

**REQUEST FOR INFORMATION (RFI)**  
**RFI # 16-EEP-09132011**

**TITLE:** Information on Statewide Planting and Maintenance Services  
**USING DEPARTMENT:** N. C. Department Of Environment & Natural Resources  
**ISSUE DATE:** **September 13, 2011**  
**ISSUING AGENCY:** NC DENR - Ecosystem Enhancement Program  
**SUBMISSION DATE:** **October 3, 2011 @ 4:00 p.m.**

**THE PURPOSE OF THIS "REQUEST FOR INFORMATION" IS TO SURVEY THE MARKET PLACE FOR SERVICES DESCRIBED HEREIN AND WILL NOT RESULT IN AN AWARD.**

The North Carolina Ecosystem Enhance Program is currently **researching the marketplace for information about Statewide Planting and Maintenance Services on stream, wetland, and buffer mitigation sites** in the state of North Carolina.

We request that all interested parties respond to this Request for Information (RFI) by submitting a Letter of Interest (LOI) **by 4:00 p.m., October 3, 2011** to the Issuing Agency indicated below. **It is the respondents responsibility to ensure that their Letter of Interest is in the office of the Issuing Agency by the date and time mentioned above.**

**SUBMIT LETTER OF INTEREST TO**

IF DELIVERED BY " <u>US POSTAL SERVICE</u> "	IF DELIVERED BY ANY OTHER MEANS (UPS/FEDEX/ETC.)
RFI # 16-EEP-09132011 NC ECOSYSTEM ENHANCEMENT PROGRAM ATTN: KIMBERLY WILLIAMS 1652 MAIL SERVICE CENTER RALEIGH NC 27699-1652	RFI # 16-EEP-09132011 NC ECOSYSTEM ENHANCEMENT PROGRAM ATTN: KIMBERLY WILLIAMS 2728 CAPITAL BLVD SUITE 1H103 RALEIGH NC 27604

Letter of Interest submitted via facsimile (FAX) machine, telephone, and electronic means, including but not limited to e-mail, in response to this Request for Information will not be accepted.

**Direct all inquiries concerning this RFI via written format to:**

KIMBERLY WILLIAMS - ECOSYSTEM ENHANCEMENT PROGRAM  
Phone No. (919) 715-7572 FAX No. (919) 715-2219  
Email: kim.williams@nc.denr.gov

## Request for Information (RFI)

**Project Title:** Information on Statewide Planting and Maintenance Services

### A. Statement of Need

The NC Ecosystem Enhancement Program (NCEEP) is requesting letters of interest from companies and other entities (hereinafter referred to as "Company" or "Respondent") that are interested in providing professional plant installation and maintenance services on stream, wetland, and buffer mitigation sites.

### B. Background and Purpose

The North Carolina Ecosystem Enhancement Program (NCEEP) works to restore and protect North Carolina's natural resources for future generations while supporting responsible economic development. This is accomplished by funding the development and delivery of high-quality, cost effective mitigation projects that promote watershed improvement and protection. Mitigation projects are used to satisfy State and/or Federal mitigation requirements for which the program is responsible.

The North Carolina Ecosystem Enhancement Program is currently researching the marketplace for companies capable of providing statewide planting and maintenance services. Vegetation to be installed will consist of native tree, shrub, and herbaceous species. It is anticipated that the majority of plants will be auger-installed. Maintenance will consist of herbicide application and removal undesirable invasive and non-native vegetation. Tables 1 lists the approximate quantity of plants and scale of maintenance needs by region for the November 2011 through October 2013 period.

**Table 1. NCEEP Planting and Maintenance Projected Needs, November 2011 - October 2013**

Region	Planting			Maintenance	
	Project Sites	Planting Acres	Plants to install	Project Sites	Maintenance acres
Mountain Counties	7	150	65,000	9	95
Piedmont Counties	26	330	125,000	20	215
Coastal Plain Counties	6	85	36,000	9	300

### C. Information Requested

1. Company name, address, phone number, fax number
2. Company contact name, title/position, phone number, email address
3. Evidence of registration with NC E-Procurement (<http://eprocurement.nc.gov/index.html>)
4. Copy(s) of NC Pesticide License, Category L
5. Ability to provide turn-key services including plant materials and labor.
6. Listing of services provided by company (i.e. install, maintenance, invasive treatment, etc.)
7. Listing of vegetation installation methods performed by company (dibble bar, auger, etc.)
8. General description of operations to include crew size, supervision, quality control, and quality assurance practices and procedures.

**D. Format for Letter Of Interest Submittal**

1. One (1) original and two (2) copies of the required Letter of Interest (LOI).
2. The original and copies should be 8-1/2" x 11" pages stapled in the upper left-hand corner
3. Double-sided printing is required for all pages of the LOI.
4. **Section One** (Cover Letter) of the LOI shall not exceed one (1) sheet of paper.
5. **Section Two** (Information Requested) of the LOI (See attached template).
6. To be considered a complete submittal each hardcopy of the LOI must include Section One, Section Two.

**E. ADDITIONAL INFORMATION:**

1. The North Carolina Ecosystem Enhancement Program will NOT be responsible for any costs incurred by companies as a result of responding to this request. All costs incurred by a company in preparing or submitting information in response to this RFI are the company's sole responsibility.
2. This Request for Information is for gathering information only and is not a request for services. The North Carolina Ecosystem Enhancement Program reserves the right to determine how the collected information is utilized.
3. The only information which will be made public after the due date of the RFI will be a list of the companies that responded.
4. Companies submitting information in response to this RFI may be contacted by the NC EEP at a later date regarding their information to address specific questions and/or to make an oral presentation to clarify information contained in the response.

**By submitting this proposal, the respondent certifies the following:**

- The respondent has read and understands the conditions set forth in this RFI and agrees to them with no exceptions.

Company Name:			
Street Address:		PO Box:	
City:	State:	Zip Code:	
Telephone Number:		Fax Number:	
<b>Signature (Authorized Official):</b>		Title:	
Typed or Printed Name:			Date:
E-Mail address:			

**Section 2. INFORMATION REQUESTED**

**A. General Company information (Primary/Main office location)**

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Company Name

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Physical Address

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Mailing Address

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City/State Zip Code + 4

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Phone Number

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Fax Number

**B. Primary Contact (or Project Manager)**

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Primary Contact Name

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Title / Position

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Mailing Address

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City/State Zip Code + 4

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Phone Number

---

Fax Number

---

Email Address

**C. Certification of registration with NC E-Procurement @ Your Service**

On the Cover Page provide certification that registration has been completed.  
All companies doing business with State Agencies must be registered with NC E-Procurement System. View registration information at <http://eprocurement.nc.gov/Vendor.html>

**D. Copy(s) of NC Pesticide License, Category L**

Copy(s) of NC Pesticide License, Category L are attached.

- Yes
- No

NC License number: \_\_\_\_\_

**E. Areas of Geographic Interest. (Check all that apply.)**

- Mountain Counties
- Piedmont Counties
- Coastal Plain Counties

**F. Ability to provide turn-key services including plant materials and labor. (Use additional pages, if required.)**

**G. Listing of vegetation installation methods performed by company (dibble bar, auger, etc.) (Use additional pages, if required.)**

**H. General description of operations to include number of crews, crew size, supervision, quality control, and quality assurance practices and procedures. (Use additional pages, if required.)**