

City of Portsmouth, New Hampshire
Department of Public Works
RFP #43-15

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

INVITATION

Sealed proposals, plainly marked, “RFP# 43-15: 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 2:00 PM January 5, 2015.**

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 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 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 2016. 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 all or 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 2:00 PM January 5, 2015.**

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** of the work. 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 mosquito control, weed control and turf management programs; and
 - Experience 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. Quotes shall be offered with two rates: one to include a staging area at Portsmouth Public Works and one without a staging area at Portsmouth Public Works. Note area required for staging in sq. ft. Utilities shall be the responsibility of the contractor.

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) 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-rated firm capable of doing the work.

The contract will be for one fiscal year (FY 2016), commencing July 1, 2015 and ending June 30, 2016. 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 three (3) 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 Mosquito Control Program

- Contractor must apply for and obtain a current “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.
- Conduct a comprehensive catch basin larviciding program with a continuous catch basin surveillance program. Catch basin surveillance will be completed annually, July 1st through October 15th.
- Completing a street adulticiding program with truck- mounted ULV sprayers from July, 1st to June 30th of the contract year(s) as needed or directed by the State.
- 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 1st through October 15th and from June 1st until June 30th of the contract year(s)
- Contractor must complete microscopic species identification of mosquito larvae and adults associated with West Nile Virus and Eastern Equine Encephalitis.
- Contractor must maintain no spray zones and comply with no spray requests (on file with Dispatch at Public Works). Any new “no spray” requests received by the contractor shall be forwarded to the Director of Public Works for inclusion in the “no spray” database.

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 an annual city- wide weed control program.
- Crack and crevice weed control will be completed on two hundred seventy two lane miles (sidewalks, curbing, and walkways) and at forty one city facilities (building perimeters, walkways,

fence lines, and curbing). Each designated area will require monthly applications during July, August, September, and June of the contract year(s). No residual herbicides are to be 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, and 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 1st and June 30th of the contract year(s). Noxious plants include: Poison Ivy, Pigweed, Poison Nightshade, Poison Hemlock, Ragweed, Canada Thistle, and Giant Hogweed.
- Contractor must maintain no spray zones and comply with no spray requests (on file with Dispatch at Public Works). Any new “no spray” requests received by the contractor shall be forwarded to the Director of Public Works for inclusion in the “no spray” database.

Municipal Turf Management Program

- Contractor must microscopically identify species, survey and control tick populations at sixteen city parks, eleven city facilities, two traffic islands, and ten city recreational fields. All sites must be surveyed and controlled, as necessary, between July 1st and December 1st and between April 1st and June 30th of the contract year(s).
- Completing residual insecticide treatments to ten city recreational fields, sixteen city parks, eleven city facilities, and two traffic islands. Applications will be completed to all sites in August and in October of the contact year(s).
- 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 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).

CITY OF PORTSMOUTH - DEPARTMENT OF PUBLIC WORKS
FY16 RIGHT-OF-WAY WEED CONTROL

FACILITY	ADDRESS
Administration Building	135 Corporate Drive
Atlantic Heights Pump Station	134 Preble Way
City Hall	1 Junkins Ave
Bath House	Pierce Island
Control Building	200 Pierce Island
Building	25 Granite St
Central Fire Station #1	170 Court St
Portsmouth Madbury Water Plant	60 Freshet Rd
Clough Drive Pump Station	210 Clough Dr
Concession/Restroom Building	Hislop Field
Concession/Restroom Building	Plains Ave
Concession/Restroom Building	Rockland Street
Constitution Ave Pump Station	280 Constitution Ave
Corporate Drive Pump Station	215 Corporate Dr
Crick A.C. Building	275 Bartlett St
Deer Street Pump Station	2 Deer St
Discovery Center	8 Islington St
Fire Station #2	3010 Lafayette Rd
Fire Station #3	127 International Dr
Gosling Road Pump Station	120 Gosling Rd
Greenleaf Recreation Center	195 Greenleaf Ave
Well	361 Grafton Drive
Lafayette Road Pump Station	630 Lafayette Rd
Marcy Street Pump Station	535 Marcy St
Mechanic Street Pump Station	113 Mechanic St
Library	155 Parrott Ave
Parking Garage	34 Hanover St
Plains School House	Plains Ave
Portsmouth Indoor Pool	50 Andrew Jarvis Dr
Public Works Building	680 Peverly Rd
Recreation Building	Spinnaker Way
Rye Line Pump Station	3618 Lafayette Rd
South Meeting House	Marcy St
Spinney Road Water Tank	Spinney Rd
Tucker's Cove Pump Station	91 Gosport St
West Road Pump Station	280 West Rd
Woodland 1 Pump Station	306 Fw Hartford Dr
Woodland 2 Pump Station	516 Fw Hardford Dr
Griffin Road Pump Station	205 Griffin Rd
Heritage Avenue Pump Station	329 Heritage Ave
Leslie Drive Pump Station	590 Market St
LANE MILES	272

