

CAPITAL AREA GREENBELT ASSOCIATION
(CAGA)



Request for Proposals

Herbicide Application Services



Capital Area Greenbelt Association (CAGA) RFP – Herbicide Application Services

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Issued For: Capital Area Greenbelt Association

Solicitation Reference: RFP Herbicide Application Services

Required Certification or License: Respondents to this RFP must possess a valid PA Herbicide Application License for Categories 9 and 10

Proposals Due: June 19, 2020 at 5:00 PM EST

Submit To: Capital Area Greenbelt Association
Scott Shepler, Member
Board of Directors
Scottshepler2207@gmail.com

1. NOTICE TO RESPONDENTS

- 1) Interested respondents must read all documents prior to submitting firm proposals.
- 2) Solicitation documents, questions and answers, addendums, amendments and updates will be posted to <http://caga.org/help/project-updates/>
- 3) Submittals must include requested information and attachments; the Association is not responsible to collect information omitted by the respondent.
- 4) Proposals that include all requested information will be considered first.
- 5) All submittals shall become the property of the Association and will not be returned.
- 6) Documents or forms retrieved from sources other than CAGA, will not be considered.
- 7) Any proposal submitted as provided herein constitutes an intention to supply information for consideration and is NOT A BID.
- 8) The Association reserves the right to reject any or all proposals and reserves the right to waive irregularities.
- 9) The issuance of this Request for Proposals ("RFP") constitutes only an invitation to submit proposals to the Association and is not to be construed as an official and customary request for bids.
- 10) The Association will not be responsible for any costs associated with the preparation, submittal or presentation of any proposals.
- 11) The Association will not agree to indemnify any vendors. Proposals that require indemnification will be deemed non-responsive.
- 12) To the extent allowed by law, responses will be held in confidence by the Association.
- 13) Hard copies are not to be submitted for this project.
- 14) The Association may ultimately decide to enter into a contract with that firm with which the Association can make the most satisfactory arrangement for meeting its needs. The Association is not obligated to award any contract or respond to proposals submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal.

2. SCOPE OF WORK

The Capital Area Greenbelt Association (CAGA) is seeking a herbicide application contractor to perform selective invasive species control work. The primary focus of the control is the recently restored sections of Parkway Creek, several meadow areas along both parkways, and other priorities to be determined.

3. SERVICES TERM

The term of the contract will end on March 31, 2021.
Both parties shall have an option to extend the contract.

4. PROPOSED SERVICES PRICING

Proposed pricing should include an hourly T&M rate. Expendable materials like herbicides and all travel time and expenses, must be included in respondent's rate.

5. TIMELINE

The following schedule has been established for this Request for Proposals. Note that this schedule may be subject to change.

	TASK	DATE
1.	RFP Published	June 9, 2020
2.	Submit Inquiries	June 12, 2020
3.	Proposals Due	June 19, 2020
4.	Proposals Reviewed, Evaluated and Ranked	June 22-26, 2020
5.	Contract Processing	June 29-July 3, 2020

6. QUESTIONS

All questions and inquiries regarding this RFP shall be submitted in writing to Scott Shepler, Member at Scottshepler2207@gmail.com.

7. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Association encourages the use of Small Professional Services Firms (SPSF).

The City of Harrisburg, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000def seq.) and its accompanying regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

8. SELECTION CRITERIA

The following criteria **may** be utilized to select the firm(s):

Proposal Submission Score Sheet (tentative)		
	Pts. (100)	Score
Clarity of proposal and meets City's expectations clearly	50	
References with similar scope	20	
Team Qualifications	10	
Schedule and Approach	20	
DBE certifications	+1	
Maximum Points:	100	

9. REQUIREMENTS

All employees or subcontracts assigned to the contract work must possess a valid PA Herbicide Application License for Categories 9 and 10.

Respondents are required to inspect the project location prior to responding and become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the contractor of its obligation to carry out the scope of the resulting contract.

10. PROPOSAL FORMAT AND CONTENT

The instructions below provide guidance and information to Respondents to prepare and submit concise responses to this RFP. The purpose is to establish the format and contents of the RFP so that responses are complete, contain all essential information, and can be easily evaluated. **Proposals that do not include the following information in the format provided may be eliminated without further consideration.**

FORMAT

All pages in proposals must be 8 ½" x 11" US letter size and converted to a PDF and print size shall be in Arial or Calibri fonts. Proposals shall include all sections found in the content section.

CONTENT

The proposals should be addressed to **Scott Shepler, Member, Board of Directors, Capital Area Greenbelt Association** and must include the name, address, telephone number, and e-mail address of the respondent's contact person on the **cover page** of the proposals.

Proposals must also include the information outlined below in the following order:

Section 1 - Executive Summary

Provide an overview of the proposed event plan including your company's unique abilities to meet the event requirements. This section need only be one to two pages.

Section 2 - Company Information, History and Profile

This section provides each Respondent with the opportunity of demonstrating how its history, organization, and partnerships differentiate it from competitors.

