

City of Portsmouth, New Hampshire
Department of Public Works
RFP #47-09

Request for Proposal
Weed Control, Turf Management and Mosquito Control Services

INVITATION

Sealed proposals, plainly marked, “RFP# 47-09: Weed Control, Turf Management and Mosquito Control Services” shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. **Proposals will be accepted until March 23, 2009 at 3:00 p.m.**

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works invites sealed proposals from qualified firms for weed control, turf management and mosquito control services. Firm must be licensed with the New Hampshire Division of Pesticide Control.

The RFP is available on the City’s 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 under the project heading.

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 qualified and licensed contractor(s) capable of meeting State of New Hampshire regulatory requirements to complete city- wide comprehensive mosquito control, weed control and turf management programs during Fiscal Year 2009- 2010. Mosquito control, weed control and turf management programs have in previous years been performed by a single contractor capable of providing all services. Through this Request for Proposal process, the City will consider proposals from qualified firms for portions of the work.

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

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 March 23, 2009 at 3:00 p.m.**

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 shall succinctly describe whether the contractor is submitting a proposal for all portions of the work described in the General Requirements or just a portion. Contractor will identify any anticipated subcontractors.
2. Experience – Describe in narrative form Contractor's:
 - Experience, if any, administering and operating community- based mosquito control, weed control and turf management programs; and
 - Experience, if any, in completing wetland restoration/ maintenance projects associated with mosquito control. This includes grant applications, wetland permit applications, regulatory compliance, ecological monitoring and actual project implementation.
3. References - Provide the name, title, locations and phone number of persons who can substantiate the contractor's experiences.
4. License Requirements - Identify whether contractor is licensed (Supervisory and Operational level) with the New Hampshire Division of Pesticide Control in 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.

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 for turf management should be able to accurately identify turf grass pests and diseases; ornamental pests and diseases; pavement weeds; aquatic plants; invasive plants and noxious plants);
- Contractor’s experience with municipal mosquito control, weed control and/or turf management programs, including experience in applying for and obtaining state permits for mosquito control, aquatic weed control and right of way weed control for municipalities;
- Contractor’s experience completing wetland restoration/ maintenance projects associated with mosquito control including grant applications, wetland permit applications, regulatory compliance, ecological monitoring and actual project implementation;
- Price; and
- Responsiveness and completeness of the proposal.

Upon review of the proposals, and after conducting interviews, if so used, the City will enter into negotiations with the top-rated firm or firms and attempt to reach a satisfactory contract(s). 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-rated firm capable of doing the work.

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

Municipal Mosquito Control Program

- Contractor must apply for and obtain a 2009 “Special Permit” for mosquito control from the NH Division of Pesticide Control for the City of Portsmouth. This includes state mandated GIS mapping of the entire city depicting mosquito breeding areas.
- Completing a community- wide larviciding program including the Pease International Tradeport. This will include responding to resident requests for identifying mosquito breeding areas and applying controls.
- Completing a comprehensive catch basin larviciding program and continuing a four year catch basin surveillance program. Catch basin surveillance will be completed weekly from July 1, 2009 to October 15, 2009 and June 1, 2010 to June 30, 2010.
- Completing a street adulticiding program with truck- mounted ULV sprayers from July, 1 2009 through October 15, 2009 and June 1, 2010 until June 30, 2010.
- Completing residual insecticide treatments to fourteen city parks, thirteen city facilities and nine city recreational fields. Applications will be completed to all sites in August 2009 and in October 2009.
- Completing a comprehensive mosquito trapping and testing program for submission of mosquitoes for testing at the state health laboratory. Mosquito specimens will be submitted weekly from July 1, 2009 through October 15, 2009 and from June 1, 2010 until June 30, 2010.
- Contractor must complete microscopic species identification of mosquito larvae and adults associated with West Nile Virus and Eastern Equine Encephalitis.
- Contractor must microscopically identify species, survey and control tick populations at fourteen city parks, nine city recreational areas and thirteen city facilities. All sites must be surveyed and controlled, as necessary, between July 1, 2009 and December 1, 2009 and between April 1, 2010 and June 30, 2010.
- Contractor must partner with NH DRED (state agency) on submitting a wetland restoration application for a salt marsh restoration project at the Urban Forestry Center on Elwyn Road in Portsmouth, NH. The contractor will provide pre- restoration ecological monitoring of the site to satisfy wetland permit application requirements.

