The Charter Township of Oakland Parks and Recreation Commission (PRC) is seeking itemized quotes from experienced and qualified contractors to provide and install native plant seed for prairie restoration plantings. Proposals will be received at the Oakland Township offices at 4393 Collins Rd, Rochester, MI 48306 until May 3, 2017, at 3:00 P.M., Local Time.

The submission of a proposal by a contractor shall be considered evidence that the contractor is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

Oakland Township Parks and Recreation officially distributes bid documents from the Oakland Township office, 4393 Collins Rd, Rochester, MI 48306 or through the Michigan Intergovernmental Trade Network (MITN, www.mitn.info). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Oakland Township office or the MITN System are guaranteed access to receive addendum information, if such information is issued.

OAKLAND TOWNSHIP PARKS AND RECREATION RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

Any deviation from the specifications must be noted on the proposal.

Please submit proposals to:

Oakland Township Clerk
Charter Township of Oakland
4393 Collins Road
Rochester, Michigan 48306

Proposals must be submitted in a sealed envelope marked: “RFP – 2017 Prairie Restoration Seed and Planting.”

PROJECT SUMMARY
The Oakland Township Parks & Recreation Commission is currently accepting bids for the 2017 Prairie Restoration Seed and Planting at Charles Ilsley Park (14.3 acres) and Gallagher Creek Park (3.1 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 all 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 regional ecotype seed, or an itemized bid for either providing seed or installing it.

A recommended pre-bid meeting will be held Wednesday, April 26, 2017 at 11 am to inspect the restoration sites. Meet in the parking lot at Gallagher Creek Park (2780 Silver Bell Road, Rochester, MI 48306). After review of the Gallagher Creek Park restoration site, we will proceed to Charles Ilsley Park, about a 10-15 minute drive (1479 East Predmore Rd, Rochester, MI 48363).

INSTRUCTION TO BIDDERS

GENERAL CONDITIONS

1. INTENT

The intent of this RFP is to select a contractor for 2017 Prairie Restoration Seed and Planting at Charles Ilsley Park (14.3 acres) and Gallagher Creek Park (3.1 acres).

2. PROPOSAL SUBMISSION

Please submit proposals to:

Oakland Township Clerk
Charter Township of Oakland
Oakland Township Parks and Recreation
4393 Collins Road
Rochester, Michigan 48306


It is the responsibility of the Bidder to ensure that the proposal arrives on time and at the right place. Any proposals received after the above date and time will be disqualified.

3. PUBLIC INFORMATION

All submitted proposals and information included therein or attached thereto shall become public record upon their delivery to the Township.

4. CLARIFICATION OF RFP

Any request(s) for clarification of this RFP shall be made in writing and delivered to: Ben VanderWeide, Natural Areas Stewardship Manager, 4393 Collins Road, Rochester, MI 48306 or bvanderweide@oaklandtownship.org. Inquiries on the proposal will not be accepted after April 28, 2017 at 12:00 pm (noon).

5. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

The Township reserves the right to accept or reject any or all proposals, waive or modify proposal requirements, waive informalities, allow correction of errors or omissions, negotiate individually with one or more proponents, request supplemental proposals and/or additional information, and to select and award a contract to a qualified consultant determined by the Parks and Recreation Commission, in its discretion, to be in the best interest of the Township considering all factors. Members of the Parks and Recreation Commission and Staff will review the proposals and make a recommendation to the Parks and Recreation Commission who will award the contract.

Any acceptance of a proposal by the Parks and Recreation Commission shall not be binding on the Township and may be withdrawn for at least ten days after the date of acceptance and until the selected consultant has submitted the signed contract and satisfied all insurance and other acceptance conditions. During the period of time the Parks and Recreation Commission acceptance may be withdrawn, the Parks and Recreation Commission reserves the right to continue to review, evaluate and investigate all proposals and consultants, and for any reason approved by the Parks and Recreation Commission, may withdraw the acceptance of a proposal.
6. RESPONSIVE PROPOSALS

Companies are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company’s risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, they are advised to call and have the portion in question clarified.

7. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to the RFP will be posted on the MITN system website, on the Oakland Township website, and at the Oakland Township office. It shall be the contractor’s responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

8. INTERVIEWS

Interviews will be scheduled if it is determined to be necessary by the Township.

