

**CHARTER TOWNSHIP OF OAKLAND  
PARKS AND RECREATION COMMISSION**

**2014 Prairie Restoration Seed and Planting  
Request for Proposal**

**9-11-2014**

## **ADVERTISEMENT FOR BIDS FOR 2014 PRAIRIE RESTORATION SEED AND PLANTING**

The Charter Township of Oakland Parks and Recreation Commission will receive sealed bids until 3:00p.m., local time, Tuesday, September 30, 2014, for **2014 Prairie Restoration Seed and Planting**. Mail or deliver bids to the Township Clerk's Office at The Charter Township of Oakland, 4393 Collins Road, Rochester, Michigan, 48306 in an envelope marked on the outside "Bids for Charter Township of Oakland Parks and Recreation – 2014 Prairie Restoration Seed and Planting". Direct questions to Ben VanderWeide, Natural Areas Stewardship Manager, Charter Township of Oakland Parks and Recreation, (tel) 248-651-7810 ext: 401, (fax) 248-601-0106. Bid documents will be available at no cost at Township offices on Thursday, September 11, 2014 or after.

### PROJECT DESCRIPTION

The Oakland Township Parks & Recreation Commission is currently accepting bids for the **2014 Prairie Restoration Seed and Planting** for the following properties: Charles Ilsley Park (18 acres) and Draper Twin Lake Park (20 acres). Locations and an overview of the restoration sites can be found on the attached maps. Charter Township of Oakland Parks and Recreation will perform all site preparation and maintenance following planting. It will be the responsibility of the contractor to provide and/or install seed. Bidders may provide a quote for both providing and installing local ecotype seed, or an itemized bid for either providing seed or installing it.

The right is reserved by the Charter Township of Oakland Parks and Recreation Commission to accept any proposal, to reject any proposal, and to waive irregularities in proposals.

The Charter Township of Oakland will not engage in unlawful discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or unrelated disability.

## **INSTRUCTION TO BIDDERS**

### **FORM AND RECEIPT OF PROPOSALS**

All proposals must be made and signed by the bidder on the bid form attached hereto. Sealed bid proposals will be received as indicated in the Advertisement for Bids.

The Oakland Township Parks & Recreation Commission is seeking to seed native prairie vegetation in old agricultural fields at Charles Ilsley Park (18 acres) and Draper Twin Lake Park (20 acres). Locations and an overview of the restoration sites can be found on the attached maps. Charter Township of Oakland Parks and Recreation will perform all site preparation and maintenance following planting. It will be the responsibility of the contractor to provide and/or install seed. Bidders may provide a quote for both providing and installing local ecotype seed, or an itemized bid for either providing seed or installing it.

### **SUMMARY OF WORK**

#### **PROJECT SPECIFICATIONS**

The Charter Township of Oakland Parks and Recreation Commission (PRC) is seeking an itemized quote to provide and install local ecotype prairie seed in old agricultural fields at Charles Ilsley Park (18 acres) and Draper Twin Lake Park (20 acres). Locations of the parks and restoration sites can be found on the attached maps.

#### **Task 1. Provide Prairie/Oak Barrens Native Prairie Seed:**

- Provide local ecotype native prairie/oak barrens plant seed. We define local ecotype as sources from within 100 miles north or south of Rochester, MI and within 200 miles east or west. Include only species native to Michigan, according to the University of Michigan Herbarium ([michiganflora.net](http://michiganflora.net))
- Moderate diversity seed mix (>30 species)
- 50:50 graminoid (grasses and sedges) to forb ratio by weight in the seed mix
- 10 lb/acre if providing Pure Live Seed (PLS), 15 lb/acre if hand-collected seed
- Favor shorter graminoid species (e.g. little bluestem and June grass) over taller graminoid species, although taller species may be included at lower rates
- Match seed mix to the soils and hydrology of the sites

#### **Task 2. Install Native Plant Seed:**

- Planting will take place in either late Fall/early Winter 2014 or Spring 2015.
- Install by broadcasting the seed or conservation seed drill as appropriate

#### **Task 3. Report:**

- Prepare a report including, but not limited to, the following information (as appropriate):
  - Date of planting
  - Method of planting
  - Rate of planting, including calibration of the seed drill/broadcast equipment
  - The amount and source (provenance) of each species included in the seed mix
  - Any deviations or special conditions encountered during seeding

Itemized Bid Specs:

***Area 1: Charles Ilsley Park***

Map Key #	Item of Work	Area	Work Calendar
1	Field 1	13 acres	11/1/14 – 6/15/2015
2	Field 2	5 acres	11/1/14 – 6/15/2015
	<b>Total =</b>	18 acres	

***Area 2: Draper Twin Lake Park***

Map Key #	Item of Work	Area	Work Calendar
3	Field 3	20 acres	11/1/14 – 6/15/2015
	<b>Total =</b>	20 acres	

**TIME OF COMPLETION**

This project shall be totally completed and performed within the dates listed for each area in the Itemized Bid Specs - Work Calendar.

