



**REQUEST FOR PROPOSAL:  
INVASIVE PLANT MANAGEMENT SERVICES  
FOR RIPARIAN FOREST BUFFER PROJECTS IN CENTRAL VIRGINIA**

**ORGANIZATIONAL INFORMATION:**

**Organization:** James River Association (JRA) [www.thejamesriver.org](http://www.thejamesriver.org)

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

**Contact Persons:**

Jordan Bennett, Restoration Coordinator, 540-578-0873; [jbennett@thejamesriver.org](mailto:jbennett@thejamesriver.org)

Amber Ellis, Restoration Director, 804-215-6137; [aellis@thejamesriver.org](mailto:aellis@thejamesriver.org)

**ISSUE DATE: 09/20/2024**

**Introduction:** The James River Association (JRA) 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. The scope of the project includes invasive species management across 46 discrete riparian forest buffer sites in two separate regions located throughout Central Virginia. This includes 31 sites in Region One: Albemarle, Greene, and Nelson counties, and 15 sites in Region Two: Amelia, Goochland, and Powhatan counties.

**Background:** JRA serves as the convener for the [Upper & Middle James Riparian Consortium](#) (Consortium), a network of partners with a shared vision of “growing partnerships to create healthy streamside ecosystems for clean water in the James River watershed today and tomorrow.” The James River Stewardship Program (JRSP), a program developed under the Consortium, is an effort to assess, and provide maintenance on, 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 JRSP 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.

2024 was the JRSP’s third year. During the Summer of 2024, four Seasonal Stewardship Assistants assessed a total of 382.68 acres of riparian forest buffers between 5-19 years of age across 74 properties in Albemarle, Fluvanna, Greene, Nelson, Amelia, Buckingham, Cumberland, Goochland, Powhatan, and Prince Edward counties. 46 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) reduce invasive species coverage to less than 20%.

**Scope of Work:** Maintenance will be completed between November 2024 - February 2025. JRA will accept proposals for work in Region One (Albemarle, Greene, and Nelson counties) and/or for Region Two (Amelia,

Goochland, and Powhatan counties). Only contractors who have been selected through this RFP process will be eligible to perform maintenance. Services sought may include the following activities across the two regions:

Invasive Species Management (ISM)

- Must be completed between November 2024 - February 2025
- ISM needs Region 1 (Albemarle, Greene, Nelson): 167 acres across 31 sites
  - Invasive species include: Japanese Honeysuckle, Multiflora Rose, Chinese Privet, Oriental Bittersweet, Tree of Heaven, Autumn Olive, Bradford Pear, English Ivy, Mile-a-Minute and Japanese Hops. All sites need some level of invasive species management which may include cut stump, basal bark, hack and squirt, foliar spray, and/or other strategies.
- ISM needs Region 2 (Amelia, Goochland, Powhatan): 72.3 acres across 15 sites
  - Invasive species include: Japanese Honeysuckle, Chinese Privet, Tree of Heaven, Multiflora Rose, Autumn Olive, Japanese Hops, Chinese Wisteria, and Bradford Pear. All sites need some level of invasive species management which may include cut stump, basal bark, hack and squirt, foliar spray, mulch, hand cut, and/or other strategies.

JRA will provide the selected contractor(s) a maintenance guideline for each site which will detail project site information including project location, project maps depicting 1-2 acre zones, and invasive species information describing extent, type, and management strategy. Attached is an example (with landowner information removed). To protect the privacy of the landowners, site information will only be provided to those with selected proposals. For the purpose of this RFP, site specific details are listed in the below table.

**Maintenance Details by Site for Region 1: Albemarle, Fluvanna, and Nelson counties**

| Site # | County    | Buffer acres | Acres of ISM | Species                                                                                                   | Treatment(s)                                       |
|--------|-----------|--------------|--------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1      | Albemarle | 4.9          | 4.9          | Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                               | Foliar Spray, Cut Stump                            |
| 2      | Albemarle | 3.1          | 3.1          | Multiflora Rose, Chinese Privet, Oriental Bittersweet, Japanese Honeysuckle, Tree of Heaven, Autumn Olive | Foliar Spray, Cut Stump, Basal Bark                |
| 3      | Albemarle | 1.8          | 1.5          | Japanese Honeysuckle, Multiflora Rose                                                                     | Foliar Spray                                       |
| 4      | Albemarle | 1.9          | 0.4          | Autumn Olive, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                                       | Basal Bark, Foliar Spray, Cut Stump                |
| 5      | Albemarle | 1.5          | 1.5          | Chinese Privet, Japanese Honeysuckle                                                                      | Cut Stump, Foliar Spray                            |
| 6      | Albemarle | 2.1          | 1.5          | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                 | Basal Bark, Foliar Spray, Cut Stump                |
| 7      | Albemarle | 11.8         | 11.8         | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle                                 | Mulch, Hand Cut                                    |
| 8      | Albemarle | 13.8         | 5.0          | Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Chinese Privet, Autumn Olive, Japanese Honeysuckle | Hand Cut, Foliar Spray, Hack and Squirt, Cut Stump |
| 9      | Albemarle | 3.0          | 3.0          | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle                                 | Basal Bark, Foliar Spray                           |