9. AWARD

Competitive proposals will be evaluated based upon criteria formulated around the most important features of the service, of which qualifications, experience, and timelines may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor’s approach meets the desired requirements. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to Oakland Township Parks and Recreation. Oakland Township Parks and Recreation reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The evaluation and award of this proposal shall be rated on the following (not in any relevant order):

- Demonstration of a clear understanding of the project.
- Evaluation of professional qualifications and capabilities of the firm and its project management and assigned personnel to perform requested services.
- Evaluation of the work plan and scheduling.
- Related experience with similar types of projects.
- Cost.
- Attention to requests and requirements of this RFP.
- Results of interview (if conducted).

The price proposed shall be considered firm and cannot be altered after receipt per the terms of this bid. The contents of this RFP and the vendor’s response will become contractual obligations if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

10. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn in person by a bidder, or authorized representative, provided their identity is known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No proposal may be withdrawn for at least 90 days after opening except the successful bidder whose prices shall remain firm for the entire contract period.
11. EXECUTION OF AGREEMENT

If a vendor does not execute an agreement within 7 days after being notified of selection, the Parks and Recreation Commission (PRC) may give notice to the firm of the PRC’s intent to select the next most qualified Bidding firm or call for new proposals, whichever the PRC deems most appropriate.

12. LIABILITY FOR COSTS

The Township is not liable for any costs incurred by firms with regard to this RFP.

13. TAX EXEMPTION

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Township will furnish the successful bidder with tax exemption certificates when requested.

14. IRAN LINKED BUSINESS

In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq., effective date 4/1/13, all vendors must certify that they are not an “Iran Linked Business” in order to submit a proposal. The act prohibits individuals who have economic relations with Iran from submitting bids on RFP’s with the state or any other public entities. The act also includes penalty provisions for submittal of false certifications. See Attachment “B”.

FORM AND RECEIPT OF PROPOSALS

All proposals must be made and signed by the bidder in the bid form attached hereto.

SUMMARY OF WORK

PROJECT SPECIFICATIONS

The Oakland Township Parks & Recreation Commission is seeking to seed native prairie vegetation in old fields at Charles Ilsley Park (15 acres) and Gallagher Creek Park (3 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 all 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 regional ecotype seed, or an itemized bid for either providing seed or installing it.

Task 1. Provide Native Prairie Seed:

- We realize that species availability will determine the final seed mix, and will work with the contractor awarded the project to finalize the seed mix within the project cost. Seed mixes included in the proposal must follow the specifications below, or the bid will be considered non-responsive. This will allow us to more accurately compare bids.
- Provide regional ecotype native prairie/oak barrens plant seed. We define regional ecotype as sources from within 150 miles north or south of Rochester, MI and within 250 miles east or west. Include only species native to Oakland County, Michigan, according to the University of Michigan Herbarium (michiganflora.net).
• Moderate diversity seed mix (>30 species)
• 50:50 graminoid (grasses and sedges) to forb ratio by weight in the seed mix
• At least 7 lb/acre if providing Pure Live Seed (PLS), 10 lb/acre if hand-collected or untested seed
• Favor shorter graminoid species (e.g. little bluestem and June grass) over taller graminoid species (e.g. big bluestem, indiangrass), although taller species may be included at low rates.
• Species known to be aggressive in restoration plantings should only be included in small amounts
• Exclude the following species from the seed mix: *Panicum virgatum, Asclepias syriaca*, weedy *Solidago* species (e.g. *canadensis, altissima*), *Echinacea* species, *Ratibida pinnata*.
• Match seed mix to the soils and hydrology of the sites. Include indicator species for natural community types. **Final selection of species and amounts in seed mix must be approved by OTPRC staff.**
• Seed mixture shall be blended by supplier at specified ratios of species and shall be guaranteed by supplier as being true to specifications.
• **Non-native cover/nurse crop shall only be used on steep slopes that are prone to erosion.**
• Seed shall be clean according to industry standards.
• For seed mix development use Michigan Natural Features Inventory community abstracts.
  - For dry, upland areas ([Dry Upland Mix](#)) use oak barrens, oak openings, and dry-mesic prairie community abstracts. Dominant grasses should be short species such as *Schizachyrium scoparium* with good representation of other shorter graminoids such as *Elymus* spp., and *Koeleria macrantha*. Aggressive grasses and forbs should only be minor components of the seed mix. Develop seed mix from the species list below.

