Request for Proposals
Abbey Creek Forest Restoration Project

Proposals are due by Friday, October 6th by 4 pm
Michael Ahr
2701 NW Vaughn St, Suite 450
Portland, OR 97210
michael@wmswcd.org
503-238-4775 x109

I. Introduction

West Multnomah Soil & Water Conservation District (WMSWCD) works with private landowners on projects to promote clean water, healthy soils and diverse habitat. WMSWCD is seeking contracted services to perform conifer release and alder thinning on 14.8 acres of forestland. Blackberry, scotch broom, and old man’s beard (*Clematis vitalba*) also need to be treated on 21.0 acres. There is associated slash treatment with the 14.8 acres of release and thinning. A total of 6100 trees will also be planted on this privately owned forest on Old Germantown Road. Proposals should feature hourly cost rates for specific practices rather than acreage rates.

II. Background

The property is a total of 40 acres located in the Tualatin Mountains northwest of Forest Park. Forest management goals include growing older forest structure and nurturing a native understory with limited presence of Armenian blackberry (*Rubus armeniacus*) and scotch broom (*Cytisus scoparius*). Additional shade tolerant trees are desired.

III. Work to be Performed

Project work will occur between October 2017 and September 2019. See Site Map on page 6 as a reference.

- **14.8 acres of tree cutting.** Terrain is moderately sloped. *Complete before 12/1/2017*
  - Most of the tree cutting work will be conifer release. In these areas 50-100 trees per acre will be cut or girdled. For the most part, hardwoods that are < 8” DBH will be cut and bucked into 6-8’ pieces on the ground and arranged to make good soil contact for decomposition. Some trails need to be left clear to make travel around the property easier. Larger trees will be girdled and immediately treated with concentrated triclopyr. All maple stumps from cut trees should be treated with triclopyr also.
  - About 5.0 acres of the cutting is an alder and cherry thinning project where about 100 trees per acre will be taken. These should be cut down rather than girdled and some light piling will occur here. Trees to cut will typically be 3-7” DBH and about 50’ tall
  - All English holly and hawthorn should be cut and stump treated with triclopyr in these units.

- **21.0 acres of blackberry and scotch broom treatment.** All of these acres have been treated in the recent past under separate contracts, so this work is a 2nd treatment (2 acres will be a 3rd treatment). This work will be done by a crew on foot walking over uneven, hilly terrain to spray
blackberry and scotch broom using backpack sprayers. A 2% triclopyr amine or 1.5% triclopyr choline herbicide mix with adjuvant will be used. Complete between 8/27/18 - 10/15/2018.

- **4000** trees/shrubs will be planted in February 2018. About **2100** trees and shrubs will be planted in February 2019. See map on page 6 for the 2.0 acre location of the 2018 planting. 2019 planting will be mostly shade tolerant trees throughout the thinned/released areas.

IV. Project Location - The property is accessed from NW Old Germantown Road about 6 miles northwest of Portland. Upon cutting a few red alder and some blackberry, the forest road would be open to truck access that would reduce the amount of walking from Old Germantown Road.

V. Qualified Contractors must have:
1. SAIF / Workers’ compensation insurance
2. Farm/Forest Labor Contractor License
3. General liability insurance ($1 million coverage)
4. Automobile liability insurance (Oregon minimum)
5. ODA Pesticide Applicators License (appropriate license type for each employee working on project)
6. Experience with
   - Invasive weed control
   - Forest thinning
   - Spot spray herbicide applications using backpack sprayers
   - Identification of native and invasive species
   - Tree planting
   - Oregon Forest Practices Act requirements
VI. Submittal requirements

Proposals can be submitted electronically to Michael Ahr (michael@wmswcd.org) by mail or in person to the address below by 4 pm on October 6:

Michael Ahr
West Multnomah SWCD
2701 NW Vaughn St, Suite 450
Portland OR, 97210

Proposals must include:

- A straightforward, concise description of proponent’s ability to satisfy the requirements of the “Work to be Performed” section of this RFP.
- Short description of 2-3 relevant past projects/work and references for each.
- Indication that you meet contractor qualifications in section IV.
- Use the provided Bid Form or something similar to show hourly cost rates (per crew member) for the following practices:
  - Tree cutting and girdling using chainsaw
  - Slash treatment including piling (this is done after a fallen tree is bucked to concentrate slash and to create walkways through the forest)
  - Herbicide application using backpack sprayer
  - Tree/shrub planting
- Also include detail on how you charge for:
  - Travel (hourly rates and/or mileage rates)
  - Herbicide used
  - Foreman labor if it’s a different rate than crew labor
  - Any other rates you foresee for specialized equipment (wood chipper, dump truck, skid steer, etc). Note: in most cases we don’t require this equipment. Our work is almost exclusively hand work with chainsaws. However, it’s great to know if you have access to this equipment.