**PRAIRIE/OAK BARREN RESTORATION OBJECTIVE**

To restore native prairie/oak barren plants to former agricultural fields to improve/increase connectivity of wildlife habitat and to educate residents about pre-settlement plant communities.

**QUALIFICATIONS OF CONTRACTOR**

As a part of the bidding process the Contractor must submit a reference (name, address, phone number of Owner) of at least three (3) prairie restoration projects of similar size that the Contractor has been primarily responsible for and which, upon investigation, would be found to be completed in a satisfactory manner.

The Contractor shall also furnish complete evidence (a Resume or Professional Services Overview document) that they have the facilities, equipment, personnel, etc., and expertise to complete the project. Prior approval must be obtained before entering into any sub-contract for this work. The Owner reserves the right to reject any subcontractor if the evidence submitted fails to satisfy the Owner that the subcontractor is properly qualified to complete the work described.

**PROTECTION OF PARK USERS AND PROPERTY**

The contractor shall secure the work area and their equipment and materials in such a manner as to ensure the safety of the public. The Contractor shall provide all barricades or personnel needed. The Contractor shall be responsible for the protection of property during the period of the contract and shall exercise care to prevent damage. The attached maps give an overview of the worksites. No work will be permitted on Weekends or Holidays.

**COORDINATION OF WORK**

Additional contracts for work may be underway during performance of this Contract. The Contractor shall coordinate their work with all other contractors working in the area, and the Owner's personnel as required for orderly and complete fulfillment of the entire project and to keep the interference with the work of others to a minimum. The performance of the Contractor shall not jeopardize or delay the performance of other contractors or other persons working in the area.

**MAPS AND SPECIFICATIONS**

The Maps and Specifications are intended to supplement each other, the two being considered cooperative, and what is required by either shall be as binding as though required by both.

Any items necessary to the completion of the work shown which may not be actually indicated on the maps or mentioned by the specifications, but which are obviously necessary and usually employed in common practice, shall be supplied in place as part of this Contract.

### **SITE EVALUATION**

Prior to a designing the seed mix or installing the native seed, the Contractor shall evaluate the areas. The contractor should include the soils, hydrology, aspect, and slope.

### **PERMITS**

The Contractor shall be responsible for obtaining all necessary permits and approvals in accordance with applicable state and local laws, codes and regulations.

### **INSURANCE**

The Contractor shall submit a Certificate of Insurance with their bid meeting the minimum requirements of liabilities as outlined in the Appendix and have language the same as that described in the Appendix. Insurance provided by the Contractor shall also cover any subcontractors. All insurance carriers must be acceptable to the Charter Township of Oakland and licensed in the State of Michigan. The Contractor shall not allow for any lapse of insurance coverage in the amounts shown in the Appendix. Failure of the Contractor to maintain the required insurance shall be grounds for contract cancellation. The Contractor will also be required to meet these insurance requirements and indemnify Charter Township of Oakland Parks and Recreation Commission bid.

### **CONCLUSION TO THE INSTRUCTIONS TO BIDDERS**

It has not been our purpose in preparing these plans and specifications to make omissions and/or errors. Such omissions and/or errors, in either the plans or the specifications, shall be corrected when called to our attention. Discrepancies of any sort shall not be taken advantage of, as harmony shall be preserved at all times so that the work can be pursued efficiently and rapidly in the letter and spirit of these specifications. The true intent and meaning of the same is that all work of every kind that may be necessary for completely finishing the work, rectifying failures, and delivering a complete job be done. This is implied, although the same may not be specifically expressed.

### **END OF INSTRUCTIONS TO BIDDERS**

**BID FORM**

NAME OF BIDDER \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

TO:

Oakland Township Clerk - Attn: Bids for PRC-2014 Prairie Restoration Seed and Planting  
Charter Township of Oakland, 4393 Collins Road, Rochester, MI 48306

BID FOR: "PRC - 2014 Prairie Restoration Seed and Planting"

ITEMIZED QUOTE

***Area 1: Charles Ilsley Park***

Map Key #	Item of Work	Area	Work Calendar	Seed Cost	Planting Cost	Bundled cost for both
1	Field 1	13 acres	11/1/14 – 6/15/2015			
2	Field 2	5 acres	11/1/14 – 6/15/2015			
	<b>Total =</b>	18 acres				

***Area 2: Draper Twin Lake Park***

Map Key #	Item of Work	Area	Work Calendar	Seed Cost	Planting Cost	Bundled cost for both
3	Field 3	20 acres	11/1/14 – 6/15/2015			
	<b>Total =</b>	20 acres				

If awarded the Contract, the undersigned agrees that time is an essential condition of the Contract and will totally complete and perform the work within the dates listed on the Bid Form Work Calendar for the individual areas (unless adverse weather conditions prevent work, in which case the completion time will be determined by the Owner and Contractor). See Itemized Bid Table above.

