

City of Portsmouth, New Hampshire
Department of Public Works
RFP #31-18

Request for Proposal
Organic Turf Management Services

INVITATION

The City of Portsmouth's Department of Public Works invites sealed proposals from qualified firms for organic turf management services. Firm must be licensed with the New Hampshire Division of Pesticide Control.

Sealed proposals, plainly marked, "RFP# 31-18: Turf Management Services" shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until 2:00 PM March 14, 2018.

The RFP is available on the City's website at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Questions may be directed to the Finance/Purchasing Department.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

I Introduction

The City of Portsmouth Public Works Department seeks a qualified and licensed contractor capable of meeting State of New Hampshire regulatory requirements to perform city- wide comprehensive organic turf management programs during Fiscal Year 2019 (July 1, 2018 to June 20, 2019). The selected contractor will perform turf management services using only organic, non-toxic products allowed under the U.S. Department of Agriculture's National Organic Program (7 C.F.R 205.601 and 602).

The General Requirements for the work to be performed are set forth in Section V below.

In order to assess budget impacts represented by an all organic approach to turf management, the City requests that contractors submit proposals to provide pricing for conventional, non-organic turf management as well, those alternative price proposal forms set forth at pages: 14-16. If the contractor only provides organic services please indicate as such on the alternative price proposal form in which case it can remain unpriced.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

II Submittal Requirements

Contractor shall submit three (3) copies of a proposal for services. **Proposals will be accepted until 2:00 PM March 14, 2018.**

The following items shall be included in the proposal.

1. Introductory Letter (not to exceed two pages) – Identify primary contact and provide a brief description of the contractor including size, areas of specialization and location of office(s). Contractor will identify any anticipated subcontractors. The City reserves the right to approve subcontractors for this service.
2. Experience – Describe in narrative form Contractor's experience administering and operating community- based organic turf management programs in municipalities, towns and/or private associations that are of sufficient size to demonstrate experience to perform the work required for this contract. Please include any applicable organic training or certification; i.e. NFOA.

3. References - Provide the name, title, locations, and phone number of persons who can substantiate the contractor's experience.
4. License Requirements - Identify whether contractor is licensed (Supervisory and Operational level) with the New Hampshire Division of Pesticide Control in any or all of the following categories: B (Right of Way); D (Aquatic); F1 (Pest Control); F2 (Mosquito and Black Fly); G1 (Ornamental), and G2 (Turf). Verify licensing status by submitting copies of licensing documents.
5. Price Proposal – Complete the applicable sections of the price proposal form which is included with this Request for Proposal.
6. Proposed Turf Management Products – Contractor shall provide the proposed product for turf management including MSDS sheet, dilution, application rate, and frequency of application.

III Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each contractor shall be evaluated based on the following criteria:

- Contractor's qualifications including experienced personnel, reputation for timeliness, sufficient equipment, and other resources for the work, licensing status as well as having the specific skill sets and abilities to perform the requirements of the work (for example contractors should be able to accurately identify ornamental pests and diseases; pavement weeds; aquatic plants; invasive plants, and noxious plants);
- Contractor's experience with turf management programs in communities, and specifically organic programs;
- 5+ years in business using Organic products;
- Contractor's licensure status and experience applying for and obtaining state permits;
- Ability to soil test;
- Price; and
- Responsiveness and completeness of the proposal.

Upon review of the proposals, and if necessary after conducting interviews, the City will enter into negotiations with the top-ranked firm or firms and attempt to reach a satisfactory contract and payment schedule. Final scope, term and budget will be negotiated. If the City is unsuccessful in reaching a satisfactory contract with a firm, it may terminate the negotiations without prejudice and commence negotiations with a lower-ranked firm capable of doing the work.

The contract will be for one fiscal year (FY 2019), commencing July 1, 2018 and ending June 30, 2019. Upon mutual agreement of both parties, the contract may be renewed in one fiscal year increments at the rates submitted in the proposal for a total period not to exceed four (4) fiscal years.

IV Reservation of Rights

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.

By submitting a proposal the contractor consents to the City undertaking such investigation as it deems necessary to investigate and verify contractor's qualifications, reputation and experience. Contractor may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

V Scope of Work General Requirements

- All treatments will be scheduled and notification made to the Public Works Director or his/her designee prior to the application of any products.

