



STATEMENT OF QUALIFICATIONS

Native Vegetation Management for County Owned Properties

The County of DuPage

March 9, 2023



March 7, 2023

Ms. Sarah Hunn
DuPage County Stormwater Management
421 N County Farm Road
Wheaton, IL 60187
630.407.6500

Ms. Hunn,

ENCAP, Inc. is pleased to present this proposal for the DuPage County Native Vegetation Management for County Owned Property 23-021-SWM. As specified in the submittal requirements, ENCAP, Inc. acknowledges the receipt of Addendum 1 associated with this project.

Founded in 1973 as a consulting firm, ENCAP, Inc. has continuously conducted business for past 50 years. Beginning in 1992, the scope of services expanded to include native restoration services, including invasive species control. With these many years of professional experience, ENCAP, Inc. recognizes that the success of our company and the ability to provide superior service to our clients, rests on the quality, commitment, and dedication of our employees. ENCAP, Inc. is dedicated to finding, developing, and retaining the best talent available in our areas of expertise.

Led by our reputable project management staff, ENCAP, Inc.'s commitment to high-quality, efficient, and individualized service is carried through to every project.

ENCAP, Inc. is committed to provide the DuPage County with all the services needed for this project. This commitment is demonstrated in our proven track record and project experience presented in this submittal.

Thank you for considering ENCAP, Inc. Please feel free to contact us with any further questions or needed clarification.

Sincerely,

Melissa Wheeler
Internal Operations Director
ENCAP, Inc.
2585 Wagner Court
DeKalb, IL 60115
mwheeler@encapinc.net | p: (815) 748-4500 f: (815) 748-4255 c: (815) 766-2043



FIRM QUALIFICATIONS

ENCAP, Inc. employs a staff of experienced ecological, environmental, and soil erosion control professionals who have a wide array of expertise, interests, and experiences. These include but are not limited to wetlands, stormwater, permitting, native landscape stewardship, native landscape design, wetland mitigation design, NPDES compliance, soil erosion, tree preservation, prescribed burning, native landscape installation, and vegetation monitoring/reporting. Our level of expertise is visible in the field and allows ENCAP, Inc. the ability to perform projects with sound professional judgment and careful attention to detail. Additionally, ENCAP, Inc. carefully selects our ancillary personnel, thus bringing a wealth of knowledge and experience to each project. ENCAP, Inc. currently employs a staff of 30 individuals who are available to work on this project.

Based in DeKalb, IL, ENCAP is a short distance from DuPage County sites. This will allow a quick response time for work orders.

Over the years, ENCAP has work with many public sector entities including the Forest Preserve District of DuPage County, McHenry County Conservation District, and the United States Army Corps of Engineers. Examples of these projects are as follows

1. Forest Preserve District of DuPage County District Wide Natural Areas Maintenance Project
Contact: Nick Fuller, Natural Resources Project Coordinator –
Nfuller@dupageforest.org 630.933.7224
Project included native seeding via hand and machine methods, herbicide application via hand and machine methods, brush clearing, and prescribed burning.
2. McHenry County Conservation District Nippersink Creek Ecosystem Restoration
Contact: Ed Collins, Director of Land Preservation & Natural Resources –
Ecollins@mccdDistrict.org – 815.7900351
Project included native seeding via hand and machine methods, erosion control blanket, herbicide application via hand and machine methods, brush clearing, and prescribed burning.
3. United States Army Corps of Engineers Morton Arboretum Ecosystem Restoration
Contact: Kurt Dreisilker, Head of Natural Resources at Morton Arboretum -
kdreisilker@mortonarb.org – 630.292.8948
Contact: Jason Zylka, Ecologist - jason.zylka@usace.army.mil – 312.415.7341
Project included native seeding via hand and machine methods, erosion control blanket, herbicide application via hand and machine methods, brush clearing, and prescribed burning.

Main Business Address: 2585 Wagner Court, DeKalb, IL 60115

Verify that all of your Illinois Business Authorization information is correct.

If not, contact us immediately.

