



COCOPAH INDIAN TRIBE  
 14515 S. Veterans Drive  
 Somerton, AZ 85350  
 928-627-2102 x 26  
 email: administrator@cocopah.com

Request for Proposals for

## Willow Tree Transplant

### 1. Scope of Work:

This statement of work will be issued under contract between Cocopah Indian Tribe and contractor. Move willow trees as outlined in **Objectives** below.

### 2. Objectives:

Approximately 120 Coyote Willow bushes must be moved approximately 200 to 1000 feet away from existing location. Replanting along Colorado River's edge adjacent to Cocopah RV Park.

Additional soil additives such as peat moss/amend and B-1 vitamin to be supplied by contractor.

#### 2.1 Work Description:

- a) Identify means for Willow extraction, care for root ball during/prior to replanting to protect plant.
- b) Identify time frame

### 3. Maintenance Requirements.

Contractor must see that Willows re-establish with supplemental watering for approximately 2 months.

### 4. Location of Work:

On the river bend at the Cocopah RV Park. Appointments required to view area. See contact information below for appointment.

### 5. Period of Performance:

Contractor is to identify time frame in which all work will be completed satisfactorily given a specific start date. Deductions may be made for failure to complete timely. Work is to commence immediately upon selection of bid.

### 6. Deliverables:

Contractor to itemize, from **Objectives**, deliverables in which contractor can meet, **Sample** below.

Task	End Result/Deliverable	Schedule/Milestone
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Design	Re-plant area identified with location per tree.	Day 1/2
Prep	Holes prepared with media ready for re-planting of Willows	Day ½ to 3
Tree uproot	Trees removed from current location, root ball protected	Day 3-5
Maintenance	Supplemental Willow Watering	Weeks 2-8
Work Complete	Final payment	Week 8 1/2

The contractor shall maintain a single project schedule from which various project reports shall be produced. The following reports shall be provided:

**5.1 Who Does What When Report**

The "Who does what when" report shall be provided by the contractor with the initial submission, and again following negotiations. This report will be used by the Tribe to assess the adequacy of the resources proposed by the contractor to accomplish the *Scope of Work*.

**5.2 Incremental Payments**

Incremental payments may be issued, as agreed, by completion, reporting and meeting of acceptable standards of work. Incremental payments may be listed with the *Deliverables* table.

**5.3 Progress/Compliance**

The Tribe requires the following from contractor in order to monitor progress and ensure compliance:

- Weekly Status Report
- Weekly Meetings
- Monthly Progress Report
- Project Management Team (PMT) Meetings
- Program Reviews
- Outlines and Drafts

**6. Standards:**

All work to be completed meeting acceptable landscape standards. Contractor to provide proof of insurance.

**7. Acceptance Criteria:**

Upon completion of *Deliverables*, Cocopah Indian Tribe designated representative with contractor will engage in a “walk” a specific area of completion to determine that contracted *Objectives* met according to *Standards*.

**8. Projected Cost:**

Total cost of project is to be stated. Contractor may also itemize incremental payment requirements. Payment may be included in incremental completion matching phases, as

long as deadlines met, i.e. ***Start-up, 30% for planting media. Re-planting completed, 30%. Job complete, trees established final payment.*** Percentages for example only, contractor may submit personal preferences to be considered in bid process.

**9. Changes/Modifications:**

If for any reason, changes must be made, notification must be received in writing and approved by Tribal Administration prior to modification.

**10. Miscellaneous:**

Contractor is to provide certificate of insurance indemnifying Cocopah Indian Tribe and providing Cocopah Indian Tribe as additional insured in the amount of no less than one hundred thousand per occurrence with two hundred thousand aggregate. Contractor is to avoid traffic congestion in and around work area, secure work area during and at end of work day, avoid conflicts with Cocopah RV guests and guest services.

***If interested, please submit letter of interest with contact information to arrange appointment for viewing park area.***

***Contact: Barbara A. Mathias, Director, Environmental Protection Office.***

***Phone: 928-627-2025 ext. 13***

***Email: [cocoepo@cocopah.com](mailto:cocoepo@cocopah.com)***

***Mail to: 14515 S. Veterans Drive, Somerton, AZ 85350.***

***Letters of interest, emails or calls must be received no later than March 11, 2013. Bid CLOSE DATE March 15, 2013.***