Municipal Right of Way Weed Control Program

- Apply for and obtain a Right of Way permit from the NH Division of Pesticide Control for completing a 2009- 2010 city- wide weed control program.
- Crack and crevice weed control will be completed on two hundred nine streets (sidewalks, curbing and walkways) and at twenty- two city facilities (building perimeters, walkways, fence lines, curbing). Each designated area will require monthly applications during July 2009, August 2009, September 2009 and June 2010. No residual herbicides are to applied.
- Invasive plants will be identified on all city- owned properties and controlled by herbicide and/ or mowing, as necessary. Mowing will be completed with low ground pressure tracked vehicles with ground pressures of less than 4 p.s.i. equipped with hydraulic mowing heads. Designated invasive plants include Phragmites australis, Purple Loosestrife, Japanese Bamboo, Black Swallowort, Asiatic Bittersweet, Pokeweed, Japanese Barberry, Cypress Spurge. Aquatic and Right of Way permits will be required from NH Division of Pesticide Control. The contractor is responsible for applying for and securing the appropriate permits.

- Noxious plants will be identified and controlled on city properties between July 1, 2009 and June 30, 2010. Noxious plants include Poison Ivy, Pigweed, Poison nightshade, Poison Hemlock, Ragweed, Canada Thistle and Giant Hogweed.

Municipal Turf Management Program

- Designated sites: nine athletic fields, fourteen city parks and thirteen city facilities
- Turf grass areas will be surveyed for pests and disease from July 1, 2009 to October 30, 2009 and from April 1, 2010 until June 30, 2010.
- 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 1, 2009 and June 30, 2010.
- A fall fertilizer will be applied during October 2009. A spring fertilizer will be applied in April 2010. Fertilizer applications will be completed at all designated sites.
- Ornamental shrubs and trees at all designated sites will be surveyed for disease and pests between July 1, 2009 and June 30, 2010. Control applications will be completed as necessary.
- A turf grass growth regulator (growth retardant) combined with a broadleaf herbicide will be applied to the North Cemetery, Mechanic Street Cemetery and City Hall (slope) in September of 2009 and April of 2010.

City of Portsmouth Public Works Department											
Turf Management, Mosquito Control and Weed Control Bid List											
	Turf										
	(sq. feet)	Spring Fert.	Crabgrass	Broadleaf	Fall Fert.	Retardant	Grubs	Insect	Weed Control**	Mosquito Control	
Athletic Fields											
Alumni (Jr. High)	17855										
Central LL (Jr. High)	31400										
Clough (Clough Drive)	90675										
Hislop LL (Heights)	44050										
Lafayette(Lafayette/ South)	53940										
Leary (Rockland Street)	84100										
National LL (Plains)	41400										
Pease LL (Turnpike)	27064										
Sherburne (Sherburne Rd)	28635										
Subtotal 9.6 acres	419119										
Parks											
Atkinson (Court Street)	2675										
Big Rock (Heights)	5250										
Cater Park (Columbia St.)											
Goodwin (State Street)	42375										
Hanscom (Heights)	14805										
Rock Street	11470										
Mechanic Street Park	4005										
Spinnaker Point (Heights)	28670										
Daniel St. Pocket Park	250										
Mahoney (Pleasant Street)	86970										
Pierce Island walking paths											
School Street Playscape											
Maple Haven											
Islington St Water Tower											
Subtotal 4.5 acres	196470										
City Facilities											
Outdoor Pool (Pierce Isl)	17100										
Public Works	19580										
Indoor Pool (High School)	29955										
City Hall (Junkins Avenue)	104104										
Mechanic Street Cemetery	15010										
North Cemetery 1.5 acres	67375										
Union Cemetery 0.5 acres	21250										
S. Cemetery (South St)	1000										
Pleasant St. Cemetery	25212										
WWTP- Pierce Island											
WWTP- Pease											
Greenleaf Rec Area	5040										
Fire Station No. 2 (Lafayette)											
Subtotal											
Traffic Islands											

Marcy and South	1625										
Memorial Bridge (Dwntwn)	20050										
Subtotal	0.5 acres	21675									
Totals	21.0 acres	914053									
Spring fertilizer: Lesco 28-5-12											
fall fertilizer: Lesco 28-0-12											
** Weed control- walkways, infields, pavements, planting beds; completed monthly: June, July, August, September, October											
Crabgrass= 0-0-7											