

Adkins Arboretum

INVASIVE PLANT CONTROL IFB NUMBER 2507-005

SHA Pre-Bid Conference Agenda

May 14, 2026 / 11:00 AM

AGENDA

Contractor Sign-In

Welcome, Introductions

Project Overview

Questions

View Project Areas

NOTES

SHA Pre-Bid Conference; Invasive Plant Control

Attendees:

Leslie Cario - Adkins Arboretum
Lucas Scott - Adkins Arboretum
Garrett Dickel - Bartlett Tree Experts
Gary Hall - Environmental Quality Resources
Lee Lednum - Marshall Property Management

Meeting Notes:

1. Bid Process
 - a. Questions submitted by 11AM on May 21st
 - i. Questions and Answers posted to website on May 25th
 - b. Bidder qualifications outlined in the IFB document
 - i. Five years invasive plant control experience
 - ii. Three references
 - iii. Pesticide Business License and a Pesticide Applicator Certification with the Maryland Department of Agriculture
2. Project Overview
 - a. Treat invasive plant species near the Arboretum's buildings, parking lots, outdoor gathering areas, and trails
 - b. Herbicide application by foliar spray, cut stump application, and removal and disposal of treated plant material
 - c. Stewardship Strategy
 - i. Maintain ecologically diverse and resilient habitats
 - ii. Limit overspray
 - iii. Schedule projects
3. Safety Requirements - reviewed items outlined in the IFB
4. Front gardens and South Meadow loop walk
 - a. discussed access points and question was raised about working hours
 - b. reviewed map as we moved from area to area and determined that quantification of areas to be treated would be helpful - width from the trail edge and/or total area
 - c. discussed the need for trail closure during certain activities where pesticide is being applied - we wouldn't want visitors to be in harm's way or think that they are even if not, and also to not impede contractor work
 - d. Question was raised about whether progress mapping would be helpful, digital available from that contractor. We would like to see progress mapping, digital if possible, but otherwise in whatever format available to the contractor.

- e. Question was raised about cutting and piling vegetation off-trail. This is acceptable in areas without easy access to the trail for removal of materials, as long as well distributed and not visible from trails. In areas with easy trail access, where most of the work takes place, vegetation needs to be removed and disposed of off-site by the contractor.
- f. Question was raised about whether any bamboo or kudzu are present on site, in addition to the species discussed. Currently these species are not found at Adkins.

ACTION ITEMS

1. Requesting clarification of daily contractor working hours on site
2. Requesting clarification about necessity for prevailing wage rate
3. Working on a more detailed map to quantify treatment areas

QUESTIONS & RESPONSES

[Updated 5/28/26](#)

[Updated 6/10/26](#)

Bid Form Questions:

1. Please clarify the specific quantity which should be used for line items #1 and #2. Should Herbicide Application be calculated based on 8 man hours, and 12 man hours for Removal & Disposal of Treated Plant Material? - Unit prices are to be listed by the individual man hour, with the understanding that we would not request or schedule any contractor work for fewer than 8 or 12 hours at a time respectively. Most likely, work sessions would end up bundling a greater number of man hours, based on the size of the crew and length of the work day. **Unit Price should be for a single man hour, while Total Cost will be for the minimum number of units to be scheduled at one time, which is 8 man hours for Herbicide Application and 12 man hours for Removal and disposal of treated plant material. Delivery/shipping cost can be marked N/A, since that is a part of the standard bid submittal sheet that is not applicable to the project.**
2. Are dump fees, dumpsters and chipping equipment incidental to line item #2 Removal & Disposal of Treated Plant Material? - Yes, these expenses can be considered incidental and

included with the man hour rate as overhead if needed. This was done to reduce the number of line items in the bid.

3. Please clarify the scope of work and materials to be billed through "Delivery/Shipping Cost". - This is part of the bid document format that we were required to follow and can be considered not-applicable.

Contract & Specification Questions:

1. Are there bid or performance bond requirements? - From SHA: **A Payment Bond and a Performance Bond are required when bids are \$100,000 or more and should include the full amount of the Contract Award. Bids under this amount shall contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization will guarantee the performance of the subsidiary.**

2. Are there wage rates or certified payroll requirements? - From SHA: **Prevailing Wage & Certified Payroll is required for RTP projects. Prevailing wage applies to construction, maintenance, and rehabilitation of trails and related facilities. Contractors must submit certified payroll records to the Sponsor, which will ultimately be submitted to SHA as part of the reimbursement process. Certified payroll shows that wages paid to workers are at or above the prevailing wage rates for the applicable job classification and location.**

3. Will desiccated plant material that was chemically treated need to be removed and disposed of? - Vegetation that has been pulled or treated along the trail edges will need to be removed and disposed of. Vegetation that is significantly off-trail may be left in low piles that are not visible from the trail.

4. Will the Contractor be required to remove and dispose of arborized vines? - Arborized vines will only be removed if presenting a hazard over trail or trail edge, i.e. they are attached to dead limbs that will fall once the vines die.

5. Will the contractor be required to remove invasive trees? If so, please specify the maximum DBH of applicable trees. - No, only invasive shrubs, vines, and herbaceous material will be treated in these areas.

6. What are the daily contractor working hours on site? - Contractor may work while the grounds are open, which is dawn until dusk,

7. More detailed map and clarification of square footage requested. - Please see attached map.

8. Is it necessary for the contractor to have every type of insurance listed in IFB Section 3.6 Insurance Requirements **at the time of placing the bid**, or only if awarded the contract **during the duration of the contract**? - From SHA: **These insurance requirements must be met by the selected contractor by the time that SHA grants Notice to Proceed (NTP).**

9. Is there an option for providing a waiver on any of the Insurance Requirements? - From SHA: **There is no waiver for insurance requirements.**