

REQUEST FOR PROPOSALS

Invasive Plant Removal and Management Services

**Upton Hill Regional Park
6060 Wilson Boulevard
Arlington VA 22205**



**5400 Ox Road
Fairfax Station, Virginia 22039**

September 27th, 2021

NOTICE

REQUEST FOR PROPOSALS



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6060 Wilson Boulevard
Arlington VA 22205**

September 27th, 2021

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for Invasive Plant Removal and Management Services at Upton Hill Regional Park located in Arlington Virginia.
- Sealed proposals for services can be mail to NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station VA 22039 and must be received no later than 2:00 pm EST, Friday, October 15th, 2021. Proposals must be clearly marked “RFP – Invasive Plant Management - Upton Hill.” Proposals may also be e-mailed to cpauley@nvrpa.org by the same date and time listed above.
- Any questions about the request for proposals must be submitted in writing by e-mail to Director of Park Operations, Chris Pauley, at cpauley@nvrpa.org. All questions must be submitted no later than October 7th, 2021.

Proposal Timeline

RFP Release	September 27 th , 2021
Proposals Due	October 15 th , 2021
Selection of top proposal	End of October 2021
Agreement Finalized	Early November
Work to Begin	November/December 2021

Introduction and Background

NOVA Parks (Northern Virginia Regional Park Authority) is both a leader in conservation and one of the most innovative park agencies in the nation. An independent governmental organization with 33 parks, and more than 12,200 acres in the suburbs of Northern Virginia, NOVA Parks operates public parks in Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church, and the City of Fairfax.

Summary and Scope of Project

NOVA Park invites proposals from qualified individuals or organizations to provide services to remove select invasive plants and noxious weed species from predetermined sections of Upton Hill Regional Park. Upton Hill Regional Park, located in Arlington Virginia, is 27 acres in size and consists of forested areas and a number of public park amenities including a waterpark, trail system, miniature golf, batting cage and the recently opened Climb Upton Ropes Course. The property is bordered by residential properties and Wilson Boulevard. Of the park's 27 acres approximately 19 acres is wooded and the focus of this long-term invasive removal and management project.

For the purposes of this project the 19 wooded acres has been broken into (5) sections based on priority. NOVA Parks management strategy is focused on dealing with the highest threats to biodiversity, new plantings, and mature tree populations. The sections are described below and listed in order of priority.

- Section (1) – Consists of some open meadow that contains a variety of invasive plants and trees including but not limited to: five leaf akebia, Chinese wisteria, Kudzu, English Ivy, Mile a Minute, Paulownia, and porcelain berry. These species are threatening mature trees and newly planted native hardwoods and shrubs.
- Sections (2-4) – Mostly forested, invasive species include: English ivy, Chinese wisteria, bush honeysuckle, white mulberry, multiflora rose, Japanese stilt grass, porcelain berry, mile a minute, oriental bittersweet, winged burning bush, Japanese holly, linden viburnum, tree of heaven, crab apple and wine raspberry.
- Section (5) – Partially forested with a number of park structures and amenities such a walking trails, a playground, restroom facilities and some open space, species include: English ivy, bush honeysuckle, white mulberry, multiflora rose, Japanese stiltgrass, porcelain berry, crab apple, oriental bittersweet, Japanese holly, vinca minor and wine raspberry. This section is classified as the lowest priority due to the slightly less severity of invasive species and its separation from the higher acreage portion of the park.

<input type="checkbox"/>	Poly ID	Acres	Sq Feet	Sitesheet	Name	Color
<input type="checkbox"/>	49341	5.73073	249,631		Section 1	Red
<input type="checkbox"/>	49342	3.26036	142,021		Section 2	Blue
<input type="checkbox"/>	49343	3.02975	131,976		Section 3	Green
<input type="checkbox"/>	49344	2.97709	129,682		Section 4	Yellow
<input type="checkbox"/>	49345	4.73745	206,363		Section 5	Purple

Map of Upton Hill Regional Park

- Sections 2-4 are of similar varying densities and invasive species populations. Section 1 and 2 are separated by the start of the orange trail by N Long Fellow St that runs into a side trail that connects to the red trail which continues to separate sections 3 and 4, where the red trail turns west contractor will continue north to Wilson Blvd. Other arbitrary boundaries can be estimated by using landmarks. Section 4 begins roughly on the north side of the yellow trail continuing east to meet the red trail.