If all of the information is correct, cut along the dotted line (fits a standard 5" x 7" frame). Your authorization must be visibly displayed at the address listed. ***Do not discard the attached Illinois Business Authorization unless the information displayed is incorrect or until it expires.*** Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

Illinois Business Authorization

ENCAP INC

2585 WAGNER CT
DEKALB IL 60115-8609

Expiration Date:
1/1/2024

Certificate of Registration

Use Taxes

(3958-6146)

ILLINOIS REVENUE

[Signature]
Director

OFFICIAL DOCUMENT

Issued Date: **11/02/2022**

TIN 36-2833048



KEY QUALIFICATIONS

Eddie Clenney will serve as the Project Manager/Ecologist for this project. Eddie has been leading restoration crews for ENCAP since 2012 and has garnered a wealth of experience in that time. From 2015-2019, Eddie served as the Project Manager and Crew Leader for the Forest Preserve District of DuPage County District Wide Natural Areas Maintenance Project and is currently managing several public entity contracts. Eddie is a certified Herbicide Applicator and holds the S-130/S-190 and S-290 Wildland Firefighter Training certification.

Susan Rowley will be assigned projects that require Vegetation Monitoring and Reporting. Susan began at ENCAP in September of 2005. In that time Susan, has performed a variety of functions including Wetland Delineations, Native Vegetation Monitoring & Reporting, Native Landscape Design, and various other Natural Area Assessments. In her time at ENCAP, Susan accumulated many accolades including becoming a certified wetland scientist in many counties as well as a certified arborist. Susan has also completed her S-130/S-190, S-290 Wildland Firefighter Training and is a certified Burn Boss.

In addition to Eddie Clenney, Adam Sparks will be assigned as an Herbicide Applicator/Crew Leader for this project. Adam has worked at ENCAP since June of 2012 and has been leading herbicide/restoration crews since 2013.

ENCAP employs 19 certified Herbicide Applicators and 11 certified Herbicide Operators that will be available for this project. Herbicide Licenses for all employees can be provided upon request.

Ryan Alltop will serve as the Prescribed Burn Manager. Ryan has been leading burn crews since 2013. Over this period, he has managed over 75 burns. Ryan is a DNR certified Prescribed Burn Manager and has completed his S-290 Training.

ENCAP currently has 13 employees that have completed a minimum of the S-130/S-190 Burn Training. Certificates can be provided upon request.

JONATHAN KOEPKE, CPESC, LEED AP

President/Owner



EDUCATION

B.S. Department of History with High Honors; – Minor in Environmental Sciences

Northern Illinois University, DeKalb, Illinois, 2001

M.A. Department of History; – Concentration in Geography – Area of Specialization U.S. Environmental History, Northern Illinois University, DeKalb, Illinois, 2003

MBA – School of Business, Northern Illinois University, DeKalb, Illinois, 2012

CERTIFICATIONS

Certified Professional in Erosion and Sediment Control (CPESC) – No. 2862

Designated Erosion Control Inspector (DECI) – Lake County, IL

Licensed Illinois Commercial Pesticide Applicator #CA72449 (General Standards, Right of Way)

Licensed Indiana Commercial Pesticide Applicator

Licensed Michigan Commercial Pesticide Applicator

NWCG S-130/S-190, S-290, & I-120 Basic Wildland Firefighter Training for Controlled Wildland Burns

First Aid, CPR, AED Certified 2022

PROFESSIONAL EXPERIENCE

Vice President, General Manager (2011 - 2019) - ENCAP, Inc., DeKalb IL

Manage and direct corporate business operations including financing, profit and loss responsibility, long term planning, technical development, quality control, employee development, organizational structure, and day to day management activities.

Soil Erosion and Sediment Control Division Manager (2006 - 2011) - ENCAP, Inc., DeKalb, IL

Manage and direct the consultation, design, and installation of best management practices and streambank stabilization and restoration practices for ENCAP, Inc. Responsibilities include technical direction, field investigation, design recommendations, and consultation with clients and regulatory agencies on all aspects of erosion and sediment control.

District Manager / Resource Conservationist (2005 - 2006) - Kane-DuPage Soil & Water Conservation District, St. Charles, IL

Manage district's land use programs and staff, performed technical review and oversight of complex construction projects around water resources including stream and river bank restorations. Administered the District's Streambank Stabilization and Restoration Program grant and performed initial site reviews and analysis.

