



REQUEST FOR PROPOSAL:
TREE PLANTING AND INVASIVE PLANT MANAGEMENT SERVICES
FOR RIPARIAN FOREST BUFFER PROJECTS IN ROCKBRIDGE, BATH, AND ALLEGHANY, VA

ORGANIZATIONAL INFORMATION:

Upper & Middle James Riparian Consortium (Consortium) www.jamesriverconsortium.org

James River Association (JRA) www.thejamesriver.org

Address: 16 South 17th Street, Suite 100, Richmond, VA 23219

Contact Persons:

Melissa O'Neill, Program Administration Coordinator, 804-215-6135; moneill@thejamesriver.org;

Amber Ellis, Restoration Director, 804-215-6137; aellis@thejamesriver.org

ISSUE DATE: 09/14/2022

AMENDMENT DATE: 9/21/2022

Introduction: The James River Association, on behalf of the Upper & Middle James Riparian Consortium, is requesting proposals from qualified contractors for riparian forest buffer maintenance. Riparian forest buffers include the trees and shrubs along the banks of waterways that filter upland runoff, provide habitat for wildlife, and stabilize banks. For the purposes of this Request for Proposals (RFP), riparian buffer maintenance may include invasive species management, tree planting in areas with low trees per acre (TPA) and/or tree shelter maintenance. The scope of the project is not a single site, but includes 25 discrete riparian buffer sites located throughout Rockbridge, Alleghany, and Bath Counties in Virginia.

Background: The Consortium is a partnership to create healthy streamside ecosystems for clean water in the James River watershed. The James River Stewardship Program (JRSP), a program developed under the Consortium, is an effort to assess and provide maintenance funding of previously installed riparian forest buffers to ensure their healthy survival. Funding for the JRSP is through a National Fish and Wildlife Foundation - Innovative Nutrient and Sediment Reduction (NFWF INSR) Grant.

In addition to ensuring successful riparian forest buffers, the grant seeks to support and grow a riparian workforce by 1) creating entry level internships for the assessments, and 2) providing opportunities for mentorship and low risk opportunities for contractors looking to incorporate riparian buffer work into their service offerings. Through the JRSP, two interns assessed riparian buffers installed through another program.

2022 was the JRSP's pilot year and 2 interns assessed a total of 209.22 acres of riparian forest buffers between 5-19 years of age across 27 properties in Rockbridge, Alleghany, and Bath Counties. 25 sites were selected for maintenance. The goal for maintenance activities under this RFP are to 1) increase longevity and health of the buffer, and 2) provide maintenance for the riparian buffer to, at minimum, program re-enrollment criteria:

reduce invasive species coverage to less than 20% and increase tree coverage to at least 80% of originally planted trees per acre (TPA).

Scope of Work: Maintenance will be completed in 2 phases: November 2022 - February 2023 invasive species management and/or tree shelter maintenance and March - April 2023 for bare-root tree planting. We will accept proposals for just invasive species management and tree shelter maintenance, just replanting, or both. Only contractors who have been selected through this RFP process will be eligible to install projects. Services sought may include the following activities across the 25 sites:

Invasive Species Management (ISM)

- Must be completed between November 2022 - February 2023.
- ISM needs include **47.2 acres across 25 sites**. Most common invasive plant species found were Autumn Olive (*Eleagnus umbellata*), Chinese Privet (*Ligustrum sinense*), and Multiflora Rose (*Rosa multiflora*). Other species requiring management include Amur Honeysuckle (*Lonicera maackii*), Japanese Honeysuckle (*Lonicera japonica*), Oriental Bittersweet (*Celastrus orbiculatus*), Bradford Pear (*Pyrus calleryana*), Mimosa (*Albizia julibrissin*), and Tree of Heaven (*Ailanthus altissima*). Japanese Stiltgrass and Wavyleaf Basketgrass were present but treatment will not be priority under this RFP.
- All 25 sites need some level of invasive species management which may include cut stump, basal bark, hack and squirt, foliar spray, and/or other strategies that may not be included in the provided recommendation report(s).
- 8 of the 25 sites (23.8 acres) need intensive treatment which may include heavy Autumn Olive infestations and/or high invasive vine coverage with tree shelter maintenance.

