



**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 Assessment, Treatment Planning, and Treatment Services for Volunteers Green and Overrocker Park

**Description of Project**

The Town of Richmond is seeking proposals from qualified invasive species management professionals, ecological restoration firms, or licensed contractors to assess invasive plant conditions at Volunteers Green and Overrocker Park, prepare site mapping and a written treatment plan, and implement the approved treatment work.

This multi-year project aims to control harmful introduced plants, protect native vegetation and wildlife habitat, and establish a foundation for long-term land management. Respondents are expected to submit proposals reflecting a multi-year management approach, typically three to five years. While contracts will be issued on an annual basis subject to Town approval and funding availability, the Town is seeking proposals that articulate a realistic long-term management vision for both sites.

**Project Sites**

The site at Volunteers Green is a mostly wooded, four-acre plot of former Silver Maple – Ostrich Fern Forest and adjacent to the town green. Overrocker Park is a thirty five-acre parcel of Silver Maple – Ostrich Fern Forest and entirely wooded. These are Town-owned public sites located along the Winooski River and include riparian and floodplain conditions. Respondents should anticipate sensitive environmental conditions, the need to minimize disturbance, and the importance of maintaining safe and appropriate conditions for public use.

**Project Goals**

- Remove or significantly reduce invasive plant presence within priority treatment areas identified through site assessment.

- Minimize disturbance to native vegetation, wildlife habitat, and other sensitive site features.
- Prevent the spread of invasive plant material during treatment and disposal.
- Support a clear, site-informed treatment approach, including justification for any proposed herbicide use.
- Provide recommendations for future management, monitoring, and follow-up treatment.
- Identify opportunities for volunteer participation in ongoing invasive plant management, monitoring, and native plant recovery efforts.
- Support native plant recovery and ecosystem restoration where appropriate.

## **Target Species**

Target Species may include, but are not limited to:

- Japanese Knotweed
- Phragmites
- Oriental Bittersweet
- Bush Honeysuckles
- Japanese Barberry
- Common Buckthorn
- Garlic Mustard
- Field Bindweed
- Other invasive species identified during site assessment

## **Scope of Work**

The selected contractor shall provide invasive plant management services for Volunteers Green and Overocker Park. The work shall include site assessment, mapping, preparation of a written treatment plan, implementation of approved treatment work, and post-treatment documentation.

### **1. Site Assessment and Mapping**

The contractor shall:

- Conduct a field assessment of invasive plant conditions at both sites;
- Identify and prioritize treatment areas recommended for work under this contract;

- Produce a GIS-compatible map, or other detailed map, showing:
  - invasive plant infestations and priority treatment areas;
  - access points and recommended work routes; and
  - sensitive areas and site constraints relevant to treatment planning.
- Identify any permits, licenses, approvals, or regulatory requirements that may apply to the proposed work.

## **2. Written Treatment Plan**

Following completion of the site assessment, the contractor shall prepare a written treatment plan for review and approval. The written treatment plan shall:

- Identify priority treatment areas;
- Describe the proposed treatment approach for each priority treatment area;
- Explain the rationale for the recommended treatment methods;
- Describe seasonal timing and sequencing, if relevant;
- Identify equipment, materials, and staffing;
- Provide time frame and estimated work hours
- Describe measures to minimize erosion, soil disturbance, spread of invasive plant material, and impacts to non-target vegetation; and
- Provide implementation pricing consistent with the proposal.

## **3. Herbicide Use Information**

Because both project sites are located along the river and include sensitive public and ecological resources, the Town requires respondents to address herbicide use both in the proposal and, if applicable, in the written treatment plan.

If the respondent anticipates that herbicide use may be part of invasive plant management at one or both sites, the proposal shall describe the respondent's general approach to herbicide use in similar riparian or public park settings. This shall include:

- The circumstances in which herbicide use is typically recommended;
- The herbicides typically used, methods, and application rates;
- The standards, best management practices, stewardship frameworks, or other evidence-based guidance relied upon;
- Measures used to protect water resources, non-target vegetation, and public use areas; and
- The qualifications or licenses held by personnel performing herbicide application.

If herbicide use is proposed after the site assessment, the written treatment plan shall identify where herbicide use is recommended, explain the basis for that recommendation, describe the proposed herbicide application method and rates, and identify the measures that will be used to minimize impacts to water resources, non-target vegetation, and public use areas.

#### **4. Public Communication and Site Notification**

Because Volunteers Green and Overocker Park are active public spaces, the contractor shall coordinate with the Town on public communication related to treatment activities. This shall include:

- Providing advance notice to the Town of planned treatment dates and methods to allow for public notification;
- Installing temporary signage at site access points during treatment activities, particularly when herbicides are in use, identifying the nature of the work, the contractor, and a contact for questions; and
- Removing all signage promptly upon completion of treatment activities.

Signage content and format shall be subject to Town approval prior to installation.

#### **5. Implementation of Approved Treatment Work**

Following the Town's review and approval of the written treatment plan, the contractor shall implement the approved treatment work under the contract. The approved treatment work shall include all labor, equipment, supervision, and materials necessary to carry out the approved treatment approach.

#### **6. Biomass Disposal and Site Protection**

The contractor shall:

- Handle and dispose of invasive plant material in a manner that minimizes re-sprouting or spread;
- Clean equipment as needed to prevent spread between treatment areas or sites; and
- Use appropriate site protection and stabilization measures where disturbance occurs.