Municipal Turf Management Program

- Turf grass areas will be surveyed for pests and disease from July 1st to October 30th and from April 1st until June 30th of the contract year(s). Monthly reports of surveys shall be submitted to the Director of Public Works or designee no later than 15 days following the inspection.
- Turf management activities will include controlling grubs, surface insects, chinch bugs, crabgrass, nut sedge, annual bluegrass and broadleaf weeds at all sites, as necessary, between July 1st and June 30th of the contract year(s).
- A fall fertilizer will be applied annually during October. A spring fertilizer will be applied annually in April. Fertilizer applications will be completed at all designated sites. Application rates shall be based on soils samples taken prior to fertilization. Copies of fertilization reports including soils and application rates shall be submitted within 15 days of fertilizer application.
- Ornamental shrubs and trees at all designated sites will be surveyed for disease and pests between July 1st and June 30th of the contract year(s). Monthly reports of surveys shall be submitted to the Director of Public Works no later than 15 days following the inspection. Prior to applying control measures, Contractor shall notify the Director of Public Works or his/her designee of proposed action. Control applications will be completed as approved by the Director of Public Works or his/her designee.
- A turf grass growth regulator (growth retardant) combined with a broadleaf herbicide will be applied to the North Cemetery, Pleasant Cemetery, South Cemetery, Union Cemetery, Mechanic Street Cemetery and City Hall (slope) in September of the contract year(s).

VI Contractor Insurance Requirements

The Contractor shall purchase and maintain insurance of the limits and types specified below from an insurance company approved to do business in the state of New Hampshire. Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

A. Commercial General Liability:

Bodily injury or Property Damage - \$1,000,000/\$2,000,000
per occurrence/general aggregate

- Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

B. Automobile and Truck Liability:

Bodily Injury or Property Damage - \$1,000,000
Combined Single, Limit, per occurrence

Bodily injury and Property Damage Insurance covering the operation of all motor vehicles and equipment, whether or not owned by the contractor, being operated in connection with the prosecution of the work under this contract.
Coverage amounts may be met with umbrella/excess policies.

C. Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire

D. Commercial Herbicide and Pesticide endorsement or policy in the minimum amount of \$1,000,000.

ADDITIONAL INSURED

All liability policies shall include the City of Portsmouth as a named Additional Insured.

1. The contractor's insurance shall be primary in the event of a loss.

EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth at least (15) days prior to cancellation or non-renewal of such insurance coverage.

PRICE PROPOSAL**ATHLETIC FIELD SPECIFICATIONS AND PRICE BREAKDOWN****ORGANIC TURF APPLICATION AND MAINTENANCE**

LOCATIONS	LOCATIONS
	(sq. feet)
Athletic Fields - 11	
Alumni/Hopley	70,600
Central LL (Jr. High)	31,400
Clough (Clough Drive)	90,675
Hislop LL (Heights)	44,050
Lafayette (Lafayette/ South)	53,940
Leary (Rockland Street)	84,100
National LL (Plains)	41,400
Pease 1 (Turnpike)	27,064
Pease 2 (Rahn Field)	25,110
Sherburne (Sherburne Rd)	28,635
Maple Haven	55,775
Total square feet	552,749

Athletic Field Application (s)***Price******APRIL and May***

- | | |
|--|----------|
| 1. Aerate athletic fields; | \$ _____ |
| - All playing fields including sideline areas | |
| - Sidelines areas in between hash marks | |
| - Goal to goal area a second time | |
| 2. Fertilize athletic fields | \$ _____ |
| - Organic Based/Natural Fertilizer Application | |
| 12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft | |
| Natures Magic Rate: 3 oz/1000 sqft | |
| - Organic/Natural Crabgrass Control | |
| Pre-Emerg Rate: 32 oz/1000 sqft | |
| - Fiesta or Halo Weed Control Application | |
| Rate: 5 oz/1000 sqft | |
| 3. Slice-seed all fields one direction | \$ _____ |
| - With 75/25, A-34 blue ryegrass. | |
| - 80 lbs. per acre including seeding | |

PRICE PROPOSAL

4. Slice and seed in a second direction \$ _____
 In between hash marks and penalty areas
 (1 lb. per 1,000 sq. ft.)

JUNE 15 - JULY 1

1. Fertilize athletic fields \$ _____
 - Organic based/Natural Fertilizer Application
 12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
 Natures Magic Rate: 3 oz/1000 sqft
2. Broadleaf weed control (2-4d alternative). \$ _____
3. Crabgrass control \$ _____
 - using Acclaim 1ec .75 ozs/1000 sq.ft.
4. Fungi control applied \$ _____
 - Fungi should prevent and/or cure dollar spot,
 Brown patch and in extreme cases, Pythium.

