



Department of Public Works
Engineering Division
Robert F. Phillips, P.E., City Engineer

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Christina M. Bachmann, P.E.
Eric L. Dundee, P.E.
John S. Fahrney, P.E.
Facilities & Sustainability
Jeanne E. Hoffman, Manager
Operations Manager
Kathleen M. Cryan
Mapping Section Manager
Eric T. Pederson, P.S.
Financial Manager
Steven B. Danner-Rivers

August 8, 2016

NOTICE OF ADDENDUM

ADDENDUM 1

JAPANESE KNOTWEED TREATMENT 2016

Revise and amend the contract document(s) for the above project as stated in this addendum, otherwise, the original document shall remain in effect.

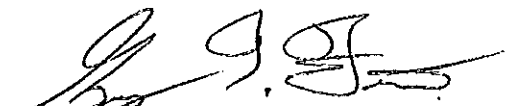
On Page 2 of the contract, disregard the two paragraphs under QUALIFICATIONS. Instead, follow the instructions in "Attachment E Sample Contract for Purchase of Services "Instructions for Contractors".

Please acknowledge this addendum on the Proposal Page E-5 of the contract documents and/or in Section E: Bidder's Acknowledgement on Bid Express.

Electronic version of these documents can be found on the Bid Express web site at:

<http://www.bidexpress.com>

If you are unable to download plan revisions associated with the addendum, please contact the Engineering office at 608-266-4751 receive the material by another route.

FOR

Robert F. Phillips, P.E., City Engineer



Office of City Engineering
City Engineering
Room 115, City County Building
210 Martin Luther King Jr. Boulevard
Madison, WI 53703-3346
TEL: 608/266-4751 FAX: 608/264-9275
Website: www.cityofmadison.com/engineering.html

REQUEST FOR PROPOSAL
Japanese Knotweed Treatment 2016

Due Date: Thursday, August 25, 2016 at 2:00 p.m.

Return To: City of Madison Engineering
210 Martin Luther King, Jr. Blvd., Room 115
Madison, WI 53703-3346

OR Email Bid Proposal to cwegner@cityofmadison.com

Notice and Instructions to Bidders

NOTE:

THIS PROJECT IS ESTIMATED TO COST LESS THAN \$25,000 - THE CITY WILL NOT ACCEPT ANY BIDS HIGHER THAN \$25,000

Bid document must be received at the above address or via email by the time and date specified to be considered valid. Late bids will not be opened. Submit **ONE** complete copy of the Proposal Page. All proposals must be packaged, sealed and clearly labeled with the following:

Bidder Name and Address

TITLE: Japanese Knotweed Treatment 2016

This RFP package includes the following:

- Bid Instructions
- Scope of Work
- Attachment A - Locations of knotweed to be treated and photographs of the Project Area
- Attachment B - Letter for private property owners
- Attachment C - Right of Entry form
- Attachment D - Blank maps for reporting treatment sites
- Attachment E - Sample Contract for Purchase of Services
- Proposal Page (page E-5)
- Attachment F- Standard Terms and Conditions

For questions regarding this bid, contact:

Carissa Wegner
City of Madison Engineering
Phone: 608-261-9822
Fax: 608-264-9275
Email: cwegner@cityofmadison.com

**Calendar of Events:**

DATE	EVENT
August 1, 2016, approx.	Date of issue of the request for proposal
August 25, 2016 at 2pm	Bids due from vendors
August 29, 2016	Contract start date
September 30, 2016, approx.	Contract end date

BID INSTRUCTIONS**GENERAL INFORMATION**

The City of Madison is seeking proposals from qualified contractors to treat the invasive plant, Japanese knotweed (*Fallopia japonica*) along a section of the Southwest Commuter Bike Path and in the Hillcrest Greenway with herbicide. The treatment will consist of a one-time, high volume foliar application with Milestone® in late August or early September. The Contractor may use a backpack sprayer and/or ATV for access and herbicide application. Knotweed patch locations are shown on attached maps. The herbicide applications must be documented and submitted to the Project Manager within one (1) week of application.

QUALIFICATIONS

All prospective bidders are required to follow the instructions in "Attachment E Sample Contract for Purchase of Services "Instructions for Contractors".

BIDDER'S RESPONSIBILITY

Bidders are strongly encouraged to visit the sites prior to bidding. Bidders shall examine the contract documents and shall exercise their own judgment as to the nature and scope of the work required.

ACCEPTANCE/REJECTION OF PROPOSALS

The City reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities to technicalities which at the City's discretion are determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any bidder responding to this request. The City expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejection(s).

The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

WITHDRAWAL OR REVISION OF PROPOSALS

A bidder may, without prejudice, withdraw a proposal submitted prior to the date and time specified for receipt of proposals by requesting such withdrawal in writing before the due time and date for submission of proposals. Telephone requests for withdrawal shall not be accepted. After the due date of submission of bids, no bid may be withdrawn by the bidder for a period of 90 days or as otherwise specified or provided by law.