Resource Analyst (2002 - 2005) - Kane-DuPage Soil & Water Conservation District, St. Charles, IL

Completed Land Use Opinion Reports to inventory natural resources on property that was subject to re-zoning, Reviewed erosion and sediment control plans for technical standards and performed compliance site inspections on construction and restoration projects throughout Kane & DuPage Counties.

PROFESSIONAL ADVANCEMENT

Treasurer - Great Lakes Chapter - International Erosion Control Association

International Erosion Control Association - Board of Directors, Treasurer 2015 - Present

USDA Natural Resources Conservation Service - Training Courses

- Streambank Stabilization Design - I

- Introduction to Soil and the Soil Survey

- Hydric Soils for Wetland Delineation

- Wetland Restoration Training

- Conservation Planning

MELISSA WHEELER

Vice President



EDUCATION

Bachelors of Landscape Architecture; University of Illinois, Champaign-Urbana, Illinois, 2008
MBA Coursework, University of Illinois, Champaign-Urbana, Illinois

CERTIFICATIONS

First Aid, CPR and AED Certified 2021
30 Hour OSHA Hazard Recognition Training for Construction Industry

PROFESSIONAL EXPERIENCE

Internal Operations Director (2009 - 2020) - ENCAP, Inc., DeKalb, IL

Managing of all purchases for the company
Fleet management
Operations Management
Writing and implementing policies and procedures company wide
Coordination of all company events
Residential and Commercial Landscape Designer
Project manager for traditional landscaping jobs

Commercial Landscape Designer (May 2008 - October 2009) - Landscape Concepts Management, Chicago and Aurora, IL

Commercial Landscape Designer for six Midwestern states
Designed and ran Seasonal Color installations
Site quality control checks throughout Illinois and Indiana
Responsible for all crews during job installations
Each project required at minimum: Conducting site analysis, site inventory, holding client meetings, writing contracts, ordering materials, and site photography during and after install.

Residential Landscape Designer (2002 - 2006) - Blumen Gardens, Sycamore, IL

Nursery care, inventory manager, sales.
Residential Landscape Designer
Designed and implemented displays.
Worked with children's garden groups.
Responsible for crews on job sites.

SOFTWARE SKILL SET

AutoCAD, Sketchup, Adobe Creative Software Suite

SUSAN ROWLEY, PWS, CWS, LEED AP

Assistant Vice President / Ecological Consulting Director



EDUCATION

B.S. in Environmental Studies with Honors, Illinois State University, Bloomington/Normal Illinois

CERTIFICATIONS

LEED AP (Leadership in Energy and Environmental Design Accredited Professional)
Professional Wetland Scientist (PWS) - Society of Wetland Scientists
International Society of Arboriculture Certified Arborist IL-4727A
Lake County Certified Wetland Specialist #C-116
McHenry County Certified Wetland Specialist
Kane County Wetland Review Specialist #W-087
Licensed Illinois Commercial Pesticide Applicator #CA70057 (General Standards, Right of Way)
Certified Prescribed Burn Manager #12-445
NWCG S-130/S-190/S-290 Intermediate Wildland Firefighter Training for Controlled Wildland Burns
First Aid, CPR and AED Certified 2022
OSHA 30-Hour Certified

AREAS OF SPECIALIZATION

Wetland Delineation and Permitting; Endangered and Threatened Species Surveys; Plant Inventory and Identification (Meander and Transect); FQA Field and Program Data; Wildlife Habitat Assessments; Invasive Species Management and Monitoring; Native Landscape and Wetland Mitigation Planning and Design

MAJOR PROJECTS

- Illinois Natural Area Inventory (INAI) Site. Wetland delineation, vegetation inventory, and wetland consulting. Rockford, IL.
- Friends of the Chicago River - Mill Creek Fish Passage. Wetland consulting, tree inventory, planning, design, permitting, monitoring and management. Palos Park, IL.
- Village of Woodridge - Prentiss Creek Water Quality Improvements Project. Wetland consulting, tree inventory, planning, design, permitting, monitoring and management. Woodridge, IL.
- Barnes Prairie Wetland Mitigation Bank - Wetland consulting, planning/design, and permitting. Pleasant Prairie, WI.
- Wetland Delineations of over 600 sites within the Midwest and Northeast Northcentral Regions from 2005-Present.
- Natural Area Assessments of over 500 sites within the Midwest and Northeast Northcentral Regions from 2005-Present.