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Achillea millefolium</em></td>
<td>yarrow</td>
<td>forb</td>
</tr>
<tr>
<td><em>Asclepias tuberosa</em></td>
<td>butterfly milkweed</td>
<td>forb</td>
</tr>
<tr>
<td><em>Asclepias verticillata</em></td>
<td>whorled milkweed</td>
<td>forb</td>
</tr>
<tr>
<td><em>Aureolaria flava</em></td>
<td>smooth false foxglove</td>
<td>forb</td>
</tr>
<tr>
<td><em>Desmodium spp.</em></td>
<td>tick trefoils</td>
<td>forb</td>
</tr>
<tr>
<td><em>Euphorbia corollata</em></td>
<td>flowering spurge</td>
<td>forb</td>
</tr>
<tr>
<td><em>Helianthus occidentalis</em></td>
<td>western sunflower</td>
<td>forb</td>
</tr>
<tr>
<td><em>Lespedeza capitata</em></td>
<td>round-headed bush clover</td>
<td>forb</td>
</tr>
<tr>
<td><em>Liatris aspera</em></td>
<td>rough blazing star</td>
<td>forb</td>
</tr>
<tr>
<td><em>Liatris cylindracea</em></td>
<td>cylindrical blazing star</td>
<td>forb</td>
</tr>
<tr>
<td><em>Lupinus perennis</em></td>
<td>wild lupine</td>
<td>forb</td>
</tr>
<tr>
<td><em>Monarda fistulosa</em></td>
<td>wild bergamot</td>
<td>forb</td>
</tr>
<tr>
<td><em>Monarda punctata</em></td>
<td>horse mint</td>
<td>forb</td>
</tr>
<tr>
<td><em>Oenothera biennis</em></td>
<td>common evening primrose</td>
<td>forb</td>
</tr>
<tr>
<td><em>Oligoneuron rigidum</em></td>
<td>stiff goldenrod</td>
<td>forb</td>
</tr>
<tr>
<td><em>Penstemon digitalis</em></td>
<td>foxglove beard tongue</td>
<td>forb</td>
</tr>
<tr>
<td><em>Penstemon hirsutus</em></td>
<td>hairy beard tongue</td>
<td>forb</td>
</tr>
<tr>
<td><em>Phlox pilosa</em></td>
<td>prairie phlox</td>
<td>forb</td>
</tr>
<tr>
<td><em>Rudbeckia hirta</em></td>
<td>black-eyed susan</td>
<td>forb</td>
</tr>
<tr>
<td><em>Solidago juncea</em></td>
<td>early goldenrod</td>
<td>forb</td>
</tr>
<tr>
<td><em>Solidago nemoralis</em></td>
<td>old-field goldenrod</td>
<td>forb</td>
</tr>
<tr>
<td><em>Solidago speciosa</em></td>
<td>showy goldenrod</td>
<td>forb</td>
</tr>
<tr>
<td>Scientific Name</td>
<td>Common Name</td>
<td>Group</td>
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<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>Symphyotrichum dumosum</td>
<td>rice-button aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum ericoides</td>
<td>heath aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum laeve</td>
<td>smooth blue aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum oolentangiense</td>
<td>sky-blue aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum urophyllum</td>
<td>arrow-leaved aster</td>
<td>forb</td>
</tr>
<tr>
<td>Tephrosia virginiana</td>
<td>goat's rue</td>
<td>forb</td>
</tr>
<tr>
<td>Tradescantia ohiensis</td>
<td>common spiderwort</td>
<td>forb</td>
</tr>
<tr>
<td>Zizia aurea</td>
<td>golden alexanders</td>
<td>forb</td>
</tr>
<tr>
<td>Andropogon gerardii</td>
<td>big bluestem</td>
<td>graminoid</td>
</tr>
<tr>
<td>Bouteloua curtipendula</td>
<td>side-oats grama</td>
<td>graminoid</td>
</tr>
<tr>
<td>Carex molesta</td>
<td>field oval sedge</td>
<td>graminoid</td>
</tr>
<tr>
<td>Carex vulpinoidea</td>
<td>fox sege</td>
<td>graminoid</td>
</tr>
<tr>
<td>Elymus canadensis</td>
<td>Canada wild rye</td>
<td>graminoid</td>
</tr>
<tr>
<td>Elymus virginicus</td>
<td>Virginia wild rye</td>
<td>graminoid</td>
</tr>
<tr>
<td>Eragrostis spectabilis</td>
<td>purple lovegrass</td>
<td>graminoid</td>
</tr>
<tr>
<td>Juncus tenuis</td>
<td>path rush</td>
<td>graminoid</td>
</tr>
<tr>
<td>Koeleria macrantha</td>
<td>June grass</td>
<td>graminoid</td>
</tr>
<tr>
<td>Schizachyrium scoparium</td>
<td>little bluestem</td>
<td>graminoid</td>
</tr>
<tr>
<td>Sorghastrum nutans</td>
<td>indiangrass</td>
<td>graminoid</td>
</tr>
<tr>
<td>Amorpha canescens</td>
<td>lead plant</td>
<td>shrub</td>
</tr>
<tr>
<td>Ceanothus americanus</td>
<td>New Jersey tea</td>
<td>shrub</td>
</tr>
<tr>
<td>Rosa carolina</td>
<td>pasture rose</td>
<td>shrub</td>
</tr>
</tbody>
</table>

