**Statement of Work – Request for Quote**



**DCR RFR** # DCR 578 Lakes and Ponds Assessment
**Commbuys** #:

**RFQ**: Aquatic Invasive Species Permitting and Management Services at the Massasoit State Park Ponds (Lake Rico, Middle Pond, Big Bearhole Pond) in East Taunton.

**Summary:** This Request for Quotes (RFQ) is posted by the Department of Conservation and Recreation for the procurement of a vendor to provide aquatic invasive species permitting and management services for the aforementioned ponds at Massasoit State Park.

 **Commonwealth Eligible Entity Engaging a Vendor:**

Eligible Entity Name: Department of Conservation and Recreation

Type of Eligible Entity: State Agency

Eligible Entity Mailing Address: 251 Causeway St, Boston MA 02114

Contact Name: Kara Sliwoski

E-Mail Address: kara.sliwoski@mass.gov

This Request for Quotes (RFQ) does not commit DCR to approve a Statement of Work (SOW), pay any costs incurred in the preparation of a bidder’s response to this RFQ, or to engage for products or services. DCR reserves the right to accept or reject any and all quotes received as a result of this RFQ and to contract for some, all, or none of the responding vendors as a result of this RFQ. DCR further reserves the right to negotiate with any or all responding vendors or to cancel this RFQ, in part or in its entirety, if it is in the best interest of the agency to do so.

 **Specifications sought:**

Project Description:

DCR has previously hydro-raked aquatic vegetation and managed Phragmites at Middle Pond in Massasoit State Park. However, Middle Pond, Lake Rico and Big Bearhole Pond all have submersed aquatic invasive plant growth (Eurasian watermilfoil, variable watermilfoil and/or fanwort), which is interfering with recreational activities and negatively impacting native aquatic plant communities.

DCR is currently seeking a consultant to obtain all necessary permits to conduct additional aquatic plant management activities in each of the three ponds and then conduct an aquatic plant management program. Little Bearhole Pond will not be included in the permitting or management.

Scope of Work:

**It is crucial that proposals must itemize the specific tasks and costs for each task by fiscal year and not by management season.**  All work shall be completed and billed on a fiscal year basis (July 1 – June 30). Vendor must comply with all conditions of the OOCs including notifications, reporting, site meetings, etc. Vendor is responsible for keeping all permits active and must keep the Conservation Commissions updated during all aspects of the project.

The selected vendor will obtain all necessary permits and approvals needed to manage the invasive plant populations in each of the ponds. The vendor is responsible for all associated filing fees and attendance at all meetings/hearings is required. The vendor shall also respond to any Conservation Commission requests for additional information in the filings. Please note that a Natural Heritage Endangered Species Program and Division of Marine Fisheries filing will be required. All permits should be obtained to proceed with management during the 2022 season and permitting should be completed by April 1, 2022. During CY22 through FY24, the vendor will conduct an aquatic vegetation management program inclusive of annual permitting, surveys, management as necessary based on species present (inclusive of Phragmites management), and reporting.

The selected vendor will be responsible for the following tasks:

* Task 1: Obtain all permits and approvals for selected management techniques in each pond, with all permits to be in place by 4/1/2022.
* Task 2: Conduct an aquatic plant management program during CY22 through FY24
* **2.1 DEP License to Apply Chemicals / OOC compliance** – Valid OOCs are anticipated to be in place; compliance with any special conditions is required each year.
* **2.2 Pre-management survey** – Conduct an annual aquatic vegetation survey to determine the distribution and density of all invasive species and the area(s) recommended for treatment.  Provide maps and concise management recommendations each year to DCR.
* **2.3 Aquatic plant management** – Conduct plant management within all ponds to provide control of the invasive species each year.  Your proposal must break down the recommended approach(es) and costs based on target species and/or herbicide for each season – please include both contact and systemic options. Whole lake management of all ponds is preferred for the initial year.
* **2.4 Phragmites management** - Conduct Phragmites management as necessary in/around all three ponds. Please include treatment, cutting and removal (where feasible) costs.
* **2.5 Post-management survey**–Conduct an aquatic vegetation survey to determine the distribution and density of all aquatic species each year following completion of management activities.
* **2.6 Year-end report** – The report should contain information about all tasks undertaken, maps and any data sheets, future management recommendations, any other OOC required information and be provided to the Conservation Commission by any required deadlines.

**Anticipated Completion of Project:** All permits should be obtained by April 1, 2022. Aquatic plant management will take place during FY22/CY22 through FY24. All work will be completed by June 30, 2024.

**Evaluation Criteria:**  Responses will be evaluated according to the following criteria

 1. Technical approach

 2. Experience with similar projects

 3. Demonstrated ability to complete the work in accordance with the project’s timeline

1. Overall cost, itemized by task and organized by fiscal year
2. Qualifications of staff expected to play key roles in this project

**Responses:** Responses (bids/quotes) are to be submitted to DCR electronically via the “Create Quote” function contained in Commbuys system. If you are a vendor on DCR 578 and have not registered on Commbuys, you are required to do so. Vendors should consult the vendor user guide at <http://www.mass.gov/anf/docs/osd/commbuys/commbuys-vendor-registration.pdf>.

Help is available from the Commbuys Help Desk at 617.720.3197.

**Questions are due by:** September 23, 2021 by 5:00 p.m.

**Answers to questions will be submitted by:** September 24, 2021 by 5:00 p.m.

**All responses are due by Friday, October 1 at 5:00 PM.**