Any bidder may modify his/her bid by fax communication to the City of Madison Engineering Division at any time prior to opening of bids. The communication shall not reveal the proposal price, but shall provide the addition or subtraction or other modification.

BID OPENING

There will not be a public bid opening for this project. Bids will be opened and evaluated by the Project Manager, or other qualified parties.

CONTRACT



Included with this BID DOCUMENT is a draft contract **Sample Contract for Purchase of Services**. The terms of this template contract may become contractual obligations following award of the BID DOCUMENT. By submitting a bid, the Bidder affirms its willingness to enter into a contract containing substantially similar terms to those in Attachment E, Sample Contract for Purchase of Services.

BID DISTRIBUTION NETWORKS

The City of Madison posts all bid announcements, addenda notices, and bid documents on two bid distribution networks. All bidders must access documents, information, amendments or supplements from either one of these websites. It shall be the responsibility of the Bidders to regularly monitor the bid distribution websites for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response may result in your proposal being disqualified.

- **State of WI VendorNet System**
(WI state and local agencies post bids on this network. **Registration is FREE.**)

<http://vendornet.state.wi.us/vendornet/default.asp>

In the future, requests for bids and requests for proposals from the City of Madison for this project's service or commodity will be sent automatically only to vendors subscribing to VendorNet. If questions exist about VendorNet, call the VendorNet Information Center at 1-800-482-7813 or, for Madison area organizations, call 264-7898.

- **DemandStar by Onvia**
(National bid distribution system with graduated fee schedule to subscribe by county, region, state or on a national level.)

<http://www.demandstar.com/>

- **City of Madison Engineering Website**

<http://www.cityofmadison.com/business/pw/requestForProposals.cfm>

SCOPE OF WORK

GENERAL

The Contractor shall treat the invasive plant, Japanese knotweed (*Fallopia japonica*) with a foliar application using Milestone® herbicide, per instructions of the product, in late August or early September, after flowering, to maximize herbicide movement to the rhizomes.



This proposal is intended to be included as Section 3 of the Contract for Purchase of Services.

All references to the Standard Specifications are intended to reference the Standard Specifications for Public Works Construction 2016. The current version of the City of Madison Standard Specifications can be found here:

<http://www.cityofmadison.com/Business/PW/specs.cfm>

SPECIAL PROVISIONS

The City will conduct an optional pre-bidding meeting and walk-through that is open to attend for any contractor interested in further information about the scope of the project. This meeting will take place on Friday, August 19 at 10:00am at the intersection of Sheldon St and the SW bike path (also near where Sheldon St intersects Fox Ave) and Friday, August 19 at 11:00am at the Hillcrest greenway entrance by 210 South Owen Drive.

If the Contractor does not attend the pre-bidding meetings, the City encourages them to complete their own evaluation of the sites and quantities required prior to bidding, ideally once the knotweed has flowered. The estimates provided in this contract are estimates for bidding and shall be the maximum amount for payments.

BID ITEM 10911 MOBILIZATION AND ENTRANCE TO KNOTWEED WORK SITES

Description:

The Contractor shall enter the knotweed work sites so as to cause minimal bike path user and traffic disturbance. The Contractor's equipment shall not be stored on the bike path and site access shall be limited to between the hours of 9 am and 3 pm. Appropriate signage to alert users of path work crews shall be used in accordance with the MUTCD and direction from City of Madison Traffic Engineering. The Contractor shall take all necessary precautions to prevent damage to City and private property. Any inadvertent damage to private or public property by the Contractor shall be repaired at no additional cost to the City. To enter private property to treat knotweed, it is necessary to obtain permission to enter and receive a filled out "Right of Entry" form (Attachment C) in advance. These completed forms shall be sent to Carissa Wegner cwegner@cityofmadison.com at the end of each day via email attachment. Minimal disturbance of property shall occur.

There are approximately seven (7) large areas of knotweed along the path (as shown on Attachment A maps) however, all knotweed along the bike path between N Breese Terrace and Council Creek and within the Hillcrest greenway needs to be spot treated. The Contractor shall also identify and offer to treat knotweed on private property that is adjacent to the identified portion of the bike path and in the Hillcrest greenway.

Method of Measurement:

Mobilization and Entrance to Knotweed Work Sites shall be measured for each instance of access to the sites for a full treatment of all areas.

Basis of Payment:

This Bid Item shall be paid for at the contract price which shall be full compensation for all work laid out in the description. This Bid Item shall include all labor, work, equipment, and incidentals required to transport equipment, personnel, and materials to the sites. This Bid Item shall also include all work and coordination necessary to obtain any necessary permits and adequately clean the site after project completion. Cleaning the site may include sweeping the sidewalk, street, or bike path in compliance with Article 210.1(d), as necessary to remove spilled material and hauling away all trash from the site. Costs shall be included as part of Bid Item 10911.