PROFESSIONAL ADVANCEMENT

U.S. Army Corps of Engineers Wetland Delineation Training
USACE Interim Regional Supplement – Midwest Region Training
Bollinger Wetland Plant Identification Training
Numerous Arborist, Wetland, and Erosion Control Trainings
Illinois Association of Environmental Professionals (IAEP) Member
Mohlenbrock Wetland Plant Identification Training
International Erosion Control Association (IECA) Member
Society of Wetland Scientists (SWS) Member

RYAN ALLTOP, CPESC

Field Operations Director and Corporate Safety Officer



EDUCATION

B.S. in Biology, Grand Valley State University, 2005, Allendale, MI.

CERTIFICATIONS

Certified Professional of Erosion and Sediment Control (CPESC)
Designated Erosion Control Inspector- Lake County, Illinois
140 hour Construction Safety Course - National Construction Safety Counsel
USACE Construction Quality Management for Contractors
Illinois Commercial Pesticide Applicator #CA85131 (General Standards, Aquatic, Right-of-Way)
Indiana Commercial Pesticide Applicator
Wisconsin Commercial Pesticide Applicator
Class A Commercial Drivers License
Certified Prescribed Burn Manager
NWCG S-130/S-190, S-290 Wildland Firefighter Training for Controlled Wildland Burns
30 Hour OSHA Hazard Recognition Training for Construction Industry
First Aid, CPR, AED Certified 2022
Poison Control Training

AREAS OF SPECIALIZATION

Erosion and Sediment Control Site Planning, NPDES Permitting and Inspections, SWPPP Creation and Management, BMP Design and Installation, Stream Restoration, Native Landscape Design

PROFESSIONAL EXPERIENCE

Field Operations Director and Corporate Safety Officer (2007 - Present) - ENCAP, Inc., DeKalb, IL
Oversees all field operations and ensures compliance with OSHA safety standards
Researches and applies to bids and RFP's, compiling estimates and project management
Consults clients regarding erosion and sediment control issues
Large scale project management

MAJOR RECENT PROJECTS (Project Manager)

- Morton Arboretum Section 206 Aquatic Ecosystem Restoration - Riparian and Streambank Restoration
- Portage Park Section 125 Ecosystem Restoration - Dune Community Creation Project
- Woodlore Estates Woodland Restoration & Natural Area Construction
- Indiana Dunes National Lakeshore Pipeline
- Montgomery County, New York - Fedex Facility Slope Stabilization

PROFESSIONAL ADVANCEMENT

Multiple Erosion and Sediment Control Education Seminars
Multiple Rain Garden Planning Seminars
Presenter at Multiple SESC Seminars
Multiple Safety Seminars



EDUCATION

Bachelor of Science in Biology and Environmental Studies, Ripon College; Ripon, WI 2007

CERTIFICATIONS

Illinois Commercial Pesticide Applicator #CA52372 (General Standards, Right-of-Way)
NWCG S-130/S-190, S219 Wildland Firefighter Training for Controlled Wildland Burns
IL Certified Burn Boss, Chainsaw Safety Certification
First Aid, CPR and AED Certified, 2022

AREAS OF SPECIALIZATION

Native/non-native plant identification; Rare plant identification; Habitat specialist
Effective chainsaw use and maintenance
Midwestern Wetland and Prairie Ecology
Natural Areas Restoration
Plant Biology
Bird Identification