Tree planting

- Must be completed between March - April 2023.
- Planting needs include **2,480 trees across 11 sites**. Plantings may vary from 10 trees to 790 trees at an individual site. Contractor will provide all labor, planting stock, materials, and equipment to fulfill all aspects detailed in the provided recommendation report. The recommendation report will include details regarding specific species, quantities, and maps.
- Assume each bare-root seedling will have a 4' tree shelter which includes 4' tree shelter tube, 4' stake, ties, and a bird net. Installation labor will include
 - Scalping sod from the planting location of the seedlings,
 - Planting the bare root seedling so they are properly spaced, erect, at an acceptable depth, and firmly set, and
 - Properly installing a tree shelter and bird net (leave quarter-sized hole at top of tree shelter) as needed.

Tree Shelter Maintenance

- Must be completed between November 2022 - February 2023.
- Tree shelter maintenance is needed on **28.69 acres across 4 sites**
- Maintenance may include fixing leaning shelters, removing and disposing of fallen shelters, and as appropriate, removing bird nets and shelters the trees have outgrown.

JRA will provide the selected contractor(s) a recommendation report for each site which will detail project site information including project location, project maps depicting 1-2 acre zones, a planting plan, and invasive

species extent, type, and management strategy. Attached are two examples (with landowner identification removed) that reflect one site that needs a lot of work and one that needs minimum work. To protect the privacy of the landowners, site information will only be provided to those with selected proposals. At this point an agreement will be signed for all work to be completed. For the purpose of this RFP site specific details are listed in the below table.

Maintenance Details by Site

Site #	County	# Acres of Buffer Area	# Trees to Plant	# Acres Invasive Species Management (Intensive Acres are bolded with gray fill)	Acres of Shelter Maintenance
1	Rockbridge	5.27	150	1.3	
2	Rockbridge	1.18	-	1	
3	Rockbridge	13.47	80	2.5	
4	Rockbridge	14.9	100	2.5	
5	Rockbridge	26.8	790	12	
6	Rockbridge	8.59	-	4	8.59
7	Rockbridge	7.7	-	1.5	7.7
8	Rockbridge	3.3	-	1.5	
9	Rockbridge	6.79	-	1	
10	Bath	7.44	-	1	
11	Bath	5.16	500	1	
12	Rockbridge	4.5	150	1	
13	Rockbridge	12.34	-	2.5	
14	Rockbridge	2.43	80	0.5	
15	Rockbridge	1.2	-	0.5	1.2
16	Rockbridge	5.1	-	1	
17	Rockbridge	11.2	-	1.5	11.2
18	Rockbridge	4.23	-	2.5	
19	Rockbridge	16.59	270	5	
20	Rockbridge	8.63	270	1	
21	Rockbridge	1.36	10	0.1	
22	Rockbridge	0.4	-	0.25	
23	Rockbridge	3.22	-	0.3	
24	Alleghany	19.5	80	1.5	
25	Rockbridge	1.8	-	0.25	
Totals		193.1	2480	47.2 (23.8 intensive)	28.69

Minimum Qualifications The selected contractor(s) must be in compliance with any local, state, and federal statutes, ordinances, rules, regulations, or other laws which may be applicable to complete the provided services, including compliances associated with Federal funding. Throughout the life of the awarded Contract(s), the selected contractor(s) will maintain and provide evidence of the below insurance

requirements and certifications. The contractor's inability to provide this documentation will result in the proposal being rejected.

- If selected, Contractor must provide a Certificate of Insurance listing James River Association as additional insured.
 - General Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence.
 - Automobile Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence.
 - Pollution Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence (only required if doing invasive species management).
- Herbicide Applicator License (only required if doing invasive species management).

Proposal Submission Proposals should respond to the requirements of this RFP in a straightforward and concise manner, please see Appendix A for a proposal template, and detail the following:

1. Description of organization, summary of qualifications and experience.
2. List of sites and activities of interest (replanting, invasive species management, and/or tree shelter maintenance) and availability schedule for start of work
3. Budget table outlining material and labor rates.
4. Copy of herbicide applicator certification(s), if applicable.
5. Contact information of three references.