Outline of Management Plan

- Treatment of invasive species in the (5) sectioned areas of Upton Hill Regional Park will be phased to prioritize the areas of highest concern and to meet annual budget requirements. **For the purposes of this proposal the focus will be on sections 1-2 and include both mechanical and chemical treatments to be completed between the time of award through October of 2022.** Treatments will include Cut and Treat, Winter foliar treatments for Evergreens, and (2) growing season foliar treatments between May and October of 2022. If additional resources become available more sections can be added.
 - Contractor will cut all invasive vines, shrubs, and trees that are designated to be cut and then they are to be treated at the base using herbicides approved in advance by NOVA Parks.
 - Cutting and treating to be completed during the winter/dormant months.

- Cut brush may be left on site to decompose or to later be removed by NOVA Parks staff or volunteers. An alternate price can be provided for removal of all cut brush at the time the work is complete.
- All other invasive species are to be foliar treated using herbicides approved by NOVA Parks.
- Foliar treatments for evergreen invasive species such as English Ivy should be completed in the winter/dormant months to prevent non-target damage.
- Two foliar treatments should be completed for all other invasive species during the growing season, approximately between May and October of 2022.

In subsequent years invasive plant management will be planned and implemented annually with the initial treatments described above requiring the most labor and attention.

Additional Requirements

- All chemical applicators must be certified by the State of Virginia and must comply with all safety rules, regulations and all associated state and local codes.
- The selected contractor will be required to schedule all applications in advance with NOVA Parks.
- All herbicides must be approved in advance by NOVA Parks before application and the appropriate material safety data sheets (MSDS) provided to NOVA Parks for all chemicals used prior to application.
- The selected contractor is required to work with NOVA Parks staff to set safe work zones for both mechanical and chemical work being completed and meet all requirements for posting public notice of applications and limiting access as required to the general public.
- The selected contractor will not over apply chemicals to any areas.

Other Considerations and Information

- A component of this project will include some measure of public outreach and education about the overall project and its goals. This process will be led by NOVA Parks, but the selected contractor should be prepared to assist and will be expected to play a role in providing the technical expertise and knowledge when needed include presenting information to the general public.
- Over the last several years there has been significant focus and efforts by many outstanding park volunteers to remove invasive species within the park. This has included implementing a plan that was developed with the assistance of the Arlington Regional Master Naturalists. Volunteers have been working extensively to remove English Ivy from sensitive areas and off trees as well as cutting and clearing invasive shrubs and vines. Efforts to recognize, support and build on the great efforts of our park volunteers should be undertaken. These efforts should include working closely with volunteers to assist in plant identification while on working and treating on site.

General Proposal Information

As required by Virginia Public Procurement Act, Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals for the services outlined.

NOVA PARKS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF NOVA PARKS.

Questions about the RFP

Any questions about the RFP must be submitted in writing by e-mail to Chris Pauley, Director of Park Operations, at cpauley@nvrpa.org. All questions must be submitted no later than October 7th, 2021. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the above deadline may not be answered.

Selection and Award Process

Based on the results of the preliminary evaluation of the proposals received, the highest rated vendor(s) may be asked by NOVA Parks to make a virtual presentation to a selection committee.

NOVA Parks will select the top-rated proposal and then enter into negotiations, in an effort to arrive at a mutually acceptable agreement and contract. In the event the negotiations are successful, a contract will be offered in accordance with NOVA Parks contracting procedures.

The award of contract may be made to the responsible vendor whose proposal is most advantageous to NOVA Parks, taking into account the minimum requirements and the evaluation criteria for the proposals. The award of a contract will be made based upon criteria which does not just include price.

Evaluation Criteria

- Responding firm or individual's experience in completing work of a similar size and scope
- Specific qualifications of the primary staff who will manage, supervise, and provide services, including past experience on projects of similar size and scope
- Proposer's project management approach
- Responses of the client references
- Implementation Schedule
- Value of services provided for cost.

Proposal Submittal

- Name and address of firm submitting the proposal to include:
 - Main office address, when organized, main point of contact, email, and phone number.
- Company Background and Statement of Qualifications
 - Provide a statement of qualifications indicating ability to fulfill the scope of the RFP and understanding of NOVA Parks' requirements.
- A list of the key staff with resumes that provides their background and expertise that will work on this project and what role they will be playing.
- Proposed Approach, Work Plan and Implementation Schedule
 - Outline specific elements as requested in the RFP as well as any specific application and treatment plans unique to your proposal.
- Client References
 - List a minimum of (3) client references. Please include the organization's name, address, contact person, email address, phone number and a brief description of the project.
- Cost Proposal
 - The proposer must submit a price quote fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fees. The following information should be submitted as part of the price quote:
 - Price for each part of the treatment plan for sections 1 & 2 using the total acreage provided in this request. This should include:
 - The initial Cut and Treat per acre cost to include all labor, equipment and materials and estimated time required to complete the work.
 - The 1st Foliar Treatment per acre cost to include all labor, equipment and materials and estimated time required to complete the work.
 - The 2nd Foliar Treatment per acre cost to include all labor, equipment and materials and estimated time required to complete the work.
 - Winter Treatment for Evergreens per acre cost to include all labor, equipment and materials and estimated time required to complete the work.
 - Provide separate estimated material cost estimates by unit price per acre, including the name of the chemical being proposed.
- Other Requirements
 - List any requirements outside of the normal scope of work that will be required by the offeror or NOVA Parks.