PROFESSIONAL EXPERIENCE

Ecological Restoration Superintendent (2012- Present) - ENCAP, Inc., DeKalb, IL

Plant native seed, trees, shrubs, and live plugs while restoring prairie, riparian, and wetland habitats
Invasive plant species control via the use of applied herbicide and mechanical practices
Conduct controlled burns to variety of habitats
Maintain accurate daily logs and notes on all sites attended, material used, and billable hours
Collaborate with management, contractors, consultants, and daily workers for seeding and management tactics and timely completion of projects while maintaining daily logs on all sites and materials
Construct and install a variety of erosion and sediment controlling solutions including: erosion control blanket, silt fence, temporary seed, dewatering systems, sediment traps, compost logs, inlet protection, gabion baskets, check dams, bio swales, etc.
Operate and perform regular maintenance on a variety of equipment including: ATVs, chainsaws, various tractors and skid loaders equipped with buckets, power rakes, tub spreaders, trillion seeders, seed drills, disks, landscape rakes, straw crimpers, silt fence installation machines, and bush hog mowers

MAJOR PROJECTS

- Burnidge Forest Preserve Tree and Brush Clearing (Kane County FPD): Contract manager and FECON operator responsible for coordinating machine and hand-clearing activities, as well as hour tracking and billing operations.
- Natural Area Management- Multiple Sites (Village of Algonquin): Responsible for invasive species management and stewardship of multiple sites throughout the Village of Algonquin, comprising over 100 acres.
- Pilcher Park Nature Preserve Exotic Woody Species Control (IL DNR): Coordinated contract management and clearing and resprout treatment of invasive woody species in high quality woodland and wetland areas throughout the preserve, meeting and/or exceeding all project requirements.
- Buffalo Creek Long Term Management (Village of Wheeling): Maintain high-quality plant communities along 3000 LF of stream for the Village of Wheeling, successfully reattaining the contract for 10 years.



ADDITIONAL EXPERIENCE

Volunteer Bird Monitoring for Life Net Nature Program- Las Tangaras Reserve, Mindo, Ecuador, December 2015

Perform daily feeder survey; Record species, sex and general behavior of over 12 species of hummingbirds.

Observe Andean Cock of the Rock (*Rupicola peruvianus*) lek from a blind to record activity, behavior and location of male specimens.

Keep working list of observed bird species throughout reserve property.

Help maintain lodge, gardens, trail systems, water system, as well as general reserve maintenance.

Volunteer for Masai Giraffe and Kenyan Bird Monitoring Program - Siria Plateau, Kenya, Africa 2014

Tracked, photographed and recorded behaviors of free-ranging wild populations of the Masai Giraffe while monitoring other wildlife including eland, zebra, wildebeest, impala elephant, and others.

Aided in the training of Masai eco-guides and offered feedback on their safari program.

Provided suggestions for improving eco-tourism, business management, and discussed the formation of a wildlife conservancy on their native land.

Raptor Field Techniques Workshop - Linwood Springs Research Station, Stevens Point, Wisconsin 2011

Completed 40 hours of hands on training in raptor ID, aging, sexing, measurements, molts, banding, blood sampling and auxiliary marking, netting/capturing techniques, monitoring, extractions, harness and jess design, telemetry and surveillance.

Volunteer for Kèköldi Bird Conservation and Monitoring Program - Talamanca Region, Costa Rica 2010

Raptor identification, data processing, and estimation techniques for over 18 species of migratory raptors while living and interacting with the Kèköldi Indigenous Reserve.

Daily hiking and monitoring through adverse field conditions

Provided interaction and education for visiting students and other conservation groups

Raptor Management and Falconry Seminar - S.O.A.R. 2009

Certified completion of 35 hour course on identification, rehabilitation, husbandry, training, handling and management of birds of prey for release and education.



CERTIFICATIONS

Illinois Commercial Pesticide Applicator #CA56607 (General Standards, Forestry, Aquatic, Right-of-Way)
Indiana Pesticide Applicator
NWCG S-130/S-190, S-290 Wildland Firefighter Training for Controlled Wildland Burns
Chainsaw Safety Certification
First Aid, CPR and AED Certified, 2022
OSHA 30

PROFESSIONAL EXPERIENCE

Ecological Restoration Superintendent (2018-Present) - ENCAP, Inc., DeKalb, IL

Manage contracts and coordinate site work for public lands natural area management, native landscape construction and stewardship projects

Coordinate creation and dissemination of company site information system for field personnel

Oversight of project foremen, crew leads and training programs

Maintain and log maintenance needs for company equipment and fleet

Foreman (2012- 2018) - ENCAP, Inc., DeKalb, IL

Installation of live planting material

Installation of erosion control measures and best management practices.

