REQUEST FOR PROPOSAL

Great Parks of Hamilton County

10245 Winton Road, Cincinnati, Ohio  45231
(513) 521-7275

Item(s):  Contractual Research Projects- Educational Permit

INVITATION:  Great Parks of Hamilton County is accepting proposals for contractual research for educational purposes within the parks. All data collected in the parks must be georeferenced or notes provided on specific location. Information pertaining to this request can be obtained by contacting: Zurijanne Carter, Conservation Biologist (513-728-3551 extension 269)

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

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

AWARD:  Researchers will be notified of the recommendation for approval within 10 business days of submission.

REQUEST FOR PROPOSAL:
In compliance with the REQUEST FOR PROPOSAL, and subject to all conditions hereof, the undersigned offers and agrees, if this proposal is recommended for approval, to furnish any or all items and or services requested.

DESCRIPTION OF SERVICES:

SCOPE OF WORK:
The scope of work shall include all labor, tools and equipment necessary to accomplish the course. Since this work is of a highly skilled nature, the proposal for this project will be implemented by a professor, researcher, or student who carries liability insurance. The educator shall transport equipment on site as needed at locations designated by the GPHC representative; furnish materials, equipment and labor to finish the research, remove excess material and cleanup site; take appropriate safety precautions before and during installation; leave the site safe after installation; georeferenced study areas and provide within a month of starting research to GPHC point of contact and provide additional spatial data in digital format to GPHC along with final report. Proposals can be submitted for individual topics or multiple research topics. Examples of previous research may be provided, if available. For more information contact Zurijanne Carter at zcarter@greatparks.org or 513-728-3551 ext. 269.

ADDITIONAL QUALIFICATIONS:
The successful educator shall be completely knowledgeable in the methods and use of equipment for safe and efficient data collection and shall demonstrate this proficiency to the satisfaction of GPHC by providing documented references and copies of previous projects of a similar nature upon request.

EXECUTION:
1. All proposals must be submitted to GPHC a month in advance of your expected start date.
2. Submissions must include: a proposal which details the purpose for the field trip, your objective(s), methods, parks you’ll be sampling in (with notes on specific locations), and general timeline of when you’ll start and end work. If you are interested in collecting samples, you must explain where specimens would be vouchered i.e. in a recognized and accessible natural history museum. A data or research summary is required upon completion of your field study which includes the amount of research hours.
3. Educators that are approved must agree to meet the final summary deadline of November 16, 2018, unless a different deadline is negotiated in advance.
4. Final summary must be in a digital format, and include name, project title, year, and affiliation on the cover page.
5. All researchers must abide by Park District natural areas guidelines (included).
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.
7. Permits are only valid for the calendar year in which they are approved.

PROVISIONS:
1. A preliminary meeting by email or phone with an authorized GPHC employee must occur before commencement of research.
2. The educator agrees to properly use and dispose of all materials.
3. The educator is required to coordinate work schedules with the GPHC project contact.
4. Under no circumstances shall the educator leave a hazardous work site or situation unattended, un-barricaded or unresolved before ceasing work for the day. The educator will take appropriate safety precautions before and during the work, leaving the site safe after completion.

ACCEPTANCE OF PROPOSAL: Prior to approval of proposal and prior to performing work, the researcher must furnish the below required documents.
• Certificate of Insurance (See below) listing Great Parks of Hamilton County as Additional Insured.
• Emergency contacts

INSURANCE REQUIREMENTS: Insurance coverage shall not be less than the following, unless a waiver is submitted in lieu of insurance:
Comprehensive General Liability: (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury)
• Bodily Injury: $1,000,000 Each Occurrence; $2,000,000 Aggregate.
• Property Damage: $1,000,000 Each Occurrence; $1,000,000 Aggregate
• Under all of the above mentioned forms of insurance, the Great Parks of Hamilton County shall be listing Great Parks of Hamilton County listed as Additional Insured.
• Students who perform research should be covered by a certificate of liability from their school.

Automobile Liability: (including Owner, Non-owned and Hired).

• Bodily Injury: $1,000,000 Each Occurrence; $1,000,000 Aggregate
• Property Damage: $250,000 Each Occurrence; $250,000 Aggregate

MAINTAINING TRAFFIC:
1. The educator shall perform the required work with the least inconvenience to, and the maximum safety of GPHC staff, guests and the researcher. The requirements for maintaining traffic shall be as indicated in the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways, current edition, the proposal, specifications and the plans.
2. Police and Fire access shall be maintained at all times.
3. Access to neighboring properties shall be maintained at all times.

HEALTH AND SAFETY OF PERSONS AND PROPERTY:
The educator recognizes the importance of performing the work in a safe and responsible manner to prevent damage, injury or loss to individuals, the environment and the work including materials and equipment incorporated into the work. Educator assumes responsibility for implementing and monitoring all environments, health and safety precautions and programs related to the performance of the work.

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.

INTELLECTUAL PROPERTY:
GPHC retains ownership of Intellectual Property created under this contract. Educators are free to copy, distribute and publish data after informing GPHC.
PROPOSAL CHECKLIST:

Those submitting proposals should use the checklist below to make sure their application is complete. Proposals should have:

☐ Title
☐ Clear statement of purpose
☐ Description of the purpose for visit explaining study design and methods to be utilized
☐ Contact information sheet
☐ Time frame for conducting the visit(s)

CONTACT INFORMATION:

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 ___________________
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 vouchedered 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

Rev 1.23.2020
2020 Contractual Research
Page 5 of 5