



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477

**Town of Richmond – Request for Proposals**

Issue Date: **[INSERT DATE]**

Proposal Deadline: **[INSERT TIME]** on **[INSERT DATE]**

Project Name: **[Invasive Plant Species Management]**

**Description of Project**

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 Honeysuckles, Japanese Barberry, Common Buckthorn, Garlic Mustard, etc.)

**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

**Scope of Work:**

**Site Assessment & Mapping**

- Conduct a thorough assessment of the location 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.)

**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

### **Invasive Plant Control & Removal**

Implement approved treatment methods for **[INSERT PLANT SPECIES]**, which may include but are not limited to: Asiatic Bittersweet, Bush Honeysuckles, Common Buckthorn, Field Bindweed, Garlic Mustard, Japanese Barberry, Japanese Knotweed, Phragmites, etc.

### **Designating a Non-Treatment Area (if desired)**

Consider designating a ‘non-treatment’ area to compare with the treated area(s). This is beneficial for educational purposes and should exhibit the effectiveness of the treatment. Ensure that the non-treated area will not serve as a point for further spreading of invasive plants.

### **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

### **Monitoring & Follow-Up Recommendations**

- Conduct at least one post-treatment site visit **[Insert timeframe, e.g., within x weeks or the following spring]** 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

### **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)
- Current and valid contractor's license(s) in the classification(s) required by law to perform the work (if applicable)
- Proof of insurance as detailed below
- 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

## **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

## **Proposal Requirements:**

Interested contractors should submit proposals including:

### **Company/Individual Information**

- Contact information
- Business structure and years in operation
- Brief company overview or professional background

### **Qualifications & Experience**

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

### **Proposed Work Plan**

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

### **Cost Proposal**

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

### **Insurance & Safety**

- Certificate of insurance demonstrating coverage requirements
- Safety protocols and training documentation

### **References**

- At least three references from similar invasive species management projects

- Include contact name, organization, phone number, and email

#### **Subcontractors**

- Identification of any subcontractors to be utilized in completion of this contract
- List subcontractor name and specialty

#### **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.

#### **Site Visits and Questions:**

Site Visits: Site visits can be arranged by contacting **[INSERT CONTACT NAME]** at **[INSERT PHONE NUMBER]** or **[INSERT EMAIL]**.

**[OPTIONAL: Set site visit times may be scheduled for [INSERT DATE/TIME]]**

Questions: All questions regarding this RFP should be submitted in writing to **[INSERT EMAIL]** by **[INSERT DATE]**. Answers will be shared with all prospective bidders.

#### **Information for Contractors Proposal Submission.**

Contractors are required to submit a sealed and signed copy of their bid. There must be three copies of the bid. Electronic copies will not be accepted prior to the deadline but shall be submitted after bids are open.

The bid, whether mailed or hand delivered, must arrive at the TOWN no later than **time** **DATE**. Sealed Bids must be addressed to the **Contact Name** and labeled as **“Response to PROJECT NAME RFP”**.

#### **Mailing Address**

Town of Richmond  
P.O. Box 285  
Richmond, VT 05477

#### **Physical Address for Delivery**

203 Bridge St.  
Richmond, VT 05477

Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

**Proposals will be opened and read aloud at time on DATE in the Town Center Meeting Room and via Zoom.**

TOWN OF RICHMOND  
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203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477

**Join Zoom Meeting: FILL IN LINK**  
**Meeting ID: FILL IN MEETING ID**  
**Passcode: FILL IN PASSCODE**

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent.
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

#### **Examination of Contract Documents and Project Site**

Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Documents and the examination of Project site prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimates.

**License****MAY NOT BE RELEVANT TO CERTAIN WORK**

The successful bidder and any subcontractor(s) must possess a current and valid contractor's license(s) in the classification(s) required by law to perform the work.

**Insurance Requirements**

No later than ten days following issuance of the notice of award, Contractor is required to procure and provide proof of the insurance coverage required in the form of certificates and endorsements. The required insurance must cover the activities of Contractor and its Subcontractors relating to or arising from the performance of the Work, and must remain in full force and effect at all times during the period covered by the Contract until the date of recordation of the notice of completion. The coverages may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or "umbrella" policies, provided each such policy complies with the requirements set forth herein. (Please refer to Insurance requirements attached)

**Award Procedure**

The bid will be awarded subject to availability of funds. The Town of **Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.**

**Stop Work:**

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish or perform the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

**Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about **DATE** and to end prior to **DATE**. Amendments extending the period of performance, if any, shall be at the sole discretion of the TOWN.

**INDEMNIFICATION**

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney's fees, liens, and judgments of every nature, and description brought or recovered against them by reasons

of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

## INSURANCE

**Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect.** Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement all of the following:

**General Liability.** Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products- completed operations liability (if applicable).

Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury

and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

**Automobile Liability.** Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

**Workers' Compensation.** Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

## **WARRANTY AND BOND**

**MAY NOT BE RELEVANT TO WORK BEING PERFORMED**

Contractor warrants all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality. The warranty

must be secured either by Contractor's performance bond or such other security as is acceptable to Municipality.

# RICHMOND **FILL IN PROJECT NAME HERE** BID FORM

**THIS MAY BE MODIFIED TO FIT PROJECT BEING BID ON**

**Submit this page along with supporting documents as your complete bid proposal**

## PROJECT NAME

Description:

Lump Sum \$:

**The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.**

## **Identification of sub-contractors**

The following sub-contractors will be utilized in the completion of this contract:

**Bid submitted by:**

**By submittal by:**  
**Contractor:**

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Address:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contractor Authorized Agent Signature: \_\_\_\_\_  
Printed Name and Title: \_\_\_\_\_  
Date bid Signed: \_\_\_\_\_

DRAFT