Instructions to Offerors

- **AMENDMENT OF REQUEST FOR PROPOSALS:** The Offeror shall acknowledge receipt of a request for proposals amendment by signing and returning the document by the specified due date and time.
- **FAMILIARIZATION WITH SCOPE OF WORK:** Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations, and other factors affecting contract performance. The contractor shall be responsible for fully understanding the requirements of the subsequent Contract, and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

Preparation of Proposal

- The proposal shall be signed by a person authorized to submit an offer. An authorized signature shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
- NOVA Parks will not reimburse the cost of developing, presenting, submitting, or providing any response to this solicitation.
- Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

Proposal Format and Requirements

- An original and (2) copies of the proposal should be submitted along with the Form of Proposal if mailed.
- The sections of the submittal should be clearly identifiable and should include a minimum of the following sections:
 - Company Background and Statement of Qualifications
 - Proposed Approach, Work Plan, and Implementation Schedule
 - Client References
 - Form of Proposal & Cost Proposal

Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.

General Terms and Public Record

- All proposals submitted in response to this request for proposals shall become the property of NOVA Parks and shall become a matter of public record available for review subsequent to the award notification.

Confidential Information

- Any confidential information submitted should be marked as such. NOVA Parks is obligated to abide by all public information laws. If an Offeror believes that any portion of a proposal, offer, specification, or correspondence contains information that should be withheld, a statement advising of this fact should accompany the submission, and the information shall be so identified wherever it appears. NOVA Parks shall review all requests for confidentiality and may provide a written determination to designate specified documents "confidential" or the request may be denied. Price is not confidential and will not be withheld.
- If the confidential request is denied, such information shall be disclosed as public information, unless the offeror submits a formal written objection.

Certification

- By signature on the Offer or cover letter accompanying the submittal documents, Offeror certifies:
 - The submission of the offer did not involve collusion or other anti-competitive practices.
 - The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
 - The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
 - The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.

Where to Submit Proposals

- In order to be considered, the Offeror must complete and submit his/her proposal by mail to NOVA Parks Headquarters located at 5400 OX Road, Fairfax Station, Virginia 22039 no later than 2:00 pm Friday, October 15th, 2021, or by e-mail to cpauley@nvrpa.org at the same date and time listed above.

Late Proposal

- Late proposals will be rejected.

Withdrawal of Proposal

- At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by written letter or e-mail, from the Offeror or a designated representative. Verbal withdrawals shall not be considered.

Discussions

- NOVA Parks reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.

Proposal Results

- The name(s) of the successful contractor will be available upon request.

FORM OF PROPOSAL

(Please Complete and Return with Proposal)

Invasive Plant Removal and Management Services

Upton Hill Regional Park
6060 Wilson Boulevard
Arlington VA 22205

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items and services for which prices are quoted.

Company Name: _____

Address of Bidder: _____

Main Point of Contact: _____

Telephone: _____ E-mail: _____

Section 1

	Cost Per Acre	Total Acres	Total Cost	Estimated Hours
Initial Cut and Treat		5.73 acres		
1st Foliar Treatment		5.73 acres		
2nd Foliar Treatment		5.73 acres		
Winter Treatment for Evergreens		5.73 acres		

Estimated material cost by unit price per acre:

Chemical	Unit Cost per Acre	Total Estimated Cost

Section 2

	Cost Per Acre	Total Acres	Total Cost	Estimated Hours
Initial Cut and Treat		3.26 acres		
1st Foliar Treatment		3.26 acres		
2nd Foliar Treatment		3.26 acres		
Winter Treatment for Evergreens		3.26 acres		

Estimated material cost by unit price per acre:

Chemical	Unit Cost per Acre	Total Estimated Cost

Signature: _____ Date: _____

_____ (Print)

Please remit the following:

- Form of Proposal – (2) copies (if mailed)
- Materials about the products and services offered in the proposal (3) copies

To: Chris Pauley, Director of Park Operations
Northern Virginia Regional Park Authority
5400 Ox Road
Fairfax Station, Virginia 22039
(703) 352-5900