This RFP is not a contract or commitment and JRA is not responsible for any expenses that may be incurred during the preparation of a proposal responding to it. Selected contractors will be paid on a reimbursement basis. **Proposals should be emailed to Melissa O'Neill at JRA at moneill@thejamesriver.org by 5pm on October 21, 2022.**

Schedule The contractor selection schedule, which is subject to change, to be undertaken by JRA is as follows:

- **September 12, 2022** Released RFP and sent to prospective contractors.
- **September 21, 2022 Released RFP Amendment**
- **October 21, 2022** Proposal Deadline, must be submitted by 5pm.
- **October 24-28, 2022** JRSP selection committee reviews proposals.
- **October 31-November 4, 2022** If necessary, JRA will schedule contractor interviews.
- **November 9, 2022** Notice of Intent to Award will be sent to all applicants.
- **Mid November - Mid December 2022** Site visits, Estimates, and Agreement Development
- **November 2022 - February 2023** Invasive Species Management and Tree Shelter Maintenance
- **March - April 2023** Tree Planting

Evaluation Proposals will be evaluated based on staff qualifications, experience, rates, and approach to bring the project to a successful completion. While experience will be a plus, there will be an emphasis on workforce development and getting new contractors or new individuals into the field of riparian restoration. Proposals that include mentorship and workforce development partnerships are welcome.

For More Information or Questions: Please direct questions about this RFP to Melissa O'Neill, the James River Association's Program Administration Coordinator, at moneill@thejamesriver.org or 804-215-6135, or Amber Ellis, the James River Association's Restoration Director, at aellis@thejamesriver.org or 804-215-6137.

Appendix:

Appendix A: Proposal Template (page 6)

Appendix B: Recommendation Report Example 1: Buffer that needs a lot of work (page 7)

Appendix C: Recommendation Report Example 2: Buffer that needs less intensive work (ISM-only example) (page 19)

Appendix A: Proposal Template

Proposals should be emailed to Melissa O'Neill at JRA at moneill@thejamesriver.org by 5pm on October 21, 2022.

1. Provide description of organization, summary of qualifications, and experience
2. List of sites and activities of interest (replanting, invasive species management, and/or tree shelter maintenance) and availability schedule for start of work
3. Budget table outlining material and labor rates for all applicable to proposal. Suggested format:

Rate for Inv. Species Management Labor (Unit)	Rate for Planting Labor (Unit)	Rate for Planting Materials (Unit)	Rate for Shelter Maintenance Labor (Unit)
\$	\$	\$	\$
Other Project Costs:			