- For mesic upland areas (**Mesic Upland Mix**) use the oak openings and wet-mesic prairie community abstracts. Dominant grass should be short species such as *Schizachyrium scoparium*, with good representation from other short graminoids such as *Bromus ciliatus*, *Elymus* spp. Develop seed mix from the species list below.

<table>
<thead>
<tr>
<th>Scientific Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Achillea millefolium</td>
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<td>forb</td>
</tr>
<tr>
<td>Anemone cylindrica</td>
<td>thimbleweed</td>
<td>forb</td>
</tr>
<tr>
<td>Anemone virginiana</td>
<td>thimbleweed</td>
<td>forb</td>
</tr>
<tr>
<td>Asclepias tuberosa</td>
<td>butterfly weed</td>
<td>forb</td>
</tr>
<tr>
<td>Aureolaria flava</td>
<td>smooth false foxglove</td>
<td>forb</td>
</tr>
<tr>
<td>Coreopsis tripteris</td>
<td>tall coreopsis</td>
<td>forb</td>
</tr>
<tr>
<td>Desmodium spp.</td>
<td>tick trefoils</td>
<td>forb</td>
</tr>
<tr>
<td>Euphorbia corollata</td>
<td>flowering spurge</td>
<td>forb</td>
</tr>
<tr>
<td>Heliopsis helianthoides</td>
<td>false sunflower</td>
<td>forb</td>
</tr>
<tr>
<td>Lespedeza spp.</td>
<td>bushclover species</td>
<td>forb</td>
</tr>
<tr>
<td>Liatris aspera</td>
<td>rough blazing star</td>
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<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>Penstemon digitalis</td>
<td>foxglove beard tongue</td>
<td>forb</td>
</tr>
<tr>
<td>Pycnanthemum virginianum</td>
<td>mountain mint</td>
<td>forb</td>
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<td>Rudbeckia hirta</td>
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<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum novae-angliae</td>
<td>New England aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum lateriflorum</td>
<td>panicked aster</td>
<td>forb</td>
</tr>
<tr>
<td>Symphyotrichum urophyllum</td>
<td>arrow-leaved aster</td>
<td>forb</td>
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<tr>
<td>Tradescantia ohiensis</td>
<td>common spiderwort</td>
<td>forb</td>
</tr>
<tr>
<td>Veroniastrum virginicum</td>
<td>Culver's root</td>
<td>forb</td>
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<td>Zizia aurea</td>
<td>golden alexanders</td>
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<td>Elymus canadensis</td>
<td>Canada wild rye</td>
<td>graminoid</td>
</tr>
<tr>
<td>Elymus villosus</td>
<td>silky wild rye</td>
<td>graminoid</td>
</tr>
<tr>
<td>Elymus virginicus</td>
<td>Virginia wild rye</td>
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</tr>
<tr>
<td>Juncus tenuis</td>
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<td>indiangrass</td>
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</tr>
<tr>
<td>Amorpha canescens</td>
<td>lead plant</td>
<td>shrub</td>
</tr>
</tbody>
</table>

