1. What insurance is required to meet the requirements identified in the RFP?
   a. The Service Provider must maintain the following insurance policy limits requirements the term of the services agreement:
      i. Commercial General Liability with limits no less than $2,000,000 per occurrence and $2,000,000 in the aggregate, including bodily injury and property damage and products and completed operations and advertising liability, which policy will include contractual liability coverage insuring the activities of Service Provider under this Agreement;
      ii. Workers’ Compensation insurance as required by applicable law;
      iii. Commercial Automobile Liability with limits no less than $2,000,000, combined single limit.
   b. Umbrella coverage may be used to cover shortfalls in either general liability or automobile liability requirements, provided the umbrella policy “sits over” the policy that the umbrella policy is being used to supplement.
   c. Further details concerning insurance requirements are in Section 10 of the sample services agreement that is included as part of the RFP.

2. Should proposers fill out both the provided Excel spreadsheet and the provided bid form?

3. What does the purple shading in the provided Best Management Practice (BMP) landscape details diagrams represent?
   Areas marked in purple indicate the extent of vegetation removal at the end of season. Further details on the nature of vegetation removal for individual BMPs are found in the downloadable Landscaping Services Proposal (CY2019 and CY2020) Microsoft Excel spreadsheet posted on the LCWMD website under “Current Request for Proposals/Qualifications” at: http://www.restorelongcreek.org/custom/documents.

4. Is the Service Provider permitted to retain removed vegetation or similar materials for use in their business’s composting operations?
   No, the Service Provider must dispose of compostable materials at one of the facilities identified in the RFP so that LCWMD can ensure that all materials are appropriately disposed of or reused.

5. What is expected from proposers in the Health and Safety Plan?
   Health and Safety Plan (“HASP”) requirements are included in the RFP. In this HASP, the proposer is responsible for providing information on general safety practices, as well as the following, at a minimum:
• Determining whether the activities require traffic control and management, and demonstrating that its staff and subcontractors are certified and prepared to comply with traffic control and management requirements;
• Identifying how staff and subcontractors that will be onsite will handle the removal and disposal of sharps (i.e. needles) that may be encountered during inspection or cleaning of structures; and
• Identifying how staff and subcontractors that will be onsite will respond to the presence, or suspected presence, of hazardous substances, chemicals, or oil, in any BMP structure.

6. **Are full, written references required, or, is contact information for each reference satisfactory?**
   Only the name, address, and phone number for each reference is required.

7. **Can cost references and quality references overlap, or are three individual references required for each element?**
   References may overlap. A single reference can serve as both a qualifications and cost reference. Please specify for which element each reference is for in your proposal.

8. **What is expected of the Service Provider for plants that need to be replaced?**
   The cost of replacement of plant materials is outside of the scope of this RFP. In the case that a plant needs to be replaced, the Service Provider would inform LCWMD of the need. If LCWMD decides to replace the plant, it will cover the cost of replacement plant materials as a purchase separate from the services provided by the Service Provider. Costs related to Service Provider’s labor for the replacement of plants would be allocated from the miscellaneous funds identified in the RFP spreadsheet or would be addressed through a change order to the services agreement by agreement with the Service Provider.

9. **How should invasive plant species be handled?**
   There are invasive plant species in the Long Creek watershed. Costs for management of invasive plant species not identified as part of routine landscaping services would be paid from the miscellaneous funds identified in the RFP spreadsheet and/or would be addressed through a change order to the services agreement by agreement with the Service Provider.

10. **Is South Portland keeping track of pavement additions in the Long Creek watershed regarding how it affects LCWMD owned BMPs?**
   LCWMD works closely with all municipalities in the Long Creek watershed and their Planning Boards to track new development and redevelopment of impervious surfaces within the Long Creek Watershed.

11. **Is LCWMD doing anything to address or track litter that enters catch basins in the Long Creek watershed?**
   LCWMD is not tracking the types of litter entering catch basins. LCWMD, in association with HYDRO International and the City of South Portland, has been conducting an ongoing annual study and analysis of trash that is picked up in the Long Creek watershed during an annual trash collection event.
ATTACHMENTS

1. Pre-bid meeting sign-in sheet
2. List of Interested Parties [as of 9/21/18]
If you are attending as a potential bidder, please use the full legal name and address of the entity that would be submitting a proposal.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Name of Firm/Company</th>
<th>Contact Email</th>
<th>Contact Phone</th>
<th>Mailing Address</th>
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