4. Copy of herbicide applicator certification(s), if applicable
5. Contact information of three references

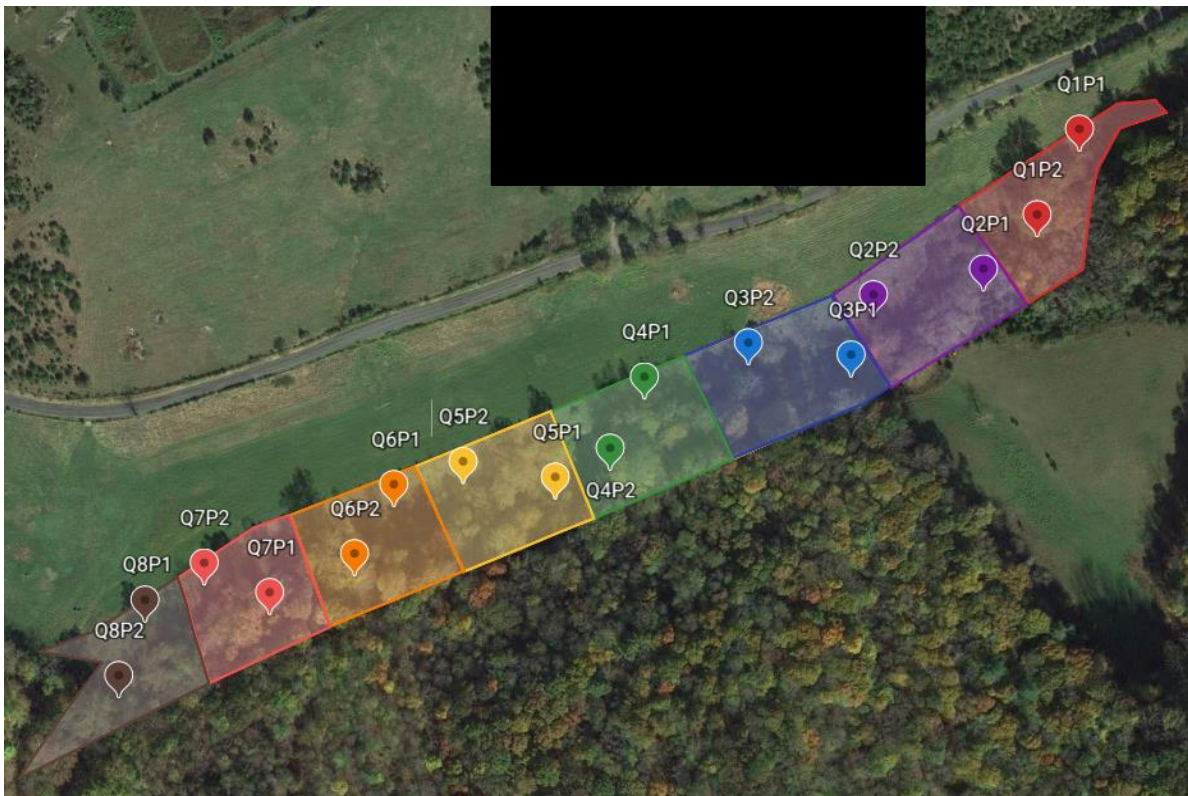
Riparian Buffer Stewardship Recommendation

Overall Buffer Information

Overall Map: Approximate buffer area



Overall map: Buffer separated into eight quadrants, each approximately one acre. Each quadrant has two plot points.



Original Project Information:

Year CREP Installed: 2003

Total Acres of Buffer Installed: 8.82

Planted Trees per Acre: 110

Overall Assessment:

Average Stems per Acre: 62%

Average Invasive Species Coverage: 35%-40%

Tree and Shrub Replant Recommendation

Quadrant #	Species	Quantity
1	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
1	Willow Oak (<i>Quercus phellos</i>)	10
2	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
2	River Birch (<i>Betula nigra</i>)	10
3	Willow Oak (<i>Quercus phellos</i>)	10
3	River Birch (<i>Betula nigra</i>)	10
4	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
4	Willow Oak (<i>Quercus phellos</i>)	10
5	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
5	River Birch (<i>Betula nigra</i>)	10
6	Willow Oak (<i>Quercus phellos</i>)	10
6	River Birch (<i>Betula nigra</i>)	10
7	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
7	Willow Oak (<i>Quercus phellos</i>)	10
8	Yellow Poplar (<i>Liriodendron tulipifera</i>)	10
8	River Birch (<i>Betula nigra</i>)	10

Total Number of Seedlings: 160

Quadrants 1-8: 20 seedlings (per quadrant)

Yellow Poplar: 60 Seedlings

River Birch: 50 Seedlings

Willow Oak: 50 Seedlings

Notes: Species may be substituted based on availability and quantities may differ during actual installation. If possible, the contractor will reuse tree shelters on site from any dead trees.

Replant is suggested in the north side of the stream (green area) after invasives have been treated.