- For the wettest areas (Wet Prairie Seed Mix) use the wet prairie and lakeplain wet prairie community abstracts. Graminoids should include a diversity of grasses, sedges, and rushes including *Calamagrostis canadensis*, *Spartina pectinata*, *Glyceria striata*, *Carex* spp., *Elymus* spp., *Bromus ciliatus*. Aggressive species such as *Andropogon gerardii* and *Sorghastrum nutans* should not represent more than 40% of graminoid seed by weight. Develop seed mix from the species list below.
### Scientific Name | Common Name | Group
--- | --- | ---
Hypericum prolificum | shrubby St. John’s-wort | forb
Iris virginica | blue flag | forb
Liatris spicata | marsh blazing star | forb
Lobelia siphilitica | great blue lobelia | forb
Lobelia spicata | pale spiked lobelia | forb
Pycnanthemum virginianum | common mountain mint | forb
Rudbeckia hirta | black-eyed susan | forb
Solidago ohioense | Ohio goldenrod | forb
Solidago patula | swamp goldenrod | forb
Solidago riddellii | Riddell’s goldenrod | forb
Symphyotrichum novae-angliae | New England aster | forb
Symphyotrichum puniceum/firmum | swamp aster | forb
Thalictrum dasycarpum | purple meadow rue | forb
Verbena hastata | blue vervain | forb
Veronicastrum virginicum | Culver’s root | forb
Zizia aurea | golden alexanders | forb
Andropogon gerardii | big bluestem | graminoid
Bromus ciliatus | fringed brome | graminoid
Calamagrostis canadensis | blue joint grass | graminoid
Carex bebbii | Bebb’s oval sedge | graminoid
Carex comosa | bristly sedge | graminoid
Carex crinita | fringed sedge | graminoid
Carex lupulina | common hop sedge | graminoid
Carex lurida | bottlebrush sedge | graminoid
Carex stricta | common tussock sedge | graminoid
Carex vulpinoidea | brown fox sedge | graminoid
Elymus virginicus | Virginia wild rye | graminoid
Glyceria striata | fowl manna grass | graminoid
Juncus tenuis | path rush | graminoid
Leersia oryzoides | rice cut grass | graminoid
Scirpus atrovires | dark green rush | graminoid
Scirpus cyperinus | wool grass | graminoid
Sorghastrum nutans | Indiangrass | graminoid
Spartina pectinata | prairie cord grass | graminoid

### Task 2. Install Native Plant Seed:

- Planting will take place in either late Fall/early Winter 2017 or Spring 2018. Fall 2017 seeding preferred after soil temperatures have consistently dropped below 45 F. Authorization by OTPRC staff is required.
- Contractor will clean dirt, mud, plant debris, seeds, and sources of contamination from equipment prior to arriving on site to prevent spread of invasive species.
• Install seed by broadcasting or conservation seed drill as appropriate, using industry best practices for chosen technique to ensure best germination and establishment.
• Seed installation method will minimize chance of subsequent erosion.
• At Gallagher Creek Park the old fenceline contains scattered trees and rock piles. This area will be broadcast seeded to the dry upland mix.
• At Charles Ilsley Park one area has particularly steep slopes that are prone to erosion. Seed with Mesic Prairie Mix, but include cover crop in seed mix for this area and hand broadcast.
• See maps for locations and area of planting zones. Planting zones will be clearly marked in the field by OTPR staff.

Task 3. Report:
• Prepare a report including, but not limited to, the following information (as appropriate):
  o Date of planting
  o Method of planting
  o Rate of planting, including calibration of the seed drill/broadcast equipment
  o The amount and source (provenance) of each species included in the seed mix
  o Amount and type of cover crop used for erosive area at Charles Ilsley Park
  o Any deviations or special conditions encountered during seeding

Itemized Bid Specs:

<table>
<thead>
<tr>
<th>Area 1: Charles Ilsley Park</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Map Key #</strong></td>
</tr>
<tr>
<td>1</td>
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<td></td>
</tr>
<tr>
<td><strong>Total =</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 2: Gallagher Creek Park</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Map Key #</strong></td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td><strong>Total =</strong></td>
</tr>
</tbody>
</table>

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 or 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 designing the seed mix and installing the native seed, the Contractor shall evaluate the project areas. The evaluation should include, but is not limited to site soils, hydrology, aspect, slope, and surrounding vegetation.

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

INSURANCE
The Contractor shall submit with their bid evidence that they meet 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 provide evidence that Charter Township of Oakland has been given additional insured status.

**SUBMITTALS**

1. Bid Form with itemized quote for seed cost, planting cost, and bundled seed and planting cost.
2. Preliminary work plan with description of installation method and equipment, including description of decontamination procedures to prevent spread of invasive species.
3. Clear description of proposed seed mixes. At a minimum for each species include scientific name, percent of mix by weight, percent of mix by seed number, and seeds per square foot; grass:forb ratio by weight; and total weight per acre.
4. Professional services overview, including references from at least three similar projects.
5. Proof of insurance, following Oakland Township insurance requirements.
6. Vendor certification that not “Iran linked business.”