The undersigned further proposes: to provide all labor, supplies, permits, new and current materials, transportation and equipment required to perform the Work described herein; and for the areas stated on the itemized bid, to complete the Work described herein in strict accordance with the Summary of Work, Instructions to Bidder, Bid Form, Specifications, Maps, Addenda (if any), and other Contract Documents, all of which are incorporated in this Proposal as set forth at length herein.

This Proposal has been prepared with the knowledge that control of the project site and coordination of the work of this Contract with the work of others will be subject to the direction of the Charter Township of Oakland, Charter Township of Oakland Parks and Recreation, or their agents. The undersigned agrees that cooperation with other contractors in coordinating the work is offered as a part of this Proposal.

In submitting this bid, it is understood that the right is reserved by the Owner, in its sole discretion, to accept any bid, to reject any or all bids or parts of bids, to waive irregularities and/or formalities in any bid and to make award in any manner deemed in the best interest of the Owner, Charter Township of Oakland Parks and Recreation. It is further understood that the Owner reserves the right, in its sole discretion to award on an area by area basis to one or more Contractors, or on a total acreage amount basis.

It is the policy of Charter Township of Oakland Parks and Recreation Commission to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

Respectfully Submitted,

BY: \_\_\_\_\_  
Authorized Signature of Bidder

TITLE: \_\_\_\_\_

Resume or Professional Services Overview Information Included?	Yes____	No____
Work References three (3) Included?	Yes____	No____
Insurance Certificate and Evidence of Additional Insured Included?	Yes____	No____

**TAXES**

Townships are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid proposal figures. The Charter Township of Oakland will furnish the successful bidder with the tax exemption certificates when required.

**ADDENDA**

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**LEGAL ADDRESS, FIRM DESIGNATION AND SIGNATURE**

The Undersigned hereby declares that the address given below is the legal address to which all written notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Undersigned declares this bid is submitted in the name of:

\_\_\_\_\_

Which has the following legal status:

\_\_\_\_\_ Corporation, organized and operating under the laws of the State of \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

\_\_\_\_\_ Partnership, with partners as follows: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

\_\_\_\_\_ Individual, doing business as \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_ Or

Social Security Number: \_\_\_\_\_

The Undersigned has the authority to represent the above-named firm and has the title therein of:

\_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

In the Presence of \_\_\_\_\_

**END OF BID FORM**



## **ATTACHMENTS**

- A) Appendix 1: Insurance Requirements
- B) Map 1: Charles Ilsley Park, Fields 1 and 2
- C) Map 2: Draper Twin Lake Park, Field 3

## Appendix: Insurance Requirements

Charter Township of Oakland Parks and Recreation Commission  
4393 Collins Road, Rochester, MI 48306  
Phone: 248-651-7810 Fax: 248-601-0106

### **Certificate of Liability Requirements**

#### ***Insurance coverage and limits required are:***

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. If the Contractor is a sole proprietor, in lieu of Workers' Compensation Insurance, the Contractor must submit a completed and notarized Sole Proprietor Form.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included ; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage's, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds: "The Charter Township of Oakland, the Charter Township of Oakland Parks and Recreation Commission, all elected and appointed officials thereof, all employees, agents and volunteers thereof, and all boards, commissions and/or authorities thereof, including all members, employees, agents and volunteers thereof."

**List Township as Certificate Holder:** Commercial General Liability and Motor Vehicle Liability Insurance shall list Charter Township of Oakland as certificate holder: Charter Township of Oakland, 4393 Collins Road, Rochester, MI 48306.

#### ***Format for providing proof of insurance:***

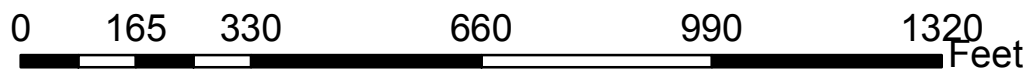
To provide evidence that the vendors of the Oakland Township Parks and Recreation Commission have the required types and amounts of insurance coverage during their term of service, vendors are required to provide both a Certificate of Insurance and evidence that the Charter Township of Oakland has been given Additional Insured Status on liability policies, by furnishing either the endorsement to the policy or the appropriate language from the actual policy which grants the additional insured status.



**Key to Features**





- Prairie Restoration 2014
- Park Boundary
- Lakes and Ponds
- Contour\_FiveFoot

**Map 1: Fields 1 and 2  
Charles Ilsley Park  
18 Acre Prairie Restoration Area**





**Key to Features**

-  Prairie Restoration 2014
-  Park Boundary
-  Lakes and Ponds
-  Contour\_FiveFoot

**Map 2: Field 3  
Draper Twin Lake Park  
20 Acre Prairie Restoration Area**

