

**Great Parks of Hamilton County
Drone Infrared Deer Survey
Request for Proposal
March 7, 2018**

A. Introduction

Great Parks of Hamilton County (GPHC) is requesting proposals from contractors to conduct Drone Infrared Deer Survey in Hamilton Woods in Hamilton County, Ohio. This document shall be made part of the Contractor's proposal.

B. Scope of Work

The Contractor shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required to provide and deliver the following:

1. Conduct drone infrared deer counts in one or all parks listed on the bid form. These counts will include a consistent 500 ft. buffer outside all park boundaries in order for the survey acreage to be calculated.
2. Transport equipment on site as needed at locations designated by the GPHC representative, furnish materials, equipment and labor to complete the research, and take appropriate safety precautions before and during surveys
3. Video produced from the surveys will be provided to GPHC on DVD and locations of the deer surveyed will be provided as shapefiles. The final report should include final counts, estimates and maps, as well as a description of methodology.
4. Shapefiles of the park boundaries are available, all other materials will be provided by the contractor.
5. Complete the requested services by April 30, 2018.

C. Proposal Deadline

Proposals are due March 20, 2018 by 11:59 p.m. This entire signed and initialed Request for Proposal, including any additional documents provided by the Contractor, shall be submitted to Zurijanne Carter, by email to zcarter@greatparks.org. Any questions prior to the proposal deadline should be directed to Zurijanne Carter by email or by phone at 513-728-3551 ext 269.

D. Execution

Submitted proposals must include:

1. A complete description of the equipment, methods and materials to be used.
2. Proof of Federal Aviation Commission drone registration, flying certificate, and drone insurance
3. Signed Natural Areas Guidelines
4. Signed and completed Indemnification section (page 4).
5. Signed Bid Form (page 5).
6. All pages initialed in the area provided on the footer of each page (pages 1-7).

E. General Notes

1. All permits and inspections are the responsibility of the Contractor, when applicable.

2. All Work shall conform to applicable codes and authorities having jurisdiction. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for their own work.
3. The Contractor shall furnish all labor, material and appurtenances necessary for a complete project or operational system as outlined in the plans, specifications and this Request for Proposal
4. The Contractor shall visit the facility and site to become familiar with existing conditions prior to delivery.
5. All excess material shall be hauled off-site and legally disposed.
6. Prevailing wage rates do not apply.
7. Great Parks of Hamilton County is tax exempt.
8. Great Parks of Hamilton County reserves the right to reject any and all requests for proposals.

F. Submission of Invoices

The Contractor shall submit proper invoices via email directly to AccountsPayable@greatparks.org. A proper invoice will include account number, the park, location, quantity delivered, per unit price, appropriate sales tax, total amount, shipping date, invoice number, invoice date, and GPHC’s purchase order number.

G. Acceptance of Proposal (Award)

It is the intent of GPHC to award a contract provided the proposal has been submitted in accordance with the requirements of the Drone Infrared Deer Survey Request for Proposal. GPHC reserves the right to refuse all bids. GPHC shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in GPHC’s judgment, is in GPHC’s own best interests.

Prior to acceptance of the proposal and prior to performing work, the Contractor shall furnish proof of the below required documents:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. Ohio Bureau of Workers’ Compensation (BWC) Certificate of Coverage.
3. New Vendor Form (if applicable, for GPHC Finance Department purposes).
4. List of emergency contacts and their contact information.

H. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

- | | | |
|--------------------|------------------------------|-----------------------|
| a. Bodily Injury | \$1,000,000 Each Occurrence; | \$2,000,000 Aggregate |
| b. Property Damage | \$1,000,000 Each Occurrence; | \$1,000,000 Aggregate |

Automobile Liability (including Owner, Non-owned and Hired):

- | | | |
|--------------------|------------------------------|-----------------------|
| a. Bodily Injury | \$1,000,000 Each Occurrence; | \$1,000,000 Aggregate |
| b. Property Damage | \$250,000 Each Occurrence; | \$250,000 Aggregate |

I. Safety of Persons and Property

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this work.

