



**Lower Hudson Partnership for Regional Invasive Species Management
2017 Request for Bids
“Manual and Chemical Control of Kudzu in the Lower Hudson”**

Description

The Lower Hudson Partnership for Regional Invasive Species Management (LH PRISM) is requesting bids for the manual and chemical control of 19 kudzu (*Pueraria montana*) sites in the Lower Hudson valley, New York.

The Lower Hudson Partnership for Regional Invasive Species Management (Lower Hudson PRISM) is a group of organizations, agencies and individuals that work cooperatively to promote prevention, early detection and rapid response, and strategic management of invasive species to protect conservation targets. In addition to conducting public outreach and management activities, we support research involving citizen scientists regarding ecological impact and effective control of invasive species.

The Lower Hudson PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISMs in New York State. These partnerships are supported by the New York Invasive Species Council and Invasive Species Advisory Committee and are funded by the Environmental Protection Fund through contract with the New York State Department of Environmental Conservation (NYSDEC).

As the host organization for the Lower Hudson PRISM, the NY-NJ Trail Conference has a contract with NYSDEC to coordinate and administer the Partnership. In order to supplement the great work that is already being done by our partners, we are able to offer sub-contracts to the NYSDEC contract through this RFP/RFQ process to complete projects that further our goals as outlined in our 2017 Action Plan. This is not a grant program and all project awards are subject to NYSDEC approval prior to being awarded a final sub-contract.

Objectives

The Lower Hudson PRISM Steering Committee has identified an area of work that is needed to move our 2017 work plan along. The Steering Committee would like to sub-contract the following project which is in support of our Strategic Invasive Species Management goal 3 and objective E (Conduct invasive species management according to our prioritization guidelines).

This project calls for treatment of a specified list of known kudzu (*Pueraria montana*) sites (see Appendix A) in the Lower Hudson valley. Kudzu is rank by New York State as very highly invasive and is prohibited

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under Part 575 regulations (6 NYCRR 575 <http://www.dec.ny.gov/animals/99141.html>). In the Lower Hudson PRISM, kudzu is ranked as a Tier 2 species. Tier 2 species are prioritized for eradication and receive high levels of management effort. The ultimate goal of this project is to eradicate known infestations of kudzu in the Lower Hudson region.

Technical details

- The sub-contractor must be a licensed Pesticide Business in New York State employing applicator(s) holding New York State commercial pesticide applicator license(s) with category license(s) appropriate for this work.
- Landowner permission has already been obtained for each site to be treated. Detailed location and property owner contact information will be provided to selected contractor.
- Most sites have already undergone treatment in the past few years.
- The sub-contractor should expect to provide their own reliable transportation to and from the work sites.
- The sub-contractor should expect to provide their own tools and instruments to accomplish the work including but not limited to, herbicides, pesticide applicator equipment, and pesticide application signs.
- The sub-contractor will be contacting members of the public when conducting the work. They will be expected to be able to communicate and articulate the goals of the project in a friendly and interactive manner.

Timeline

Treatments are expected to be conducted during the month of October 2017. Data should be reported as treatments occur (e.g. weekly) with all field data to be submitted no later than November 30, 2017. All wrap-up, reporting and summary work along with a project invoice must be submitted no later than December 15, 2017.

Scope of Work

- At all steps of the project, the sub-contractor will work closely with the Lower Hudson PRISM coordinator (Linda Rohleder) to ensure the sub-contractor has all available information and that the project proceeds in a direction consistent with Lower Hudson PRISM protocols.
- Prior to beginning work, the sub-contractor will meet with Lower Hudson PRISM coordinator via teleconference or in person to confirm expected protocols, data collection details, deadlines, schedules and lines of communication for the project.
- The sub-contractor will completely treat each site listed in Appendix A during the month of October 2017 using the recommended methods specified for the site.
- Treatments will be conducted as specified and appropriate for the site as: foliar spray application using Accord XRT II herbicide at 4%, cut-stump treatment of Accord XRT II at 50%, or root-crown removal by digging.

- The sub-contractor will collect data about each site and treatment using the form provided in Appendix B.
- The sub-contractor will submit all data no later than November 30, 2017. A web-based data system will be provided to support this.
- The sub-contractor will produce a final report summarizing the work and the contributions of any partners. This final report will be posted publicly on the Lower Hudson PRISM web site.

Who is Eligible?

Non-profit organizations, local governments, businesses and institutions located in or serving areas within the boundary of the Lower Hudson PRISM (see map on <http://lhprism.org>) may apply. Lower Hudson PRISM steering committee members may apply but will be required to recuse themselves from the selection process.

Sub-contractors are required by our contract with NY State to meet insurance requirements including general liability and workers compensation (details below).