BID ITEM 90030 KNOTWEED TREATMENT IN SW BIKE PATH INFESTATION AREA

Description:

The Contractor shall treat the invasive plant, Japanese knotweed (*Fallopia japonica*), along a section of the Southwest commuter bike path. The area to be treated is approximately 2 acres (approximately 9,680 square yards). The locations of the large clusters that have already been identified are shown on Attachment A. The Contractor is also responsible for finding and treating all other knotweed along the path between N Breese Terrace and Council Crest. Volunteers have flagged many of the patches of knotweed along the path, yet



treatment is not to be exclusive of the flagged areas. It is the Contractor's responsibility to look for all other knotweed and eradicate all knotweed from the path.

The knotweed shall be treated, uncut, with a high volume foliar application of Milestone®. This treatment shall be done after the flowering of the knotweed which is normally in the late-August/early-September window to maximize herbicide movement to the rhizomes. The application of herbicide shall be per instructions of the product, documented, and submitted to Carissa Wegner at cwegner@cityofmadison.com within one (1) week. Failure to do so will result in no payment for the treatment.

Method of Measurement:

Knotweed treatment shall be measured by the Square Yard. Treatment shall be documented with pictures to show amount of knotweed treated. Once all treatment has been completed, the blank South West bike path map (Attachment D) shall be marked and turned into Carissa Wegner at cwegner@cityofmadison.com showing where all treatment occurred.

Basis of Payment:

This Bid Item shall be paid for at the contract price which shall be full compensation for all work laid out in the description.

BID ITEM 90031 KNOTWEED TREATMENT IN HILLCREST GREENWAY**Description:**

The Contractor shall find and treat all Japanese knotweed (*Fallopia japonica*), within the Hillcrest greenway boundary. The known location, approximately 10-20 square yards, of knotweed is shown on the Hillcrest greenway map in Attachment A, are approximately 10-20 square yards. The Contractor is also responsible for finding and treating all other knotweed in the Hillcrest greenway boundary.

The knotweed shall be treated, uncut, with a high volume foliar application of Milestone®. This treatment shall be done after the flowering of the knotweed which is normally in the late-August/early-September window to maximize herbicide movement to the rhizomes. The application of herbicide shall be per instructions of the product, documented, and submitted to Carissa Wegner at cwegner@cityofmadison.com within one (1) week. Failure to do so will result in no payment for the treatment.

Method of Measurement:

Knotweed treatment shall be measured by the Square Yard. Treatment shall be documented with pictures to show amount of knotweed treated. Once all treatment has been completed, the blank Hillcrest greenway map (Attachment D) shall be marked and turned into Carissa Wegner at cwegner@cityofmadison.com showing where all treatment occurred.

Basis of Payment:

This Bid Item shall be paid for at the contract price which shall be full compensation for all work laid out in the description.

BID ITEM 90032 KNOTWEED TREATMENT ON PRIVATE PROPERTY

In addition to treating the knotweed directly on the SW Bike Path, the Contractor shall work to coordinate with private property owners to eradicate knotweed on adjacent land. By treating all the knotweed in the area, it can be ensured knotweed is eradicated. The City of Madison is offering to cover the costs of knotweed treatment on private property, via the Contractor. The Contractor is responsible for identifying knotweed on private property and approaching the owner for permission to treat. The provided letter (Attachment B) must be given private property owners that have knotweed identified on their property. The letter explains why the City would like to utilize herbicide treatment and asks for permission to treat the knotweed on their property. This letter must be given to the identified property owners and the property owner needs to fill out a Right of Entry form (Attachment C) before the treatment can occur. The Right of Entry form must be signed by the contractor as a witness and sent daily to the Carissa Wegner at cwegner@cityofmadison.com via scanning or emailing a picture taken on the contractor's phone. 10-20 letters (Attachment B) will be provided to the contractor, printed in color and signed by the City Engineer, Robert Phillips. If the contractor needs more letters, it is their responsibility to request new letter in a timely fashion.

The knotweed shall be treated, uncut, with a high volume foliar application of Milestone®. This treatment shall be done after the flowering of the knotweed which is normally in the late-August/early-September window to maximize herbicide movement to the rhizomes. The application of herbicide shall be documented and submitted



to Carissa Wegner at cwegner@cityofmadison.com within one (1) week. Failure to do so will result in no payment for the treatment.

Method of Measurement:

This Bid Item will be measured by the Square Yard of knotweed clumps. The quantity of knotweed will be largely determined on where the Contractor finds knotweed on private property. The Contractor shall keep track of square yards treated and locations with pictures and marking the blank map (Attachment D).

Basis of Payment:

This Bid Item shall be paid for at the contract price which shall be full compensation for all work laid out in the description.