



**CITY OF EAST PROVIDENCE
PLANNING DEPARTMENT
REQUEST FOR PROPOSALS
EP23/24-35**

**WATER CHESTNUT ABATEMENT FOR CENTRAL POND & TURNER RESERVOIR
BID OPENING WEDNESDAY, JULY 24, 2024 AT 11:00AM**

SPECIFICATIONS

I. INTRODUCTION

The City of East Providence is seeking a firm to implement a two year program of herbicide treatment for Central Pond and Turner Reservoir. Specifically, herbicide treatments to take place in August 2024 for Turner Reservoir and a herbicide treatment for Central Pond and Turner Reservoir in August 2025.

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.

East Providence has made significant gains over the last year with funding provided by NEIWPC and RIDEM for two treatments of herbicides in Central Pond, one that took place in August 2023 and a second treatment in June 2024. The overall goal is to reduce the population of water chestnut in Central Pond and the Turner Reservoir so it can be removed relatively easily each summer within a matter of days by physically removing it through organized volunteer events to maintain healthy, open water conditions.

The selected 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. 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 the Rhode Island Department of Environmental Management Narragansett Bay and Watershed Restoration Fund and City funds. All aspects of the project that includes permitting fees, materials, travel and labor shall not exceed \$75,000.

III. SCOPE OF SERVICES

The selected consultant or consultant team will:

1. Attend a project kickoff meeting with City staff.
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 August 2024 for Turner Reservoir and an herbicide treatment for Central Pond and Turner Reservoir in August 2025.
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 March 31, 2026.

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

Three paper copies and an electronic version preferably as a pdf document from all interested parties shall be submitted to the Procurement Specialist in the Finance Department, City Hall, 145 Taunton Avenue, East Providence, RI 02914, no later than 11AM on WEDNESDAY, JULY 24, 2024 AT 11:00AM. Responses to this RFP shall include the following information:

1. Name of Consultant.
2. Business address, including city, state, zip code 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 March 31, 2026.

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.

VIII. CITY CONTACTS

Any questions of a technical nature regarding this RFP must be submitted in writing by Thursday, July 18, 2024 at 4:00pm to :

Patrick Hanner, Principal Planner

East Providence City Hall

145 Taunton Avenue

East Providence, RI 02914

phanner@eastprovidenceri.gov

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey

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