VII. Other Notes

- WMSWCD will make an effort to assign work in full day increments to avoid having contractors travel to our area for just a couple hours of work
- WMSWCD will provide detailed thinning specifications and expectations including:
  - # of trees to cut per acre
  - Preference for species to remove and species to retain
  - Level of slash treatment. (e.g. lop and scatter or stacked brush piles)
  - # of seedlings to install
  - Acres of invasive weeds to control
  - Approximate timing of all work to be completed
- Michael Ahr from WMSWCD expects to be highly available in the field for questions and guidance on this project
WMSWCD will request the daily herbicide application records as a requirement for making payment for herbicide treatments. Examples of spray records will be provided with awarded contract. This form can be provided as requested prior to submittal of proposal.

For herbicide applications made within 3’ of water (including ditched and canals with water present), applicators will also be asked to record the quantity of herbicide used, the treated surface area and the linear feet of adjacent stream where treatment occurred. This information is necessary for the District to be compliant with its National Pollutant Discharge Elimination System (NPDES) permit for such applications. **Note: No herbicide treatment within 3’ of water is anticipated for this project.**

VIII. Approximate timeline

**November 2017:** perform all conifer release, alder/cherry thinning, and slash treatment

**February 2018:** Tree/shrub planting (about 4,000 bareroot seedlings)

**Fall 2018:** Treat Armenian blackberry, scotch broom, and other invasive weeds with herbicide. These were treated in 2017 under a separate contract.

**February 2019:** Tree planting (about 2,100 bareroot seedlings)

IX. Selection process

Proposals that do not indicate the respondent meets the contractor qualifications in Section V, or do not demonstrate to the respondent can meet these requirements within 14 days of being offered a preliminary award of contract, will not be considered. Incomplete proposals will also not be considered.

Proposal will be evaluated based on equal weight of (1) ability to perform the work, (2) relevant work experience with similar types of projects, and (3) the respondents bid cost for completing the work. On the Bid Form, values associated with Practices in the first table will be evaluated in this selection process. Values in the specialized equipment and “other” costs tables will not be used in evaluation.

The successful respondent will be offered a “Preliminary Award of Contract” and a draft professional services contract for review. Final award of this work will be through an executed contract between the respondent and WMSWCD that provides written agreement on the contractor’s tasks; and the hourly rates for services as proposed in response to this RFP and considered fair and reasonable to WMSWCD.

Progress payments shall be based on completion of the items as identified in the executed contract’s Scope of Work at the cost rates in bid submitted in response to this RFP. If unanticipated situations arise that effect the time estimate of the original bid, or if it is determined by WMSWCD that additional work is needed beyond the work described in the Work to be Performed Section, WMSWCD approved change orders may be utilized.

X. Disadvantaged, Emerging, Minority, Service Disabled Veteran and/or Women Business Enterprises

We welcome disadvantaged, emerging, minority, service disabled veteran and/or women business enterprises to apply for our RFPs. If your business holds any of the following certifications, distributed by
the Office for Business Inclusion and Diversity (COBID), please include a copy of your certification with your response to this RFP:

- Disadvantaged Business Enterprise Program (DBE)
- Minority Business Enterprise Program (MBE)
- Women Business Enterprise Program (WBE)
- Emerging Small Business (ESB)
- *New Service Disabled Veteran Certification

West Multnomah Soil & Water Conservation District does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status. The District is an equal opportunity employer and service provider. The District makes reasonable accommodations for persons with disabilities and special needs so as to provide access to district events, materials and services.

West Multnomah Soil & Water Conservation District is committed to racial diversity, equity, and inclusion throughout our organization: in those we serve, in our workforce composition, through the contractors we hire, and in those that benefit from our work.

To request an accommodation or for complaints about discrimination, harassment, equitable treatment and access to District events, materials and services, or for any questions at all, please contact us at our email info@wmswcd.org or call 503.238.4775.
Abbey Creek Forest Restoration Project

Unit 1
12.2 acres
conifer release (minimal)
alders and cherry thinning (heavy)
girdle maple clumps (heavy)

Unit 2
1.8 acres
conifer release (moderate to heavy)
alders and cherry thinning (minimal)
girdle maple clumps (light to moderate)

Unit 3
0.8 acres
alders thinning (moderate)

2018 Planting Area
2.0 acres
1200 plants