



**CITY OF EAST PROVIDENCE
CENTRAL POND WATER CHESTNUT TREATMENT
SPECIFICATIONS
REQUEST FOR PROPOSAL
RFP EP22/23-24
BID OPENING WEDNESDAY JUNE 28, 2023 AT 11:00AM**

I. INTRODUCTION

The City of East Providence is seeking a firm to implement a two year program of herbicide treatment for Central Pond. Invasive water chestnut is a significant issue around the region and in many local water bodies. The aquatic plant multiplies exponentially and forms dense, floating mats of vegetation that overtake surface water. The plant alters aquatic habitat by: reducing fish and wildlife foraging, spawning, and nesting areas; outcompeting native plants and jeopardizing biodiversity; and decreasing oxygen concentrations and water quality for fish. Additionally, the invasive ruins recreational fishing, makes boating nearly impossible, and further limits flood storage capacity in channelized urban areas, all of which can have economic consequences. This prolific invasive is currently known to be a problem in 19 different locations in Rhode Island and 16 waterbodies in Massachusetts, including Central Pond in East Providence.

Based on recommendations from NEIWPC and Rhode Island Department of Environmental Management (RIDEM), the City of East Providence will initiate implementation actions to control the growth of water chestnut in Central Pond. NEIWPC and RIDEM will continue to provide technical assistance to the City during the project. The focus of the project will involve a two-year program of herbicide treatments. Annually, the area to be treated will be identified based on an inspection of the pond and other pertinent considerations. The selected firm will apply for and annually obtain a permit from the Massachusetts Department of Agricultural Resources for an herbicide treatment designed with specifications from a licensed applicator/contractor. The firm will comply with regulatory requirements for notification and posting signage for the treatment. The firm shall also provide a follow-up survey to document effectiveness and provide information for future management, including eventually targeted (spot) treatments as needed.

II. FUNDING

Funding for this project is provided by a grant from NEIWPC. All aspects of the project that includes permitting fees, materials, travel and labor shall not exceed \$62,500.

III. SCOPE OF SERVICES

The selected consultant or consultant team will:

1. Attend a project kickoff meeting with City staff, NEIWPC and RIDEM.
2. Firm will apply for and annually obtain a permit from the Massachusetts Department of Agricultural Resources and Rhode Island Department of Environmental Management for an herbicide treatment designed with specifications from a licensed applicator/contractor.
3. Herbicide application by firm during summer 2023 and 2024.
4. A follow-up survey to document effectiveness and provide information for future management, including eventually targeted (spot) treatments as needed.

IV. TIMETABLE FOR COMPLETION

A timetable shall be included in the response to the RFP for each of the above-referenced items in the scope of work. All work must be completed by October 31, 2024.

V. SUBMISSION REQUIREMENTS

A. Insurance

The Consultant shall hold general liability and errors and omissions coverage of at least \$250,000 for itself and any of its employees. Proof of such insurance shall be provided by the consultant prior to entering a contract with the City.

B. Proposals

One original, two paper copies and one thumb drive preferably as a pdf document from all interested parties shall be submitted to East Providence City Hall, Controllers Office, Room 103, Attn: Ralph Mitchell Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY JUNE 28, 2023 at 11:00AM**. Responses to this RFP shall include the following information:

1. Name of Consultant.
2. Business address, including city, state, zip code, email and phone/fax number.
3. Indicate whether or not incorporated. If so, when?
4. If not incorporated, name of owner(s).
5. Have you ever defaulted on a contract? If so, where and why?
6. Description of the background and relevant experience of the firm to be responsible for the scope of work outlined above, along with any sub-consultants.
7. Description of the background and experience of the designated project manager and other personnel who will actually participate in the project.
8. A time schedule for completing individual tasks of the scope of work.
9. A budget which sets forth a total price for the scope of services and work products. Proposals shall include an estimate of the cost of each distinct task, and the basis for the estimate.
10. A minimum of three (3) references.

VI. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Planning Department and City staff. This is a Request for Proposal, not a Request for Bid. Responses will be evaluated on the basis of the relative merits of the proposal.

The following criteria will be used to evaluate the responses to this RFP.

1. Qualifications of the firm, especially in regards to the application herbicide treatment.
2. Qualifications of individuals to be assigned to the project, along with professional pertinent certifications and licenses for the application of herbicide treatments.

3. Demonstrated understanding of regulatory requirements for notification and posting signage for the treatment.
4. Ability to work effectively with municipal government.
5. Response of references.
6. Demonstrated ability to complete the project by October 31, 2024.

VII. GENERAL CONDITIONS

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate management services in the best interest of the City.
2. The Consultant will abide by all Federal, State and City regulations in the performance of the scope of work specified in this Request for Proposal.
3. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Firm.
4. The Consultant shall provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The City intends to make a decision on a contract for the requested consulting services within thirty (30) days of the bid deadline. The Consultant shall be prepared to begin work immediately upon the execution of a contract with the City.

Any questions regarding the RFP may be directed in writing to Patrick Hanner, Principal Planner at phanner@eastprovidenceri.gov and Ralph Mitchell, Procurement Specialist at rmitchell@eastprovidenceri.gov no later than **FRIDAY JUNE 16, 2023 AT 11:00AM.**

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell
rmitchell@eastprovidenceri.gov