Section 3 - Qualifications

Provide detailed information about the Respondent's specialized experience and technical competence in providing the requested services, including the roles and responsibilities of individuals. The evaluation criteria will consider the following:

Has the Respondent:

- Appointed a Site Leader who possesses the appropriate education, technical and administrative experience necessary and has managed similar work?
- Committed to assign Site Leader and other key personnel from start to completion of the work of the Contract?

Section 4 – References

Provide a list of at least two references from the past 5 years where the Respondent provided services for similar scope or event with at least 10,000 attendees. The City intends to contact these references. The reference information must include the following

- Reference Company/Organization Name
- City/State
- Contact name/title, telephone and email address
- Summary of project/contract and video link
- Approximate cost
- Date/date range of services provided

Section 6 – Schedule and Approach

Provide an overview of proposed logistics and scheduling for the project scope.

Section 7 – Respondent's Section

This section is reserved for Respondents to provide information that they feel is necessary but was not requested. Respondents may discuss potential issues or unique service offering that are relevant to this RFP and to their proposal. Respondents may comment on aspects that they may think are missing from this RFP.

Section 8 - Identification of Lawsuits and Administrative Claims/Fines

Respondents must identify all lawsuits, administrative claims, or fine proceedings the firm has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFP such as fines from the EEOC, Department of Labor, or other unit of government. Disclose in this section any disbarments (if applicable) or outstanding legal disputes with any municipalities including the City of Harrisburg. Please include a list of judgements and ongoing litigation relative to the services proposed covering the last five (5) calendar years. Additionally, disclose any contracts for these services that were terminated early over the past five (5) calendar years.

Section 9 – Financial Disclosures

Without providing detailed financial reports or tax filings please substantiate the financial stability along with the financial stability of any subcontractors expected to be used. Provide a complete written description concerning past, current and future financial stability relative to your ability to meet the long-term requirements of this project. The City will exclusively determine financial stability of respondents as may be necessary.

Section 10 – Service Pricing

Proposed pricing should include an hourly T&M rate, expendable materials like herbicides and all travel time and expenses, must be included in respondent's rate.

11. SUBMITTAL INSTRUCTIONS

The Respondent shall submit proposals to the below listed contact (in PDF format). All submission documents shall reference: **RFP CAGA – Herbicide Application Services.**

Submit proposals to:

Scott Shepler, Member
Capital Area Greenbelt Association
Board of Directors
Scottshepler2207@gmail.com

Proposal Attachments Checklist:

Attachment 1	CURRENT W9 (IRS REV. OCT 2018)
Attachment 2	City of Harrisburg Business Privilege/Mercantile License
Attachment 3	Certificate of Insurance (Evidence)
Attachment 4	DBE/MBE/WBE Certifications (if applicable)

Attachment Instructions:

Attachment 1	The City can only accept IRS Version 2018 of IRS form W9.
Attachment 2	The City requires a business licenses to do business in the City. This can be accepted after issuance of the intent to award notice if you do not currently conduct business in the City of Harrisburg. Please call 717-255-6513 with questions regarding the City's Business License requirements or to complete the licensing process.
Attachment 3	Certificate of Insurance (Evidence) – Please submit evidence of current insurance coverage
Attachment 4	DBE/WBE/MBE certifications can be accepted from various certifying agencies – please submit any small business or disadvantaged business certificates that your company may hold.

12. PROPOSAL TERMS

NOT A CONTRACT

All proposals submitted hereunder become the exclusive property of the City of Harrisburg. This submittal's request is neither a contractual offer nor a commitment to purchase services. The City assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by the City and may be disclosed to third parties at the City's discretion. The Capital Area Greenbelt Association assumes no contractual or legal obligations as a result of the issuance of this request.

NEGOTIATING WITH RESPONDENTS

A Services Agreement will be negotiated with the selected Consultant based on the proposed scope of work, deliverables, project schedule, fee schedule, and project team as outlined in their proposal.

The City reserves the right to award a contract, based on initial offers received from Consultants, without discussion and without conducting further negotiations. The City may also, at its sole discretion, have discussions with Consultants and the City may enter into negotiations separately with such Consultants. The City shall not be deemed to have finally selected a Consultant until a contract has been successfully negotiated and signed by all parties.

RESPONSIBILITY FOR COSTS

The Consultant shall be fully responsible for all costs incurred in the development and submission of this submittal. Emphasis should be placed on completeness and clarity of content.

COMPLETE SERVICES

The Consultant shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of the City.

CONFLICT OF INTEREST STATEMENTS

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City. Consultants shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, in consultation with legal counsel, may reject their proposal.

CHANGES IN PERSONNEL

Changes to personnel on project team(s), are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted Proposal, the request to the City must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. The City will consider the request and may, or may not accept the new personnel changes. If the City denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within Consultant's original Proposal will perform the work, or the City will no longer consider the Consultant as the best qualified firm, and may enter into contract negotiations with the next most qualified Consultant.

