

Great Parks of Hamilton County
Contractual Research Projects – Research Permission Request
Request for Proposal
January 23, 2020

A. Introduction

Great Parks of Hamilton County (GPHC) is requesting proposals for **Contractual Research Projects – Research Permission Request** within several parks in Hamilton County, Ohio. This document shall be made part of the Researcher’s proposal. Quality project proposals focusing on research topics not included on the priority list will also be accepted and considered. Proposals can be submitted for individual topics or multiple research topics. Examples of previous research may be provided, if available. Permits are only valid for the calendar year in which they are approved, unless otherwise noted.

Deliver Proposal To: zcarter@greatparks.org
Deliver Proposal by: A month in advance of expected start date.

Priority Topics & Locations:

1. Bat monitoring or ecology (any park)
2. Tree fungal disease (any park)
3. Gap dynamics & urban forest management (any park)
4. Genotypic diversity of propagated native plants(select parks)

B. Scope of Work

1. The Researcher shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision
2. Provide GPS points for study areas (if new project) prior to starting research to GPHC point of contact, and provide additional spatial data in digital format to GPHC as part of final report.
3. Researchers must agree to meet a final report deadline of November 16, 2020.
4. Final report must be in a digital format, and include name, project title, year, affiliation, and total number of research hours. Final reports will include introduction, study design and analytical methods utilized, results, and conclusion/discussion.
5. Students are required to submit an authorizing statement from their faculty advisor.
6. All required state or federal animal and plant collecting permits are the responsibility of the research applicant. Copies of permits must be provided before field research begins. These may be submitted with your proposal.

Service to be completed by November 16, 2020 unless otherwise approved

C. Proposal Deadline

Proposals maybe submitted on a rolling basis. Submit documents to Zurijanne Carter, by email at 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 project, methods, timeline and materials to be used.
2. Signed and completed Indemnification section (page 4).
3. Signed Natural Areas Guidelines

E. General Notes

1. All permits and inspections are the responsibility of the Researcher, when applicable.
2. All Work shall conform to applicable codes and authorities having jurisdiction. Each Researcher shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for his own work.
3. The Researcher **may** visit the site to become familiar with existing conditions prior to field work, and work can begin immediately after GPHC permission letter has been received, if awarded.
4. The Researcher 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.
5. All excess material shall be hauled off-site and legally disposed.
6. Great Parks of Hamilton County reserves the right to reject any and all requests for proposals.

F. Acceptance of Proposal (Award)

It is the intent of GPHC to accept a contract provided the proposal has been submitted in accordance with the requirements of Contractual Research Projects Request for Proposal. 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 Researcher shall furnish proof of the below required documents:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. List of emergency contacts and their contact information.

G. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

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

H. Safety of Persons and Property

The Researcher 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 Researcher 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 mended 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 Researcher 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 Researcher or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Researcher 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 Researcher. The foregoing obligations of the Researcher are in addition to the Researcher's obligations for Indemnification.
7. Designate a responsible member of the Researcher's organization at the site whose duty shall be the prevention of accidents. This person shall be the Researcher's superintendent unless otherwise designated by the Researcher in writing to GPHC.

I. Indemnification

To the fullest extent permitted by law, the Researcher 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 Researcher, 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 Researcher, 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 Researcher or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company/Affiliation: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Authorized By: _____ Title: _____

INTELLECTUAL PROPERTY:

GPHC retains ownership of Intellectual Property created under this contract. Researchers are free to copy, distribute and publish data after obtaining prior consent from GPHC.

PROPOSAL CHECKLIST

Those submitting proposals should use the checklist ensure complete application.

- Title, clear statement of purpose ,description of the research project (i.e. study design and analytical methods to be utilized with an explanation of the specific benefits to GPHC
- Proposal contact information sheet that has time frame for conducting research
- Signed Natural Areas Guidelines
- Résumé/CV
- Authorizing statement from professor (if student)

CONTACT INFORMATION

Name(s) of Principle Investigator(s)_____

Name of secondary researchers (if applicable)_____

Affiliation _____

Address_____

Phone number_____

Email address_____

Project title _____

Type of Research Continuing New

Check all of the following that are applicable to the researcher(s):

Post Doc_____ Graduate ___ Undergraduate _____ Professor ____Professional _____

Emergency Contact Name_____ Phone_____

**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, collection of plants, animals, fossils or minerals is part of the proposal, a signed letter of approval from the Director of Natural Resources 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