Invasive Management Recommendation

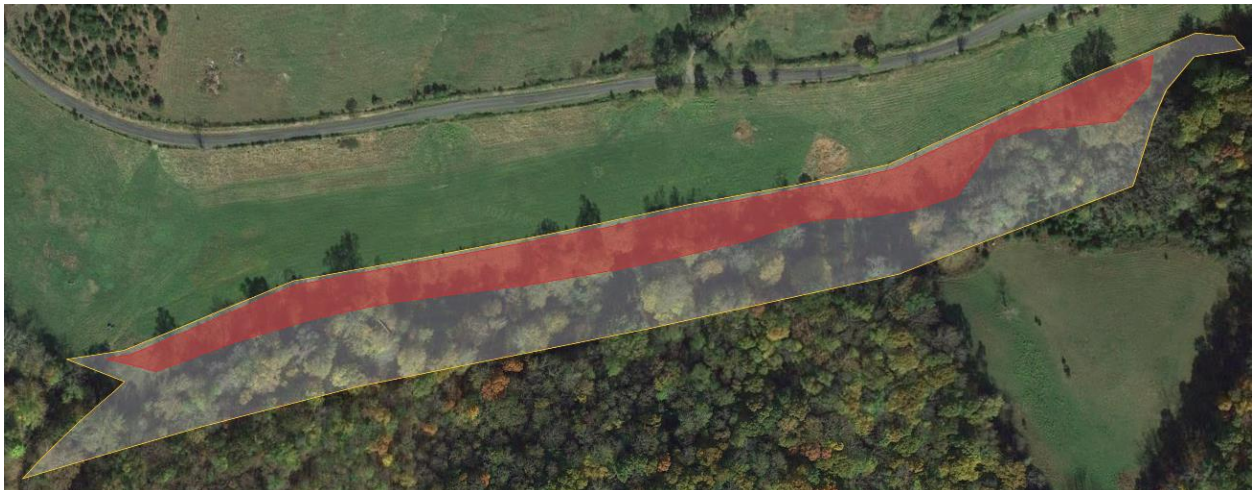
Quadrant #	Species	Extent	Treatment
All	Chinese Privet	Moderate	Bush Hog and Spray
1 - 6	Amur Honeysuckle	Minimal	Foliar Spray
All	Autumn Olive	Moderate	Basal Bark
3-6	Multiflora Rose	Minimal	Bush Hog and Spray

Total Acres for Intensive Invasive Management: 3 acres

Total Acres for spot spraying invasives: 3 acres

Notes: More information about the species found on your property can be found in the attached Fact Sheets.

We suggest mowing first and then coming back with a foliar spray on the Honeysuckle, Multiflora rose, and Chinese Privet and hitting the Autumn Olive with basal bark. Outlined in red is approximately the area in need of mowing/treatment.



Photos

Image: Q1; Low density; trees and invasives lining the creek.



Top: Q2; South side of creek is denser.

Bottom: Q2; North side (road side) of creek much less dense. 4



Top: Q2; Autumn Olive.

Bottom: Q3; Low density on road side; Autumn Olive lining fence.



Top: Q3; Higher density on south (left) side of creek.

Bottom: Q3; Erosion and downed tree tube along the roadside creek bed.



Top: Q4; Dead Ash. Lots of dead or dying Ash trees on site.
Bottom: Q4; Higher density seen on south side of creek.



Top: Q4; Road side of creek.
Bottom: Q5; Road side of creek.



Top: Q5; Differences in density between sides easily seen. Erosion present.
Bottom: Q6; Dead Ash surrounded by Chinese Privet.



Top: Q7; Clear density distinction on either side of the creek.

Bottom: Q8; Clear density distinction on either side of the creek.



Riparian Buffer Stewardship Recommendation

Overall Buffer Information

Overall Map: Approximate buffer area separated into quadrants. Each quadrant is approximately one acre and contains two plot points.



Original Project Information:

Year CREP Installed: 2008

Total Acres of Buffer Installed: 1.8

Planted Trees per Acre: 110

Overall Assessment:

Average Stems per Acre: 350

Average Invasive Species Coverage: 5%

Invasive Management Recommendation

Quadrant #	Species	Extent	Treatment
1 & 2	Autumn Olive	Minimal	Basal Bark
1 & 2	Chinese Privet	Minimal	Cut Stump
1 & 2	Japanese Stiltgrass	Minimal	Foliar Spray
1	Japanese Honeysuckle	Minimal	Foliar Spray
2	Multiflora Rose	Minimal	Cut Stump

Total Acres for spot spraying invasives: .25 acres

Notes: More information about the species found on your property can be found in the attached Fact Sheets.

Invasive management is not necessarily needed due to the low density of invasive species, but could be done to maintain the overall health of the buffer.

Photos

Top: Q1; Healthy natural regeneration of trees.

Bottom: Q1; Japanese Stiltgrass seen minimally throughout.



Top: Q2; Lots of natural regeneration; Box Elders doing especially well.
Bottom: Q2; Autumn Olive noted minimally.