|    |           |      |      |                                                                                                                          |                                     |
|----|-----------|------|------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 10 | Albemarle | 0.7  | 0.3  | Autumn Olive, Tree of Heaven, Oriental Bittersweet, Japanese Honeysuckle, Multiflora Rose                                | Basal Bark, Foliar Spray            |
| 11 | Greene    | 2.5  | 2.5  | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                                | Basal Bark, Foliar Spray, Cut Stump |
| 12 | Albemarle | 7.3  | 7.3  | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet, Bradford Pear, Tree of Heaven | Basal Bark, Foliar Spray, Cut Stump |
| 13 | Albemarle | 4.6  | 4.6  | Autumn Olive, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                                                      | Basal Bark, Foliar Spray, Cut Stump |
| 14 | Albemarle | 2.1  | 2.1  | Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Chinese Privet, English Ivy                                       | Foliar Spray, Basal Bark, Cut Stump |
| 15 | Albemarle | 16.6 | 12.0 | Autumn Olive, Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                | Basal Bark, Foliar Spray, Cut Stump |
| 16 | Albemarle | 3.5  | 3.5  | Multiflora Rose, Japanese Honeysuckle, Chinese Privet, Oriental Bittersweet                                              | Foliar Spray, Cut Stump             |
| 17 | Albemarle | 6    | 4    | Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                              | Foliar Spray, Basal Bark, Cut Stump |
| 18 | Albemarle | 6.4  | 6.4  | Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                                              | Foliar Spray, Cut Stump             |
| 19 | Albemarle | 14.2 | 14.2 | Multiflora Rose, Mile-a-minute, Chinese Privet, Autumn Olive                                                             | Foliar Spray, Cut Stump, Basal Bark |
| 20 | Albemarle | 1.0  | 1.0  | Chinese Privet, Tree of Heaven, Oriental Bittersweet                                                                     | Cut Stump, Basal Bark, Foliar Spray |
| 21 | Nelson    | 2.6  | 2.6  | Bradford Pear, Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Japanese Honeysuckle, Chinese Privet               | Basal Bark, Foliar Spray, Cut Stump |
| 22 | Albemarle | 6.6  | 6.6  | Autumn Olive, Bradford Pear, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet, Tree of Heaven | Basal Bark, Foliar Spray, Cut Stump |
| 23 | Albemarle | 4.3  | 3.0  | Multiflora Rose, Oriental Bittersweet, Tree of Heaven, Chinese Privet, Japanese Honeysuckle                              | Foliar Spray, Basal Bark, Cut Stump |
| 24 | Albemarle | 4.5  | 4.0  | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, Chinese Privet                                | Basal Bark, Foliar Spray, Cut Stump |
| 25 | Albemarle | 1.5  | 1.5  | Bradford Pear, Chinese Privet, Oriental Bittersweet                                                                      | Basal Bark, Cut Stump, Foliar Spray |
| 26 | Albemarle | 4.0  | 4.0  | Chinese Privet, Japanese Honeysuckle, Multiflora Rose, Oriental Bittersweet, Autumn Olive                                | Cut Stump, Foliar Spray, Basal Bark |
| 27 | Albemarle | 6.89 | 5.5  | Chinese Privet, Japanese Honeysuckle, Multiflora Rose, Tree of Heaven, Oriental Bittersweet                              | Cut Stump, Foliar Spray, Basal Bark |
| 28 | Albemarle | 1.38 | 1.38 | Multiflora Rose, Chinese Privet                                                                                          | Foliar Spray, Cut Stump             |
| 29 | Albemarle | 4.77 | 4.77 | Chinese Privet, Japanese Honeysuckle, Multiflora Rose, Tree of Heaven                                                    | Cut Stump, Foliar Spray, Basal Bark |
| 30 | Albemarle | 3.6  | 3.6  | Oriental Bittersweet, Tree of Heaven, Multiflora Rose, Japanese Honeysuckle, Chinese Privet, Autumn Olive, Japanese Hops | Foliar Spray, Basal Bark, Cut Stump |

|               |           |              |              |                                                                                                                          |                                                      |
|---------------|-----------|--------------|--------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 31            | Albemarle | 3.9          | 3.5          | Autumn Olive, Oriental Bittersweet, Multiflora Rose, Chinese Privet, Japanese Honeysuckle, Tree of Heaven, Bradford Pear | Basal Bark, Cut Stump, Foliar Spray, Hack and Squirt |
| <b>Totals</b> |           | <b>152.8</b> | <b>167.0</b> |                                                                                                                          |                                                      |

