

**Request for Proposals
McNamee Holly Farm Project**



Proposals are due by Friday, August 2nd by 4 pm

Michael Ahr

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Portland, OR 97210

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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 vegetation management services on a holly farm in western Multnomah County where we're specifically interested in removing English holly (*Ilex aquifolium*) and other invasive trees on 12.9 acres.

II. Background

The property is a total of 36 acres located in the Tualatin Mountains northwest of Forest Park. For many years, the property was leased to a holly farmer that maintained the trees and earned income off the plantation until around 2010. For nearly a decade, the trees have been left unmanaged and have proven to be a nuisance to neighboring forest. In some areas, native trees are growing within the holly plantation, in other areas some English hawthorn and blackberry is infiltrating the gaps between holly trees. The landowner is now working with WMSWCD to transition the holly farm to native forest.

III. Work to be Performed

The project will take place on 12.9 acres of holly farm. The following work will need to be performed and proposals should provide detail on how the contractor will accomplish the work. We'd like to have this work performed between August 2019 and December 2019.

- 12.9 acres of holly removal (and other invasive trees such as hawthorn that are mixed in the stand). The spacing of the holly trees is about 15' x 15' in most areas, or about 200 trees per acre. In a few areas, they are less dense. Average size is about 20' tall and 7" Diameter at Breast Height (DBH). The trees need to be cut, ground, or chipped. We do not want to pull the trees out of the ground because we want to minimize the soil disturbance.
- To the extent practicable, utilization of the holly wood is preferred to chipping or otherwise removing all of the material from the site especially if such utilization yield revenues that could offset the cost of the project. If the former is not possible, Debris from tree cutting should either be hauled off site or chipped. No holly logs should be left in piles on site.
- Stumps should be treated with appropriate herbicide to prevent sprouting. This treatment should be done within 15 minutes of cutting the tree, or the contractor should return to the stumps and make fresh cuts before treating immediately with herbicide.

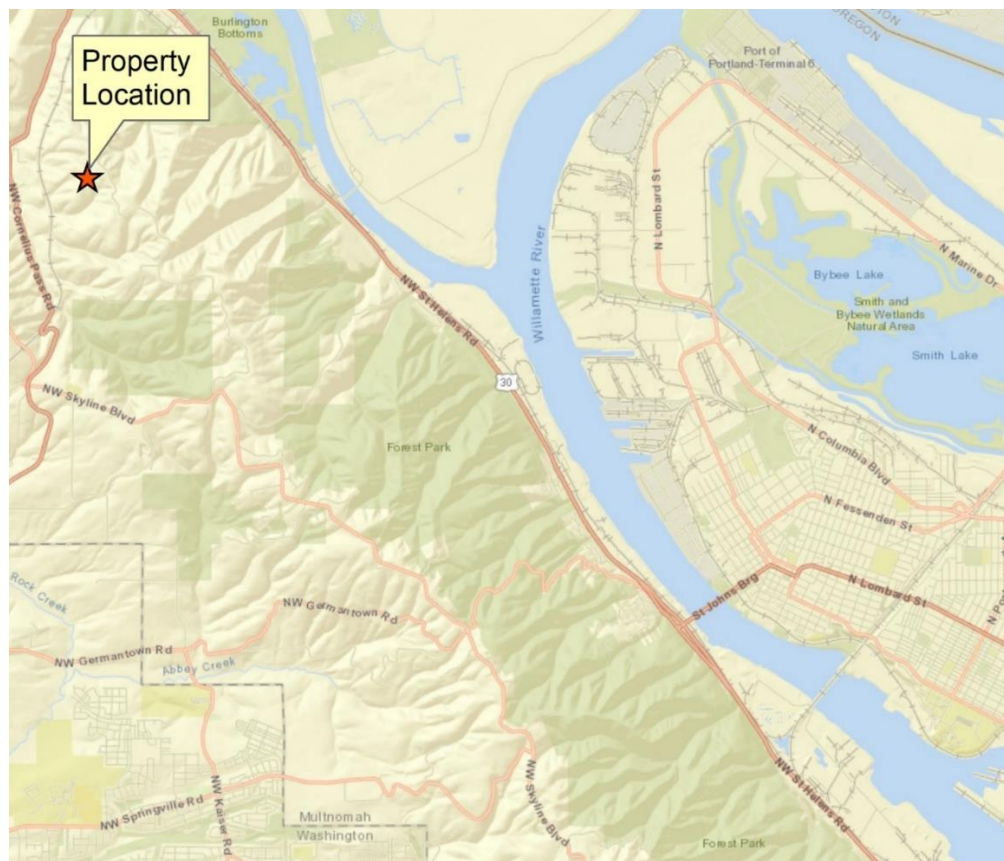
Follow up maintenance will be necessary as holly tends to resprout (despite our best efforts). Holly seedlings might also grow from seed in the following growing season. Maintenance work to be performed in the 2020 calendar year:

- Removal of holly sprouts and seedlings. Propose methods for controlling new sprouts and seedlings using cutting, herbicide treatments, hand pulling, other techniques, or a combination of these techniques.