With respect to all Work performed, the Contractor shall:

1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971 and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the delivery site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
5. When use of storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the Contractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is, except damage or loss attributable to acts or omissions of the GPHC or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations for Indemnification.
7. Designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to GPHC.

J. Cancellation

This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first six (6) months the contract is in effect. Notwithstanding of these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

K. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, GPHC, GPHC's consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Authorized By: _____ Title: _____

Bid Form

We, the undersigned, having familiarized ourselves with the site and local conditions and with the Request for Proposal prepared by Great Parks of Hamilton County do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required for:

**Great Parks of Hamilton County
Drone Infrared Deer Survey
Request for Proposal**

COMPANY: _____

BY (Name, Title): _____

SIGNATURE: _____ DATE: _____

COMPANY ADDRESS: _____

WORK NO: _____ MOBILE NO: _____

E-MAIL ADDRESS: _____

State whether a: Corporation (___); Partnership (___); Sole Proprietorship (___)

We propose to perform drone infrared deer surveys within Great Parks of Hamilton County at the locations listed herein for the price of:

\$ _____ per acre (nearest two decimal places)

Contractor shall provide a cost per acre.

Park	Acres	Total Cost
Hamilton Woods	123	\$

**Great Parks of Hamilton County
NATURAL AREAS RESEARCH GUIDELINES**

The Great Parks of Hamilton County invites qualified researchers in the natural sciences to pursue various research projects in its parks and nature preserves. The philosophy of the park district is that preserved natural areas should be used as outdoor laboratories for scientific study of flora and fauna. However, because conservation of natural resources is the highest priority of the Great Parks of Hamilton County and since the park district acts as a resource steward for citizens of Hamilton County, the following guidelines have been established:

1. All proposals are reviewed by the park district's Research Committee. They will submit their recommendations for approval or disapproval to the Director of Natural Resources.
2. An executive summary or copy of the research results in digital form must be received by the deadline. If the project extends beyond the deadline, extension of the deadline must be sought from the Director of Natural Resources. Failure to file reports on time will result in denial of future research privileges. Please note that all final reports must be submitted in a PC digital format or as a PDF by email. A hard copy may also be sent. If not a PDF, text should be in Microsoft Word, Rich Text form, or WordPerfect. Spreadsheet data should be in Excel format and graphics should be in jpg or tiff format. Mapping data should be in ArcMap Shape files.
3. Projects unlikely to receive approval include those requiring habitat damage or unjustified removal of specimens from the parks. Park by-laws must be followed during the study. Photographic documentation should take the place of voucher specimens whenever possible.
4. Written permission from the Director of Natural Resources is required to remove herbaceous plants or animal specimens, or from the parks. Any plants or animals removed from the parks must be vouchered in a recognized and accessible herbarium or natural history museum location. Specimens of species currently endangered or threatened species within Ohio cannot be collected without appropriate permits.
5. Researchers must abide by all State laws, including permit regulations, and have current permits where so required. Copies of permits must be submitted to the Director of Natural Resources prior to beginning of work.
6. If live trapping is part of the proposal, a signed letter of approval from the Chief of Parks and Conservation must also be carried.
7. Proposals will be evaluated based upon their consistency with park district goals and management. Denial of a proposal does not mean it is not scientifically valid, nor that the researcher is not qualified. We encourage the researcher to apply to do other projects, provided that the denial was not based upon an infraction of #3 above.
8. The park district reserves the right to withdraw research permission if, once it has begun, the research is found to be detrimental to the park district.
9. A signed letter from the Director of Natural Resources giving approval to conduct research must be carried by the researcher as proof for Park Rangers to determine if the person has necessary approval.

I, the undersigned, have read the foregoing and accept the conditions set there in this.

Principle Investigator

Date

Student Signature (if applicable)

Date

Hamilton Woods