CITY OF PORTSMOUTH - DEPARTMENT OF PUBLIC WORKS
FY16 TURF MANAGEMENT PROGRAM

LOCATIONS	AREA
	(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
Parks -16	
Atkinson (Court Street)	2,675
Big Rock (Heights)	5,250
Goodwin (State Street)	42,375
Hanscom (Heights)	14,805
Haven	92,220
Lafayette	48,000
Langdon	68,600
Mahoney (Pleasant Street)	86,970
Maple Haven	55,775
Memorial (Downtown Bridge)	19,875
Pannaway	52,150
Powder House(Islington)	1,410
Rock Street	11,470
Veterans	
Ward	22,100
City Facilities-11	
City Hall (Junkins Avenue)	104,014
Fire Station 2 (Lafayett 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

WEED CONTROL, TURF MANAGEMENT MOSQUITO CONTROL
PRICE PROPOSAL FORM
WITHOUT STAGING AREA AT PUBLIC WORKS

Contractor _____

Address _____

Phone _____

Contact: _____

SECTION 1 MUNICIPAL MOSQUITO CONTROL PROGRAM

Community Wide Larviciding: _____

Catch Basin Larviciding: _____

Street Adulticiding: _____

Mosquito Trapping & Testing: _____

Species Identification: _____

TOTAL SECTION 1

SECTION 2 MUNICIPAL RIGHT OF WAY WEED CONTROL PROGRAM

EXTENDED

Weed Control: _____ /Lane mile _____

Invasive Plant Control: _____ /sq. ft. _____

Noxious Plant Control: _____ /sq. ft. _____

TOTAL SECTION 2

SECTION 3 MUNICIPAL TURF MANAGEMENT PROGRAM

Tick Identification and Control: _____ /sq. ft. _____

Residual Insecticide Treatments: _____ /sq. ft. _____

Turf Grass Surveys: _____ /sq. ft. _____

Turf Management: _____ /sq. ft. _____

Fall Fertilizing: _____ /sq. ft. _____

Ornamental Shrub & Tree Surveys: _____ /sq. ft. _____

Turf Growth Retardant: _____ /sq. ft. _____

TOTAL SECTION 3

WEED CONTROL, TURF MANAGEMENT MOSQUITO CONTROL
PRICE PROPOSAL FORM
WITH STAGING AREA AT PUBLIC WORKS

Contractor _____

Address _____

Phone _____

Contact: _____

Staging Needs (sq. ft.): _____

SECTION 1 MUNICIPAL MOSQUITO CONTROL PROGRAM

Community Wide Larviciding: _____

Catch Basin Larviciding: _____

Street Adulticiding: _____

Mosquito Trapping & Testing: _____

Species Identification: _____

TOTAL SECTION 1

SECTION 2 MUNICIPAL RIGHT OF WAY WEED CONTROL PROGRAM

EXTENDED

Weed Control: _____ /Lane mile _____

Invasive Plant Control: _____ /sq. ft. _____

Noxious Plant Control: _____ /sq. ft. _____

TOTAL SECTION 2

SECTION 3 MUNICIPAL TURF MANAGEMENT PROGRAM

Tick Identification and Control: _____ /sq. ft. _____

Residual Insecticide Treatments: _____ /sq. ft. _____

Turf Grass Surveys: _____ /sq. ft. _____

Turf Management: _____ /sq. ft. _____

Fall Fertilizing: _____ /sq. ft. _____

Ornamental Shrub & Tree Surveys: _____ /sq. ft. _____

Turf Growth Retardant: _____ /sq. ft. _____

TOTAL SECTION 3