**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 OTPR - 2017 Prairie Restoration Seed and Planting
Charter Township of Oakland, 4393 Collins Road, Rochester, MI 48306

BID FOR: “OTPR - 2017 Prairie Restoration Seed and Planting”

ITEMIZED QUOTE

In addition to the itemized quote below, submit the following information:
1. Clear description of proposed seed mixes. For each species include scientific name, percent of mix by
   weight, percent of mix by seed number.
2. Indication of installation method and equipment

Area 1: Charles Ilsley Park

<table>
<thead>
<tr>
<th>Map K #</th>
<th>Seed Mix</th>
<th>Area</th>
<th>Work Calendar</th>
<th>Seed Cost</th>
<th>Planting Cost</th>
<th>Bundled Cost for Seed and Planting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dry Upland Mix</td>
<td>5.2 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mesic Upland Mix</td>
<td>7.1 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Mesic Upland Mix + Cover Crop for Steep Slope</td>
<td>0.5 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wet Prairie Mix</td>
<td>1.5 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total =</strong></td>
<td></td>
<td><strong>14.3 acres</strong></td>
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</tbody>
</table>

Area 2: Gallagher Creek Park

<table>
<thead>
<tr>
<th>Map Key #</th>
<th>Seed Mix</th>
<th>Area</th>
<th>Work Calendar</th>
<th>Seed Cost</th>
<th>Planting Cost</th>
<th>Bundled cost for seed &amp; planting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dry Upland Mix</td>
<td>1.4 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Wet Prairie Mix</td>
<td>1.7 acres</td>
<td>10/1/2017 – 6/15/2018</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total =</strong></td>
<td></td>
<td><strong>3.1 acres</strong></td>
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</table>
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 ___________________, 2017.

Respectfully Submitted,

BY: _______________________________

Print Name

_______________________________

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) Insurance Requirements
B) Vendor Certification that not “Iran Linked Business”
C) Map 1: Charles Ilsley Park, Field 1
D) Map 2: Gallagher Creek Park, Field 2
ATTACHMENT A: INSURANCE REQUIREMENTS

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

Certificate of Liability Requirements

Insurance coverage and limits required are:

**Workers’ Compensation Insurance:** The Contractor, including sole proprietors with any employees, 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 with no other employees, in lieu of Workers’ Compensation Insurance, the Contractor must submit a Waiver of Workers Compensation.

**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.

**Vendors:** Any insurance-related questions? Call Keith Potter (Ibex) at 248-538-0470.
ATTACHMENT B

VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

Vendor:___________________________________________________________________

Legal Name:_______________________________________________________________

Street Address:____________________________________________________________

City:______________________________________________________________________

State and Zip:_______________________________________________________________

Corporate ID # /State:_______________________________________________________

Taxpayer ID #:_____________________________________________________________

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to Charter Township of Oakland.

Signature of Vendor’s
Authorized Agent: __________________________________________________________

Printed Name of Vendor’s
Authorized Agent: __________________________________________________________

Witness Signature: __________________________________________________________

Printed Name of Witness:____________________________________________________
Charles Ilsley Park
Fall 2017

Planting Area for
2015 USFWS Grant

14.3 Acres

Charter Township of Oakland
Parks and Recreation

Key to Features
- Park Trails
- Oakland Township Park
- Dry Upland Mix
- Mesic Upland Mix
- Mesic Upland: Steep Slope
- Wet Prairie Mix
Soils in Planting Area for 2015 USFWS Grant

14.3 Acres

Key to Features
- Park Trails
- Oakland Township Park
- 2017 Project Area

Soils
- 10C
- 10D
- 11B

Charles Ilsley Park
Fall 2017

15 Acres

14 Feb 2017
BLV

Charter Township of Oakland
Parks and Recreation
Gallagher Creek Park
Fall 2017

Planting Areas for
2015 USFWS Grant

3.1 Acres

Charter Township of Oakland
Parks and Recreation

Key to Features
- Park Trails
- Dry Upland Mix, 2017
- Wet Prairie Mix, 2017
- Oakland Township Park
- Rivers and Streams
- Lakes and Ponds
26 - Sloan Silt Loam
31B - Metea Sandy Loam
0 - 6 % Slopes

Gallagher Creek Park
Fall 2017

Planting Areas for 2015 USFWS Grant

3.1 Acres

Charter Township of Oakland
Parks and Recreation

Key to Features
- Oakland Township Park
- Park Trails
- Lakes and Ponds
- Rivers and Streams
- 5 Foot Contours
- 2017 Restoration Area