & Experience

- a. Relevant certifications and licenses (especially pesticide applicator licenses)
- b. Experience with invasive species management in similar settings
- c. Examples of similar projects completed in the past 3-5 years

3. Proposed Work Plan

- a. Preliminary approach to the project based on information provided
- b. Proposed timeline from site assessment through final monitoring
- c. Treatment methods anticipated for each target species

4. Cost Proposal

- a. Detailed cost breakdown by task (assessment, treatment, monitoring, etc.)
- b. Unit costs where applicable (e.g., per acre, per treatment type)
- c. Any separate costs for optional follow-up treatments
- d. Payment schedule preferences

5. Insurance & Safety

- a. Certificate of insurance
- b. Safety protocols and training

6. References

- a. At least three references from similar invasive species management projects
- b. Include contact name, organization, phone number, and email

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and demonstrated success with similar projects
- Qualifications, certifications, and technical approach
- Cost competitiveness and clarity of pricing structure
- Quality of references and past client satisfaction
- Proposed timeline and availability

The Town reserves the right to request interviews with finalists and to negotiate terms with the selected contractor.

8. SUBMISSION INSTRUCTIONS

Deadline: Proposals must be received by **[Insert Date and Time]**

Submission Method:

Email proposals to: **[Insert Email Address]**

Subject Line: "Invasive Plant Management RFP - **[Project Name]**"

or

Mail proposals to: **[Insert Mailing Address]**

Questions: All questions regarding this RFP should be submitted in writing to **[Insert Contact Email]** by **[Insert Date]**. Answers will be shared with all prospective bidders.

9. ADDITIONAL TERMS & CONDITIONS

- The Town of Richmond reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most favorable to the Town's interests
- The selected contractor will be required to obtain all necessary permits before commencing work
- Work must comply with all applicable local, state, and federal regulations
- The Town may request a site visit with finalists prior to final selection
- Award of contract is subject to availability of funding
- All materials submitted become property of the Town of Richmond

For questions or additional information, please contact:

[Insert Name]

[Insert Title]

Town of Richmond Conservation Commission **[Insert Phone Number]**

[Insert Email Address]

DRAFT