Note that this RFP **WILL ONLY BE SCORED ON THE HOLLY TREE REMOVAL AND MAINTENANCE OUTLINED ABOVE. HOWEVER**, there are 4 additional acres on the property where we'd like to cut blackberry and scotch broom. If you're able to also help us in completing this work, we invite you to include an additional section in your proposal **AND** budget where you outline the methods and cost of doing this work. As a matter of efficiency, we might consider adding this work to the scope while the contractor is mobilized. Our rationale for not scoring this portion of your proposal is to add emphasis on picking the contractor who is best qualified to help us with holly removal at an affordable cost. Future blackberry herbicide work and native tree/shrub planting will be contracted through a separate process.

See map on page 6 for additional project details and field location.

- IV. Project Location - The property is accessed from NW McNamee Road 15 miles northwest of Portland. In dry months, access is good where vehicles can travel onto the property and approach most of the project from an open grass field or driveway.



V. Approximate timeline

August-December 2019: Cut holly and treat slash. Treat stumps with herbicide.

January-December 2020: Maintenance treatments (of invasive tree sprouts and seedlings).

VI. 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
 - Tree removal
 - Invasive weed control
 - Herbicide application
 - Identification of native and invasive species

VII. Pre-submittal Meeting on project site

A Non- mandatory pre-bid meeting is scheduled for Wednesday, July 24 (10 am-noon). If proposers cannot make this meeting, Michael Ahr will hold Thursday afternoon, July 25, 1 pm – 3 pm open as a 2nd option to show contractors the site. No other accommodations can be made at this time. Please RSVP (michael@wmswcd.org, 503-238-4775 x 109) for the pre-bid meeting options by noon on Monday July 22nd.

VIII. Submittal requirements

Proposals can be submitted electronically to Michael Ahr (michael@wmswcd.org) by mail or in person to the address below by 5 pm on August 2nd:

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

Proposals must include

- A straightforward, concise description of proponent's approach and ability to satisfy the requirements of the "Work to be Performed" section of this RFP.
- Short description of 2-3 relevant past projects/work, preferably of similar type as described here, and references for each.
- Statement of Qualifications that you meet contractor requirements in section VI including demonstrating experience with tree removal, invasive species control, herbicide application and identification of native and invasive species.

- A detailed budget of project costs. Feel free to bid with either a “per acre” rate, or an hourly rate per crew member. If you use an hourly rate, also provide the number of hours that you think the work will take. The budget must outline the cost for cutting/removing the holly, dealing with woody debris/slash, treating stumps with herbicide, and maintenance work.
- 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, tractor, etc).
- If you’re quoting a “mobilization” charge for any portion of this work, please provide details on why this is necessary

IX. Other Notes

- a. Michael Ahr from WMSWCD expects to be highly available in the field for questions and guidance on this project
 - 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 request the daily herbicide application records as are required by law to make 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.**

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

We welcome and encourage disadvantaged, emerging, minority, service disabled veteran and/or women business enterprises to respond to this Request for Proposals and as such respondents will be given added consideration in the selection under this request.

To receive this added consideration, please indicate if you self-identify and/or are certified as a Disadvantaged Business Enterprise Program (DBE), Emerging Small Business (ESB), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and/or Disabled Veteran Enterprise. 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 or a statement of your self-identified business status 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

XI. Selection process

Proposals that do not indicate the respondent meets the contractor qualifications in Section VI, 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:

1. Ability to perform the HOLLY TREE REMOVAL and MAINTENANCE work outlined on pg. 1-2 (35%)
Holly is widely known to sprout vigorously after being cut. Managing the regrowth is a priority for us. Utilization of the cut material to the extent practicable is a secondary priority. Proposals that acknowledge and accommodate these concerns will score more favorably in the evaluation process.
2. Relevant work experience with similar types of projects (20%)
3. Budget: The respondents bid cost for completing the HOLLY TREE REMOVAL and MAINTENANCE work (30%).
4. Identification as a disadvantaged, emerging, minority, service disabled veteran and/or women business enterprise (10%)

The successful respondent will be offered a “Preliminary Award of Contract” and a draft professional services contract for review. This contract will be a not-to-exceed amount award. 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 rates for services as proposed in response to this RFP and considered fair and reasonable to WMSWCD. It is possible that the scope of work may be amended and the not-to-exceed award increased to accommodate additional work identified for the site.