Control invasive plant species through the use of applied herbicide and mechanical practices.

Conduct controlled burns.

Management of invasive species in ecologically fragile preserves and wetland areas.

MAJOR PROJECTS

- Thorncreek: Invasive species removal focusing on Japanese Knotweed.
- Willow Woods West, Cook County: Mechanical Clearing
- Bridgeview Place: Remnant prairie restoration, streambank stabilization, naturalized stormwater detention facility.
- Cook County Forest Preserve - Numerous Sites: Crew Leader for prescribed burn management, woody brush control.
- Orland Tract: Installation of over 30,000 native plugs, 190 acres of herbicide treatment and seeding.
- Forest Preserve District of DuPage County District Wide Natural Areas Maintenance: Included native seeding via hand and machine methods, herbicide application via hand and machine methods, brush clearing, and prescribed burning across multiple preserves.

ADDITIONAL SKILLS

Heavy and hand held equipment operation including FECON mowing.

PROFESSIONAL ADVANCEMENT

Plants of the Prairie Course

Woody Plants and Ecological Restoration Course

Restoring Vegetation Course

Invasive Plant Management Course

Geology and Soils Course



EDUCATION

High School Diploma, Batavia High School, May 2004

CERTIFICATIONS

Illinois Commercial Pesticide Applicator #CA85134 (General Standards, Right-of Way)
NWCG S-130/S-190 Basic Wildland Firefighter Training for Controlled Wildland Burns
Chainsaw Safety Certification
First Aid, CPR and AED Certified, 2021
OSHA 30 HR

PROFESSIONAL EXPERIENCE

Foreman (June 2012 - Present) - ENCAP, Inc., DeKalb, IL

Applied herbicide and prescribed burns and well as tree clearing and brush cutting for ecologically sensitive sites through out Illinois, Indiana, and Wisconsin.

Operated skid steer, heavy equipment and company vehicle under all safety conditions.

Plant native seed, trees, shrubs, and live plugs while restoring prairie, riparian, and wetland habitats

Invasive plant species control via the use of applied herbicide and mechanical practices

Maintain accurate daily logs and notes on all sites attended, material used, and billable hours

Construct and install a variety of erosion and sediment controlling solutions including: erosion control blanket, silt fence, temporary seed, dewatering systems, sediment traps, compost logs, inlet protection, gabion baskets, check dams, bio swales, etc.

RESTORATION PROJECTS

Ecosystem Restoration of Nippersink Creek - USACE

Glacial Park Conservation Area Ringwood, IL

Skare Park Mitigation Bank Restoration - Land & Water - Rochelle, IL

Prairie Green Mitigation Bank - Land & Water - Geneva, IL

Hennepin Canal Invasive Tree and Shrub Removal - IL DNR - Sheffield, IL

88th Reserve Woodland Restoration - USACE - Joliet LTC, Joliet, IL

PROFESSIONAL ADVANCEMENT

OSHA 30 Hour

Native Vegetation Training Course

Prescribed Burning Training Course

Aquatic Plant Identification Course



PROJECT UNDERSTANDING

ENCAP, Inc. has extensive experience working on and successfully completing native restoration and maintenance projects in the DuPage County area. Our project team is well-versed in native area management and will not only be able to fulfill all requests put forth by the County, but will be able to provide site-specific recommendations to ensure the long-term health and vitality of the County's natural areas.

ENCAP, Inc.'s management strategy will be focused on site-specific needs for this project, as the contract encompasses a variety of different habitats and landscape needs. Work orders will be derived from specific requests from the County, and ENCAP, Inc. will emphasize tailoring our management strategy based on the target species or otherwise specific need of the site to produce the best outcome. This may include herbicide usage or treatment type for target species, seed mix or planting recommendations, erosion control implementation and other tasks subject to County approval. If additional issues or potential needs are observed while on-site, ENCAP, Inc. will inform the County on additional options for addressing these issues while considering County budget and priorities. Overall, a substantial pillar of ENCAP, Inc.'s management strategy will be to maintain open communication with the County to discuss best management practices for each site and provide the best possible service and ecological outcome.