Procedure and Requirements

1. Review the attached project selection criteria.
2. Complete and submit the attached application along with any relevant supporting materials as a single PDF file no larger than 5MB in size by **September 22, 2017 at 8:00 am** Eastern, emailed to: Lrohleder@nynjtc.org
3. All applications will be ranked and selected by the members of the Lower Hudson PRISM Steering Committee and alternates based on the criteria approved by our Partners (given below), and the application that best meets our priorities will be selected. Since the Scope of Work for this project is pre-defined, it is expected that all applications will receive similar or equal scores in categories that deal with Importance, Breadth, and Innovation and that the other categories will consequently assume greater weight in the selection process. The applicant selected to receive the contract will be notified by **September 26** and the Trail Conference will begin the contracting process right away with the aim of having a fully executed contract in place by October 1.
4. For more information about the Lower Hudson PRISM or this request for bids, contact Linda Rohleder at 201-512-9348 or Lrohleder@nynjtc.org
5. All questions received and answers provided and any ancillary information made available to bidders will be posted on the Lower Hudson PRISM web site at <http://lhprism.org/content/apply-funding> (Accessible from our home page via the Resources menu and Apply for Funding).

Details on the PRISM Contracted Funds

- Allowable expenditures include: salary & wages, fringe benefits, travel, supplies and equipment.

- Reasonable Indirect costs are allowed according to the appropriate U.S. OMB circulars (A-122, A-21, A87, etc.).
- PRISM funds may not be used to purchase food or beverages.
- Equipment purchased with PRISM funds is the property of the NYSDEC. Equipment is considered "durable" lasting a number of years, while Supplies need to be renewed.
- Project documents and data are the property of NYSDEC. The following language shall be included in the contract:

A. All Services performed by the Contractor must conform to the Scope of Work, attached hereto as Schedule 1, and shall be subject to acceptance of the Department. Evidence of the Department's acceptance shall be a required document in all payment requests. The Contractor shall revise and correct, without additional compensation therefore, any required work of this Contract until the same shall be accepted by the Department.

B. All accepted original and other drawings, as well as all notes computations, if applicable, and reports prepared by the Contractor, or other products of the services performed under this Contract, which are required deliverables under this Contract, shall become the property of the Department.

C. The Contractor may publish papers or other material pertaining to the work performed or to be performed under the Contract after first providing the Department a copy of the proposed publication for review and comment. The Department will provide its comments within 30 days and the Contractor agrees to consider these comments. The Department has the right to require the Contractor to withhold from publication any data that impacts on enforcement issues until resolution of enforcement action. The Contractor will give the Department credit for the support provided to the Contractor in any publication or other copy resulting from this work.

D. Title to, and the right to determine the disposition of any copyrights, or copyrightable material, first produced or created in the performance of this work shall remain with the Department; provided that the Department shall grant to the Contractor an irrevocable, royalty-free, non-exclusive right to reproduce, translate, and use all such copyrighted material for its own purposes.

E. Any invention or discovery made or conceived in the performance of this Contract shall be the property of the Department. The Contractor shall be entitled to a non-exclusive royalty-free license under any patent.

- Money will be awarded via contract which will be contingent on NYSDEC Invasive Species Coordination Unit approval of scope of work and budget. Reimbursement requests will be submitted to the NY-NJ Trail Conference with final invoices due no later than **December 15, 2017**. NY-NJ Trail Conference will submit to NYSDEC ISCU quarterly. Once funds are received from NYSDEC ISCU, the NY-NJ Trail Conference will forward to awardee. This process is expected to result in reimbursement within 90 days.
- As required by the Lower Hudson PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and are required to show proof of insurance as follows:
 - Workers Compensation
 - Disability coverage
 - Commercial General Liability coverage in an amount not less than \$1,000,000 each occurrence
 - Comprehensive Business Automobile Liability in an amount not less than \$1,000,000 each occurrence (there is a process for obtaining a waiver for the automobile coverage)

Appendix A:

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DEC Site #	Group (1 = single patch 2 = multiple patches)	Site Name	County	Township	Size (sq. meters)	Prior Year Control Status	Recommended Method	2016 CONTROL CONSIDERATIONS FOR 2017
3	1	Pelham Bay Park	Bronx	Bronx	1648	yes- controlled 2016.	foliar	
138	1	Poughkeepsie	Dutchess	Poughkeepsie	944	yes- controlled 2016	foliar	
144	1	Patterson	Putnam	Patterson	463	yes- controlled 2016	foliar, cut-stump	
9	2	Grand View-on-Hudson	Rockland	Grand View-on-Hudson	183		foliar	Until we have an erosion specialist look at this site the contractor should only control the portion of the kudzu infestation that is going towards the rail trail not down towards the cliff.
123	2	Nyack	Rockland	Nyack	89	yes- controlled 2015 & 2016	root-crown, cut-stump	
124	2	Nyack	Rockland	Nyack	72	yes- controlled 2015 & 2016	root-crown	
125	2	Nyack	Rockland	Nyack	149	yes- controlled 2015 & 2016	root-crown, cut-stump	
108	2	Grand View-on-Hudson	Rockland	Orangetown	218	yes- controlled 2015 & 2016	root-crown, cut-stump	
40	1	Plattekill	Ulster	Plattekill	2	yes- controlled 2014-2016	root-crown	bring binoculars to search far side of property. Hard to get to this location due to multiflora rose & thick brush.
80	2	Buchanan	Westchester	Buchanan	122	yes- controlled 2015 & 2016	root-crown, cut-stump	might be a good manual site next year
81	2	Buchanan	Westchester	Buchanan	94	yes- controlled 2015 & 2016	root-crown, cut-stump	neighboring site 80
132	2	Buchanan	Westchester	Buchanan	139	yes- controlled 2015 & 2016	root-crown, cut-stump	neighboring site 80
24	2	Croton-on-Hudson	Westchester	Croton-on-Hudson	112	yes- controlled 2014-2016	root-crown	
11	2	Hastings-on-Hudson, parking lot	Westchester	Hastings-on-Hudson	856	yes- controlled 2015 & 2016	foliar, cut-stump	Top of cliff is very sketchy. Safety ropes and harnesses are necessary for complete control or use truck with a bucket.
58	2	OCA trail	Westchester	Hastings-on-Hudson	112	yes- controlled 2015 & 2016	foliar, cut-stump	
101	2	hastings-on-Hudson, village, near OCA trail	Westchester	Hastings-on-Hudson	370	yes- controlled 2015 & 2016	foliar, cut-stump	
43	1	New Rochelle	Westchester	New Rochelle	210	yes- controlled 2015 & 2016	foliar, cut-stump	
10	1	Scarsdale Railroad Station	Westchester	Scarsdale	322	yes- controlled 2015 & 2016	root-crown	
134	1	Tarrytown	Westchester	Tarrytown	393	yes- controlled 2015 & 2016	root-crown, cut-stump	

Appendix B:

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Kudzu Site Visit Form

NYSDEC Site # _____



Date(s): _____ Crew(s): _____

LOCATION & OWNER

Primary GPS Coordinate: N: _____ W: _____ *Decimal degrees*

County: _____ Township: _____

Site Street Address: _____ Zip: _____

Property Owner: _____

Mailing Address: _____

Phone #s/Email: _____

Owner Notes: _____

Contact Person (if different than owner): _____ Relationship: _____

Mailing Address: _____

Phone #s/Email: _____

Contact Notes: _____

Ownership: private / village / city / town / county / state / federal / unknown

Permission Status: new permission form received OR existing written permission invalid OR no change

SURVEY

Was the site survey completed? yes OR no due to: _____

If no plants were found, why? N/A (plants found) OR no germination OR control completed before crew arrived

other reason for no plants found: _____

Infestation Descriptors:

yard / flowerbed / recreation / utility ROW / roadside / drainage ditch / stream or river bank

lake or pond shore / wetland / agricultural field (crop, pasture) / field (non-ag) / hedgerow

wooded area / forest edge / other: _____

Hazards: none / beware of dog / hazardous walking / sharp debris / hidden pit (e.g. old well)

Herbicide Risks: none / pets / livestock / apiary / gardens / tree seedlings / plants near well

Kudzu growing along steep slope Erosion potential if kudzu controlled (if yes, please describe in notes section)

Other Hazards or Risks: _____

Size of delineation (m²): _____ Directions to plants: _____

Estimate the percent of the infestation not delineated (square meters missing from survey), if any.

N/A (completed) / unknown / 1-25% / 26-50% / 51-75% / 76-99% / 100% If 100%, also estimate m² if possible: _____

CONTROL

Skip the CONTROL section only if there was no germination.

If control was not completed, explain why:

Should the assigned control method be changed? If so, explain how & why.

no change OR change as follows: _____

What parties performed control? DEC or Partner / Others / no one (if no one, skip the rest of the Control section)

Level of control achieved (include work by all parties): complete OR partial

The following only pertains to control by the DEC or Partner Agency

Control Methods: foliar spray / cut stump / crown removal / other (Use Notes section to describe other method)

Total time spent on control (total person minutes): _____

of vines cut and treated (cut stump): _____ # of crowns separated from roots (crown removal): _____

Mix: _____ amt (kg): _____ date: _____ crew initials: _____

Mix: _____ amt (kg): _____ date: _____ crew initials: _____

The following only pertains to control by Other parties, e.g. Owner, Town, County, NYSDOT, unknown:

Who performed control? _____

Control methods they used: unknown / herbicide / other: _____

NOTES

Appendix C: Lower Hudson PRISM 2017 Proposal Selection Criteria

1. Does the proposal fit into one or more of the categories of PRISM deliverables (early detection/rapid response, eradication and control, education and outreach, support of research via citizen science), or address at least one of the prioritized objectives of the Lower Hudson PRISM? If yes, go to question 2. If no, reject the proposal.
2. Is the work plan feasible and does the organization have the capacity to complete the proposal? If clearly no, reject the proposal.
3. How high does the proposal score (maximum of 100 points)?