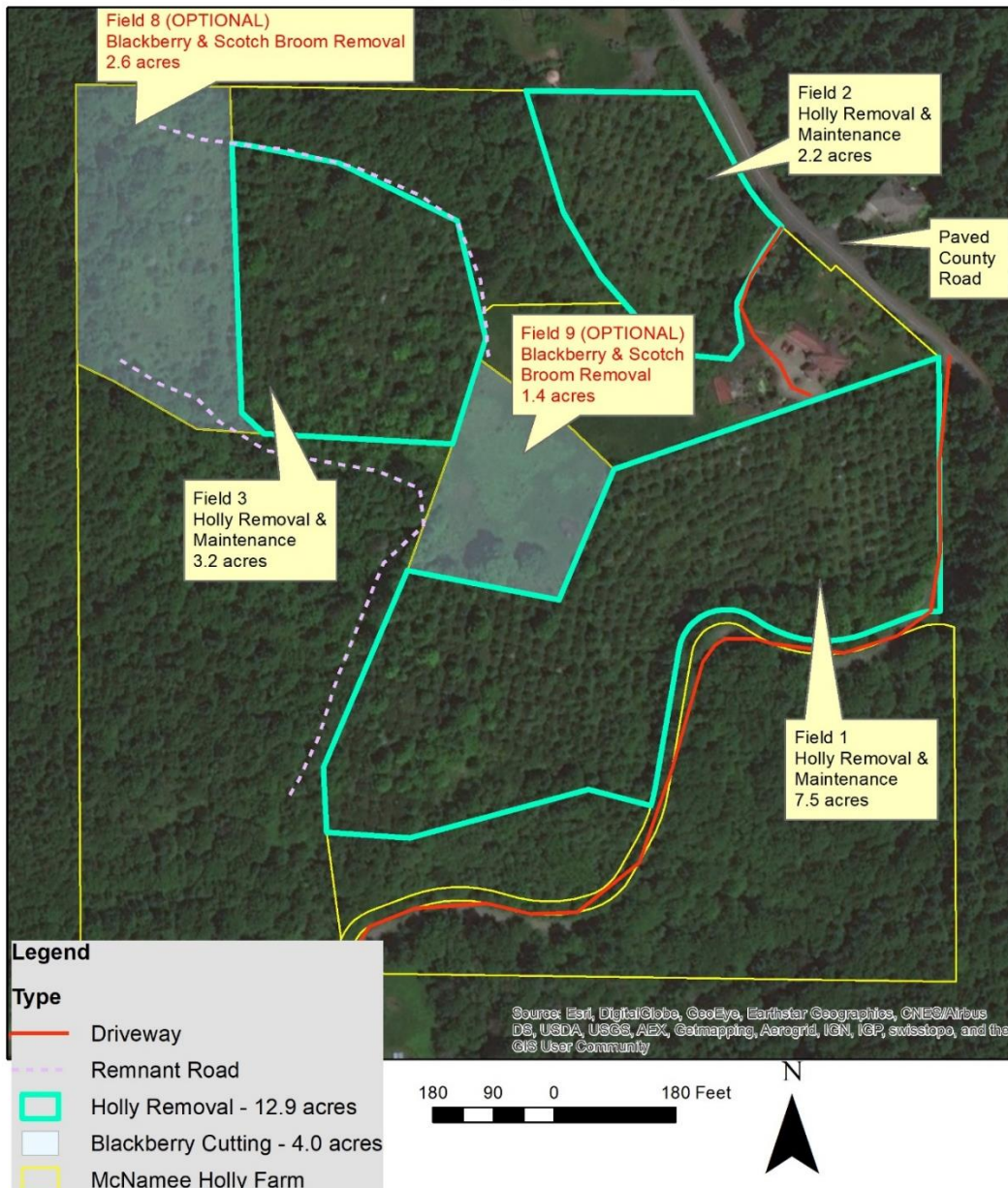
Progress payments shall be based on completion of the items as identified in the executed contract’s Scope of Work at the cost rates in bid submitted in response to this RFP. If unanticipated situations arise that effect the time estimate and cost of the original bid, WMSWCD approved change orders in both time extension and rate increases may be utilized.

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. The District supports and encourages actions that lead to increased diversity, equity and inclusion outcomes for all.

To request an accommodation or for complaints about discrimination, harassment, unequitable 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.

McNamee Holly Farm Project



The map shows the 3 fields where holly removal is needed as well as 2 fields of potential blackberry and scotch broom cutting. Access to the homesite is from a paved county road. The “Driveway” on the map is gravel and would accommodate heavy equipment. The project is also accessible on remnant farm/forest roads and through the open field of Field 9.