

Request for Proposals (RFP)
Topsail Island Vitex Eradication Project
Issue Date: 3/24/2025
RFP Due Date: 4/11/2025 at 3:30pm

1. Introduction

The Towns of Topsail Beach, Surf City, and North Topsail Beach ("the Towns") invite qualified contractors to submit proposals for Phase 1 of the Topsail Island Vitex Eradication Project. Contractors are invited to submit proposals that meet the requirements outlined in this RFP.

2. Overview

The Topsail Island Vitex Eradication Project aims to treat Beach Vitex (*Vitex Rotundifolia*) the invasive species that poses a significant threat to the dune system and native ecosystems, both plant and animal, on Topsail Island.

3. Scope of Work

Based on an existing completed survey, the Towns will collect written authorization from ocean front property owners in order for the selected contractor to begin the treatment process, working towards eradication. Contractors may reference the Vitex inventory map here to determine overall scope:

<https://surfcity.maps.arcgis.com/apps/mapviewer/index.html?webmap=2a8afdb779014353bdc85e284785bf4b>

Treatment shall begin in May of 2025. Treatments will continue until September 2025. The second treatment season will follow the same schedule beginning in May of 2026 and ending in September 2026.

Phase II is planned to follow the same schedule beginning in May 2027 and ending in September 2028 based on available funding.

4. Proposal Requirements

Interested contractors must submit a proposal that is no longer than fifteen (15) pages and includes the following:

- **Company Profile:** Brief description of the company, including experience in similar projects.
- **Project Approach:** Outline of the approach to be used in completing the project, including a timeline and methods for minimizing disruption.
- **Cost Proposal:** Detailed cost breakdown, including labor, materials, equipment, permits, and any other related costs.
- **References:** At least three (3) references from similar working in fragile coastal environments to include invasive species eradication, comprehensive dune planting projects or similar projects in scope and nature.

- **Certifications and Licenses:** Copies of relevant certifications, W-9, licenses, and proof of insurance.

6. Proposal Submission

Proposals must be submitted electronically in PDF format to cburke@topsailbeachnc.gov **no later than 3:30pm on 4/11/2025**. The proposal must be properly identified with **Topsail Island Vitex Eradication Project RFP** in the subject line. Late submissions will not be considered.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualification (30%)
- References and past performance (30%)
- Cost-effectiveness (20%)
- Project approach and methodology (20%)

8. Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact: Christina Burke (cburke@topsailbeachnc.gov)

9. Timeline

- **RFP Issue Date:** 3/24/2025
- **Deadline for Questions:** 4/3/2025
- **Proposal Submission Deadline:** 4/11/2025 at 3:30pm
- **Award of Contract:** 4/18/2025 or as soon as possible thereafter.

10. General Terms and Conditions

- The contractor must comply with all applicable local, state, and federal laws and regulations.
- The Towns are not responsible for any costs incurred by contractors in preparing or submitting proposals.
- The Towns reserve the right to negotiate contract terms with the selected contract