Points Possible	Criteria
0-20	<p>A1. Importance (0-10 points) How well does the proposal address an important invasive species, an important process (like vector management), or an important audience or address invasive species threats to systems or species of conservation concern?</p> <p>A2. Priority Objectives (0-10 points) How well does the proposal address one or more priority objectives in the PRISM’s Action Plan?</p>
0 - 15	<p>B. Breadth of application How well does the proposal have broad implications or applications, as shown for example by relevance to the entire PRISM region (and other regions), a wide range of species, and/or a wide range of audiences?</p>
0 - 5	<p>C. Innovation To what extent does the proposed work address the objective in an innovative way?</p>
0 - 15	<p>D. Feasibility of work plan Is the proposed work likely to meet its stated goals and objectives?</p>
0 - 15	<p>E. Capacity Do the organization and key personnel have the capacity/ability to complete the proposed project well?</p>
0 - 10	<p>F1. Partnership (0-5 points) Does the proposed work involve multiple partners? (higher points for more organizations and stronger partnerships)</p>

	F2. PRISM Partner Involvement (5 points) Is the applicant a PRISM partner?
0 - 10	G. Budget Is the funding request cost effective? (high score can be awarded for low overall budget and/or if substantial matching funds are proposed.)
0 - 10	H. Timeframe Is the proposed timeframe reasonable? Is it in line with the timeframe of the PRISM objectives?

Application for Lower Hudson PRISM 2017 Project Sub-contract

[a Word document version of this application can be downloaded at http://LHprism.org/document/proposal_template]

I. Project Title: **Manual and Chemical Control of Kudzu in the Lower Hudson**

Project Overview:

Project Title:	Manual and Chemical Control of Kudzu in the Lower Hudson
Brief summary (2-3 lines):	
Estimated Start and Completion Dates:	
Total amount requested:	

Project Contact Information:

Project Contact Person:	
Telephone Number:	
Organization/Entity Applying:	
Tax ID:	
Applicant is a non-profit organization? (y/n):	
Applicant is a minority- or women-owned business? (y/n)	
Mailing Address, City, State Zip:	
Email:	

Project Narrative: [Describe your project (no longer than 8 pages single-spaced, Times New Roman 12 pt, 1" margins). All aspects of the evaluation criteria must be addressed.]

Summary of Project

[Please provide a one or two paragraph summary of what the proposed project is.]

A. Justification of project and its importance – N/A

B. Breadth of application – N/A

C. Innovation – N/A

D. Feasibility

Please include any caveats, excluded sites, or performance guarantees in this section.

E. Capacity

[Please describe the organization’s capacity to perform the proposed work and include description of similar work completed successfully if applicable. Reference documentation of types listed in Appendix I.]

F. Partnership

F1. Partnerships

[Please identify any partners involved in this project and the expected contribution of each partner. Please reference letters of commitment provided by partners attached in Appendix II. Each letter of commitment should include a statement describing the contribution that the partner is committing to make to the project.]

F2. PRISM Partner Involvement

[Identify whether you are a LH PRISM Partner (i.e., having signed the LHPRISM partner agreement). Identify which, if any, of the project partners are also LH PRISM partners.]

G. Budget

Budget form *[either the form below or a more detailed breakdown]:*

Budget Category	Project Total	Requesting	Match
Personal Service: Salary, wages			
Fringe benefits			
Equipment			
Materials and Supplies			
Outside Services			
Printing and Postage			
Travel			
Other (explain below)			
Indirect costs			

TOTAL:			
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Budget justification:

[Explain each line in the budget form (above).]

Personal Service: Salary, wages – *[Include rate of compensation or billing rate for salary and wages line item and estimated hours or days of work.]*

Fringe benefits

Equipment

Materials and Supplies

Outside Services

Printing and Postage

Travel

Other

Indirect costs *[include percentage rate.]*

Total Cash Match:

Total In-Kind Match:

G. Timeframe

[Clearly identify timeline of activities and deliverables for each project partner. Breakdown must be at least quarterly.]

Please include a target schedule of site visits/treatments.

Appendix I. Documentation supporting applicant’s capacity to perform the proposed work

[Please include documentation (e.g. resumes) highlighting relevant skills or licenses for critical project personnel.]

Appendix II. Letters of commitment from proposed project partners (if applicable)