#### **7. Post-Treatment Update**

Following implementation of approved treatment work, the contractor shall conduct at least one post-treatment site visit, at a time appropriate to assess treatment effectiveness and document any regrowth. The contractor shall provide a written post-treatment update that includes:

- Work completed;
- Treatment areas addressed;
- Treatment methods used;
- Results observed, including treatment effectiveness and any regrowth;
- Photographic documentation;
- Any challenges encountered; and
- Recommended next steps for treatment, monitoring, and maintenance, including follow-up schedules, strategies for persistent infestations, volunteer-appropriate tasks, and native plant recovery or establishment opportunities.

## **8. Volunteer Integration Recommendations**

Where appropriate, the contractor shall identify tasks suitable for trained volunteers as part of the post-treatment update and any future follow-up recommendations. This may include early detection and monitoring activities, hand-pulling of targeted species during appropriate seasonal windows, and participation in native plant establishment efforts. Recommendations should account for volunteer safety, the need for oversight, and the skill level required for each task.

## **9. Future Follow-Up Services**

Proposals shall include pricing for future follow-up services. Proposals shall also describe the respondent's approach to future follow-up services, which may include:

- Updated site assessment;
- Revisions to the written treatment plan;
- Additional treatment work;
- Annual progress reporting; and
- Recommendations for subsequent years of management.

If follow-up services are contracted, the contractor shall provide an annual written update summarizing the work performed, results observed, progress made, and any recommended revisions to the treatment approach for future years.

## **10. Final Management Summary**

At the conclusion of the contracted treatment period, the contractor shall provide a final management summary describing:

- The work completed over the course of the contract;
- The level of invasive plant control achieved;

- Remaining management concerns;
- Recommended maintenance actions needed to preserve gains already made; and
- Recommended next steps for continued invasive plant management after the contract ends.

## **Project Term and Contract Structure**

This project will be structured in two phases. The site assessment, mapping, and written treatment plan (Scope of Work Items 1 and 2) will be contracted at a fixed price. Implementation of approved treatment work will be priced in the proposal but finalized following the Town's review and approval of the written treatment plan. The Town reserves the right to adjust the scope of implementation work based on the findings and priorities identified in the approved treatment plan. Proposals should reflect this structure by providing separate, clearly identified pricing for each phase, with year-one scope and costs clearly distinguished from subsequent years.

Contracts resulting from this RFP will be issued on an annual basis. Continuation in subsequent years will be subject to Town review, satisfactory contractor performance, and availability of funds.

The Town anticipates that early years of the contract will focus on assessment, treatment planning, and initial treatment implementation, while later years will shift toward follow-up treatment, monitoring, and native plant recovery. Respondents should describe how their proposed approach reflects this progression.

## **Deliverables**

The selected contractor shall provide the following deliverables:

- A written summary of site conditions and a GIS-compatible map, or other detailed map, showing invasive plant infestations, priority treatment areas, access points, recommended work routes, and relevant site constraints.
- A written treatment plan for review and approval.
- Pricing for implementation of approved treatment work, consistent with the proposal and written treatment plan.
- A written post-treatment update following implementation of approved treatment work.
- Pricing and proposed approach for future-year follow-up services.

- An annual written update summarizing work performed, results observed, progress made, and any recommended revisions to the treatment approach for future years.
- A final management summary at the conclusion of the contracted treatment period.

## **Contractor Qualifications**

Qualified respondents should demonstrate:

- Experience managing invasive plant species in Vermont or the Northeast region;
- Valid Vermont commercial pesticide applicator license, if herbicides will be used;
- Current and valid contractor license(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; and
- Familiarity with state and local requirements related to herbicide use, wetland protection, and invasive species management.

## **Proposal Requirements**

Interested contractors should submit proposals including:

### **Company/Individual Information**

- Contact information
- Brief company overview or professional background

### **Qualifications & Experience**

- Relevant certifications and licenses, including commercial pesticide applicator licenses if applicable;
- Experience with invasive species management in similar settings; and
- Examples of similar projects completed in the past three to five years.

### **Proposed Work Plan**

- Preliminary approach to site assessment, mapping, treatment planning, and implementation;
- Proposed timeline from site assessment through post-treatment update;
- Approach to identifying and prioritizing treatment areas after site assessment; and
- General herbicide use approach, if herbicide use may be recommended.
- Approach to identifying and communicating volunteer-appropriate tasks for ongoing management and monitoring.
- Approach to public communication and site notification during treatment activities, including herbicide application (if applicable).

### **Cost Proposal**

- Multi-year cost projection, with year-one costs clearly separated from projected costs for subsequent years
- Explanation of how costs are expected to change over the management period (e.g., reduced treatment intensity as invasive populations are controlled)
- 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; and
- Safety protocols and training documentation.

### **References**

- References from similar invasive species management projects, including contact name, organization, phone number, and email.

### **Subcontractors**

- Identification of any subcontractors to be used in completion of the contract, including subcontractor name and specialty.

### **Evaluation Criteria**

Proposals will be evaluated based on:

- Qualifications and relevant experience;

- Technical approach to site assessment, mapping, treatment planning, and implementation;
- Herbicide use approach, if herbicide use may be recommended;
- Cost proposal and pricing structure;
- References and past client satisfaction;
- Proposed timeline and availability; and
- Consideration of a multi-year management approach, including how the respondent expects site conditions to change over time.

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

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### **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  
RICHMOND TOWN CENTER  
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 at 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

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**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:

Sub-contractor	Specialty
_____	_____
_____	_____

**Bid submitted by:**

Contractor:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Authorized Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date bid Signed: \_\_\_\_\_

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