JULY 1 – JULY 15

1. Grub worm prevention treatment (Acelepryn application) \$ _____
2. Slice and seed With 75/25, A-34 blue ryegrass. \$ _____
 - 80 lbs. per acre

SEPTEMBER

1. Aerate athletic fields; \$ _____
 - Goal areas,
 - Sidelines areas in between hash marks
 - Goal to goal area a second time
2. Organic based/Natural Fertilizer Application \$ _____
 12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
 Natures Magic Rate: 3 oz/1000 sqft
3. Slice and seed With 75/25, A-34 blue ryegrass. \$ _____
 - 200 lbs. per acre including seeding

PRICE PROPOSAL

4. Slice and seed to all goal areas \$ _____
- 1 lb. per 1,000 sq. ft.

NOVEMBER 15-20

1. Fertilize \$ _____
- Organic based/Natural Fertilizer Application
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
Natures Magic Rate: 3 oz/1000 sqft
2. Lime ground limestone/acre. \$ _____
- Lime calculation determined by testing

SPECIFICATIONS FOR MACHINERY:

1. Tractor-minimum 35 HP with PTO and turf tires.
2. Slice-seeder-Jacobsen 548 (or like) verti-cutting width no less than 5 feet.
3. Aerator - 6 foot length 3 point hitch and no less than 144, 3/4" tines.
4. Fertilizer spreader - Vicon 402 or like.
5. Spray unit - must be tractor or utility vehicle mounted (no automobile mounted spray rigs).
6. Verti-drain deep-tine aerator.

PRICE PROPOSAL
GREENERY SERVICE A SPECIFICATIONS AND PRICE BREAKDOWN
ORGANIC TURF APPLICATION AND MAINTENANCE

LOCATIONS	LOCATIONS
	(sq. feet)
Parks - 5	
Atkinson (Court Street)	2,675
Big Rock (Heights)	5,250
Goodwin (State Street)	42,375
Memorial (Downtown Bridge)	19,875
Prescott Park	238,771
Traffic Islands - 1	
Lafayette Gateway	88,973
Total square feet	397,919

Greenery Service A Application (s)***Price******APRIL and May***

1. Aerate fields; \$ _____
2. Fertilize grounds \$ _____
- Organic based/Natural Fertilizer Application
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
Natures Magic Rate: 3 oz/1000 sqft
 - Organic based/Natural Crabgrass Control
Pre-Emerg Rate: 32 oz/1000 sqft
 - Fiesta or Halo Weed Control Application
Rate: 5 oz/1000 sqft

JUNE 15 - JULY 1

1. Fertilize fields \$ _____
- Organic based/Natural Fertilizer Application
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
Natures Magic Rate: 3 oz/1000 sqft
2. Broadleaf weed control (2-4d alternative). \$ _____

PRICE PROPOSAL

3. Crabgrass control \$ _____
 - using Acclaim 1ec .75 ozs/1000 sq.ft.

4. Fungi control applied \$ _____
 - Fungi should prevent and/or cure dollar spot,
 Brown patch and in extreme cases, Pythium.

JULY 1 – JULY 15

1. Grub worm prevention treatment (Acelepryn application) \$ _____

SEPTEMBER

1. Aerate fields; \$ _____

2. Organic based/Natural Fertilizer Application \$ _____
 12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
 Natures Magic Rate: 3 oz/1000 sqft

NOVEMBER 15-20

1. Fertilize \$ _____
 - Organic based/Natural Fertilizer Application
 12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft
 Natures Magic Rate: 3 oz/1000 sqft

2. Lime ground limestone/acre. \$ _____
 - Lime calculation determined by testing

PRICE PROPOSAL
GREENERY SERVICE B SPECIFICATIONS AND PRICE BREAKDOWN
ORGANIC TURF APPLICATION AND MAINTENANCE

LOCATIONS	LOCATIONS
	(sq. feet)
Parks -	
Hanscom (Heights)	14,805
Haven	92,220
Langdon	68,600
Mahoney (Pleasant Street)	86,970
Pannaway	52,150
Powder House(Islington)	1,410
Rock Street	11,470
Ward	22,100
City Facilities - 11	
City Hall (Junkins Avenue)	104,014
Fire Station 2 (Lafayette Rd)	50,100
Fire Station 3 (Pease)	18,750
Downtown Parking Garage	3,410
Indoor Pool (High School)	29,955
Library	16,420
Outdoor Pool (Pierce Island)	17,100
Public Works	19,580
Spinnaker Point (Heights)	28,670
WWTP- Pierce Island	38,335
WWTP- Pease	69,970
Cemeteries - 4	
North	67,375
Pleasant	25,212
Union	21,250
Mechanic Street	18,523
Traffic Islands - 3	
Maple Haven/Lafayette	1,535
Marcy and South	1,625
Market Street Gateway	123,767
Total square feet	1,005,316

