



Request for Proposals
Native Prairie Management
City of Moorhead
Moorhead, MN

Due by February 27, 2026 at 2:00 PM Central Time

City of Moorhead, MN
ATTN: Native Prairie Management
PO Box 779
Moorhead, MN 56561-0779

Drop Off Location:
City Clerk Office
403 Center Ave
Moorhead, MN 56560

Email: Derek.Boman@MoorheadMN.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) seeks a qualified contractor to manage established prairie grass areas located within and without river floodplains. The primary objectives are:

- Suppression of invasive and noxious weeds in compliance with Minnesota Statute 18.75-18.91
- Preservation and improvement of native plant species diversity and vigor
- Enhancement and protection of native pollinators, beneficial insects, birds and other wildlife
- Maintenance of a visually orderly prairie consistent with public expectations

2. SCOPE OF WORK

The contractor shall manage established native prairie grass areas within and without river floodplains with a primary focus on controlling Minnesota-listed noxious weeds, while maintaining a healthy and diverse native plant community. Work shall utilize practices that support pollinators, insects, birds and other wildlife.

A. Invasive & Noxious Weed Control

- a. Target species
 - i. Canada thistle
 - ii. Poison Ivy
 - iii. Other weeds identified in Minnesota Statute 18.75-18.91
- b. Control methods
 - i. Spot herbicide application
 - ii. Mechanical control
 - iii. Controlled burn
 - iv. Mowing (minimal)
 - v. Broadcast or blanket herbicide applications are prohibited

B. Native Stand Protection & Enhancement

- a. Avoid damaging existing native plants
- b. Identify areas showing declining native diversity or persistent weed pressure
- c. Provide recommendations for:
 - i. Interseeding or overseeding
 - ii. Adjusted management frequency
 - iii. Other adjustments to management program

C. Additional floodplain requirements

- a. Suspend operations during saturated conditions
- b. No rutting, compaction or equipment staging allowed on flood protection levies



3. PERFORMANCE STANDARDS

- A. $\leq 10\%$ cover of invasive/noxious weeds by late season
- B. No seed producing Canada thistle at season end
- C. Native grasses and forbs remain dominant ($>70\%$ cover)
- D. No visible herbicide damage to non-target species
- E. No rutting or compacting of levee structure

The timeline for this project is:

- **RFP Closes: February 27, 2026 at 2:00 pm**
- **City Council Approval of RFP Selection: March 3, 2026**
- **Service Term: Three (3) years – 2026, 2027, 2028**
 - o The City reserves the right to extend the service term for up to two (2) additional years beyond the initial three-year term. Any extension shall be subject to mutual written agreement by both parties, confirmed no later than ninety (90) days prior to the expiration of the current term, and contingent upon satisfactory performance and compliance with all contract terms.

4. Reporting & Documentation

The contractor shall provide, at a minimum:

- A. An end-of-season summary including observations and recommendations for future management
- B. A treatment log documenting weed control activities, including dates and locations

5. SUBMITTAL REQUIREMENTS

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
- ✓ **Section 2: Submittal Information**
 - Relevant experience and qualifications
 - Proposed native prairie management plan
 - Estimated cost
 - References (3), unless proposer has performed similar work for the City of Moorhead within the past three (3) years



6. SELECTION PROCESS

Proposals will be reviewed by the Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

7. EVALUATION CRITERIA

The City's selection is based on several criteria that will meet the needs of the project. Proposals will be evaluated based on:

- a. **Technical approach and weed management strategy (40 Points)**
- b. **Relevant experience and qualifications (30 Points)**
- c. **Cost (20 Points)**
- d. **Reporting and communication (10 points)**

8. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to Derek.Boman@MoorheadMN.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through February 27, 2026. Answers to questions received will be posted online as an addendum. The City does not guarantee that questions received after the deadline will be answered.

9. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

10. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

11. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.



12. Managed Locations

| # | Name | Address | Acres |
|----|--|-----------------------------|-------------------|
| 1 | Probst Field Prairie | 5505 17 th St N. | 3.9 |
| 2 | North River Drive | 2712 River Dr N | 5.4 |
| 3 | North River Grassland | 2525 River Dr N | 3.5 |
| 4 | Toll Bridge | 600 15 th Ave N | 3.8 |
| 5 | Homestead Cabin | 1002 7 th St N | 6.6 |
| 6 | Riverfront Park | 600 1 st Ave N | 6.3 |
| 7 | Rivershore Dr & 11 th Ave | 1003 River Dr S | 1.3 |
| 8 | S Rivershore Dr & 14 th Ave | 1421 River Dr S | 0.5 |
| 9 | S Rivershore Dr & I-94 | 2951 Rivershore Dr S | 2.0 |
| 10 | Horn Park | 3001 Rivershore Dr S | 2.7 |
| 11 | S Rivershore Dr & 35 th Ave | 3411 Rivershore Dr S | 0.9 |
| 12 | S Riverview Circle | 3501 Riverview Cir S | 11.3 |
| 13 | S River Haven Rd | 4601 River Haven Rd | 1.8 |
| | | | Total 50.0 |

13. ATTACHMENT

1. Native Prairie Management Area Maps