ENCAP, Inc. stands behind their quality of work and efficiency. Metric guarantees will vary based on the task at hand. For invasive species control (herbicide and mowing); ENCAP, Inc. can provide a guiding metric of 90% control of target species per treatment, increased to 95% if follow-up treatments are included for a subject site. Woody control target species (cutting) will be guaranteed for 100% coverage of target species evaluated immediately after clearing (does not include resprouts). Prescribed burn coverage can be guaranteed if appropriate burn weather and site conditions are allowed, where generally over 75% burn coverage is considered successful depending on habitat type. Tree and shrub planting can be guaranteed for one year provided watering is included in the task. Erosion control and seeding will be performed to standard specifications, subject to County approval prior to implementation.

Scheduling and response time will depend on the assigned task. ENCAP, Inc. will respond to County work order requests within 2-3 business days, and have a crew on-site within 5-10 business days, unless material lead time for specific tasks causes a delay. ENCAP, Inc. will do everything feasible to respond as soon as possible to work order requests that are especially time sensitive and/or critical per County request.

If an issue should arise regarding the project, the issue will be reported directly to the Project Manager. Initial analysis will be performed by the assigned project team to determine whether the issue is strictly internal or has a potential impact on the project and/or County interests. If the issue is strictly internal, the issue will be addressed by ENCAP, Inc. and changes made as necessary to continue operation as usual. If the issue is determined to have a potential impact on the project and/or County interests, the scope of the issue will be evaluated and the assigned ENCAP, Inc. Project Manager will contact the County Project Manager as soon as possible to discuss the subject issue and potential options to remedy or address the situation and restore normal working operations.

Please see "Firm Qualifications" for reference of ENCAP's performance abilities.



Sample Incident Report



ACCIDENT INVESTIGATION REPORT

Date of Accident / Illness	Time of Day	Date Reported	Location
Person Involved		<input type="checkbox"/> Employee <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	
Position Title	Date Employed	Department	Manager/Supervisor
Witness #1		Witness #2	

Description of the Injury or Illness
Description of the Activity at the Time of the Accident
Accident Resulted In: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Clinic Treatment <input type="checkbox"/> Lost Time <input type="checkbox"/> No Injury/Illness

Recommended Corrective Action
Immediate Corrective Action Taken

Investigated by	Title	Date
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Supervisor's Report of Injury

EMPLOYER	
EMPLOYEE	
LOCATION	
REFERRED TO DR.	
OCCUPATION OF INJURED	AGE
INJURY DATE	TIME [] AM [] PM
NATURE OF INJURY (SCRATCH, CUT, BRUISE, ETC.)	
PART OF BODY INJURED (LEFT RING FINGER, RIGHT ANKLE, ETC.)	
DID INJURED RETURN TO WORK? [] YES [] NO	TIME [] AM [] PM
WHERE AND HOW DID ACCIDENT HAPPEN?	
SPECIFY EQUIPMENT, SUBSTANCE OR OBJECT CONNECTED WITH ACCIDENT	
WHAT WAS EMPLOYEE DOING AT TIME OF ACCIDENT?	
WITNESSES (SEE ATTACHED WITNESS STATEMENTS)	
MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT	

SUPERVISOR'S SIGNATURE	DATE
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Employee's Report of Injury

EMPLOYER	
EMPLOYEE	
LOCATION	
REFERRED TO DR.	
OCCUPATION OF INJURED	AGE
INJURY DATE	TIME [] AM [] PM
NATURE OF INJURY (SCRATCH, CUT, BRUISE, ETC.)	
PART OF BODY INJURED (LEFT RING FINGER, RIGHT ANKLE, ETC.)	
DID INJURED RETURN TO WORK? [] YES [] NO	TIME [] AM [] PM
WHERE AND HOW DID ACCIDENT HAPPEN?	
SPECIFY EQUIPMENT, SUBSTANCE OR OBJECT CONNECTED WITH ACCIDENT	
WHAT WAS EMPLOYEE DOING AT TIME OF ACCIDENT?	
WITNESSES (SEE ATTACHED WITNESS STATEMENTS)	
MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT	

EMPLOYEE'S SIGNATURE	DATE
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