PRICE PROPOSAL

<i>Greenery Service B Application (s)</i>	<i>Price</i>
<i>APRIL and May</i>	
1. Fertilize grounds	\$ _____
- Organic based/Natural Fertilizer Application	
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft	
Natures Magic Rate: 3 oz/1000 sqft	
- Organic based/Natural Crabgrass Control	
Pre-Emerg Rate: 32 oz/1000 sqft	
- Fiesta or Halo weed control application	
Rate: 5 oz/1000 sqft	
<i>JUNE 15 - JULY 1</i>	
1. Fertilize fields	\$ _____
- Organic based/Natural Fertilizer Application	
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft	
Natures Magic Rate: 3 oz/1000 sqft	
<i>SEPTEMBER</i>	
1. Organic based/Natural Fertilizer Application	\$ _____
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft	
Natures Magic Rate: 3 oz/1000 sqft	
<i>NOVEMBER 15-20</i>	
1. Fertilize	\$ _____
- Organic based/Natural Fertilizer Application	
12-0-5 Liquid Rate: .70 lbs (N)/1000 sqft	
Natures Magic Rate: 3 oz/1000 sqft	

<u><i>Additional Price Specifications</i></u>	<u><i>Price</i></u>
1. Price escalation for additional year(s)	% _____/yr.
2. Technician time billing rates	\$ _____/hr.
3. Material cost above wholesale price (markup)	% _____

ALTERNATIVE PRICE PROPOSAL
CONVENTIONAL, NON-ORGANIC TURF MANAGEMENT PROGRAM

If contractor has conventional, non-organic field and turn maintenance ability please provide below an alternative price proposal for the work.

LOCATIONS	LOCATIONS
	(sq. feet)
Athletic Fields-10	
Alumni/Hopley	70,600
Central LL (Jr. High)	31,400
Clough (Clough Drive)	90,675
Hislop LL (Heights)	44,050
Lafayette (Lafayette/ South)	53,940
Leary (Rockland Street)	84,100
National LL (Plains)	41,400
Pease 1 (Turnpike)	27,064
Pease 2 (Rahn Field)	25,110
Sherburne (Sherburne Rd)	28,635
Maple Haven	55,775
Parks -13	
Atkinson (Court Street)	2,675
Big Rock (Heights)	5,250
Goodwin (State Street)	42,375
Hanscom (Heights)	14,805
Haven	92,220
Langdon	68,600
Mahoney (Pleasant Street)	86,970
Memorial (Downtown Bridge)	19,875
Pannaway	52,150
Powder House(Islington)	1,410
Prescott Park	238,771
Rock Street	11,470
Ward	22,100
City Facilities-11	
City Hall (Junkins Avenue)	104,014
Fire Station 2 (Lafayette Rd)	50,100
Fire Station 3 (Pease)	18,750
Downtown Parking Garage	3,410
Indoor Pool (High School)	29,955
Library	16,420

Outdoor Pool (Pierce Island)	17,100
Public Works	19,580
Spinnaker Point (Heights)	28,670
WWTP- Pierce Island	38,335
WWTP- Pease	69,970
Cemeteries	
North	67,375
Pleasant	25,212
Union	21,250
Mechanic Street	18,523
Traffic Islands	
Maple Haven/Lafayette	1,535
Marcy and South	1,625
Lafayette Gateway	88,973
Market Street Gateway	123767
Total square feet	1,934,734

**ALTERNATIVE PRICE PROPOSAL
CONVENTIONAL, NON-ORGANIC TURF MANAGEMENT CONTROL PROGRAM**

<u>Item</u>	<u>Price</u>
Tick Identification and Control:	\$ _____ /sq. ft.
Total in Writing: _____	
Residual Insecticide Treatments:	\$ _____ /sq. ft.
Total in Writing: _____	
Turf Grass Surveys:	\$ _____ /sq. ft.
Total in Writing: _____	
Turf Management:	\$ _____ /sq. ft.
Total in Writing: _____	
Spring Fertilizing:	\$ _____ /sq. ft.
Total in Writing: _____	
Fall Fertilizing:	\$ _____ /sq. ft.
Total in Writing: _____	
Ornamental Shrub & Tree Surveys:	\$ _____ /sq. ft.
Total in Writing: _____	
Turf Growth Retardant:	\$ _____ /sq. ft.
Total in Writing: _____	
 TOTAL	 \$ _____
Total in Writing: _____	

Please provide rate sheet for labor and equipment for work beyond scope

**PRICE PROPOSAL FORM
CITY OF PORTMSOUTH – DEPARTMENT OF PUBLIC WORKS
MUNICIPAL TURF MANAGEMENT PROGRAM**

The undersigned agrees that he/she on behalf of Proposer has read and understands the request for proposal documents.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Proposal.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

In order to follow the City’s sustainability practices, future bid invitations/specifications may be sent electronically. Please provide an email address as to where I could email future bid invitations/specifications of this type. Thank you in advance for your cooperation.