**Maintenance Details by Site for Region 2: Amelia, Goochland, and Powhatan counties**

| Site #        | County    | Buffer acres | Acres of ISM | Species                                                                 | Treatment(s)                             |
|---------------|-----------|--------------|--------------|-------------------------------------------------------------------------|------------------------------------------|
| 32            | Amelia    | 9.5          | 5.0          | Chinese Privet, Tree of Heaven, Autumn Olive                            | Cut Stump, Basal Bark                    |
| 33            | Amelia    | 4.9          | 2.5          | Japanese Honeysuckle                                                    | Foliar Spray                             |
| 34            | Amelia    | 5.85         | 5.85         | Chinese Privet, Japanese Honeysuckle, Chinese Wisteria, Multiflora Rose | Cut Stump, Foliar Spray                  |
| 35            | Amelia    | 2            | 2            | Japanese Honeysuckle, Chinese Privet                                    | Foliar Spray, Cut Stump                  |
| 36            | Amelia    | 1.3          | 1.3          | Japanese Honeysuckle, Chinese Privet                                    | Foliar Spray, Cut Stump                  |
| 37            | Amelia    | 3.24         | 3.24         | Autumn Olive, Japanese Honeysuckle, Tree of Heaven, Chinese Privet      | Basal Bark, Foliar Spray, Cut Stump      |
| 38            | Amelia    | 13.22        | 13.22        | Chinese Privet, Japanese Honeysuckle                                    | Cut Stump, Foliar Spray                  |
| 39            | Amelia    | 2            | 2            | Japanese Honeysuckle, Chinese Privet, Tree of Heaven                    | Foliar Spray, Cut Stump, Basal Bark      |
| 40            | Amelia    | 7.23         | 7.23         | Autumn Olive, Multiflora Rose                                           | Basal Bark, Foliar Spray                 |
| 41            | Amelia    | 8.7          | 4            | Autumn Olive, Multiflora Rose                                           | Basal Bark, Foliar Spray                 |
| 42            | Amelia    | 5.5          | 2            | Tree of Heaven, Japanese Honeysuckle                                    | Basal Bark, Foliar Spray                 |
| 43            | Powhatan  | 6.37         | 4            | Tree of Heaven, Japanese Honeysuckle, Chinese Privet                    | Basal Bark, Foliar Spray, Cut Stump      |
| 44            | Powhatan  | 9            | 9            | Multiflora Rose, Chinese Privet, Japanese Honeysuckle, Bradford Pear    | Foliar Spray, Cut Stump, Hack and Squirt |
| 45            | Powhatan  | 2            | 2            | Japanese Honeysuckle, Tree of Heaven                                    | Basal Bark, Foliar Spray                 |
| 46            | Goochland | 10.1         | 9            | Japanese Honeysuckle, Chinese Privet, Japanese Hops                     | Cut Stump, Foliar Spray                  |
| <b>Totals</b> |           | <b>90.9</b>  | <b>72.3</b>  |                                                                         |                                          |

**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
- Herbicide Applicator License

**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. Region of interest
3. Availability schedule for start of work
4. Contact information of three references
5. Budget table outlining material and labor rates
6. Copy of herbicide applicator certification(s), if applicable

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 Jordan Bennett at [jbennett@thejamesriver.org](mailto:jbennett@thejamesriver.org) by 5pm on October 11, 2024.**

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

- **September 20 2024** JRA released RFP and sent to prospective contractors
- **October 11, 2024** Proposal Deadline, must be submitted by 5pm
- **October 14-31, 2024** JRSP selection committee reviews proposals, and if necessary, JRA will schedule contractor interviews
- **November 1, 2024** Notice of Intent to Award will be sent to all applicants
- **Early to Mid November** Site visits (optional), Estimates, and Agreement Development
- **Mid November 2024 - March 2025** Invasive Species Management to be completed

**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 also 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 Jordan Bennett the James River Association's Restoration Coordinator, at [jbennett@thejamesriver.org](mailto:jbennett@thejamesriver.org) or 540-578-0873, or Amber Ellis, the James River Association's Restoration Director, at [aellis@thejamesriver.org](mailto:aellis@thejamesriver.org) or 804-215-6137.

## **Appendix:**

Appendix A: Proposal Template

## Appendix A: Proposal Template

- Provide description of organization, summary of qualifications, and experience (250 words)
- List regions interested in (check which applies)
  - Region 1 Only: Albemarle, Greene, and Nelson Counties
  - Region 2 Only: Amelia, Goochland, and Powhatan counties
  - Both Regions
- Availability schedule for starting work
- Contact information of three references
- Budget table outlining rates (labor and materials) for all applicable to proposal. Suggested format:

| Region       | Rate for Invasive Species Management (unit) | Acres of ISM | Total Estimate |
|--------------|---------------------------------------------|--------------|----------------|
| Region 1     |                                             | 167          |                |
| Region 2     |                                             | 72.3         |                |
| <b>Total</b> |                                             |              |                |

Proposals should be emailed to: Jordan Bennett at [jbennett@thejamesriver.org](mailto:jbennett@thejamesriver.org) by 5pm on October 11, 2024.

**Please attach a copy of herbicide applicator certification(s).**