

CITY OF SCAPPOOSE
REQUEST FOR PROPOSALS

Forest Thinning

2017-05

March 13th, 2017



Due Date: 4/7/2017

1.1 General

The City of Scappoose is located approximately 23 miles northwest of Portland, in the southernmost portion of Columbia County, Oregon.

This project is for selective thinning and forest management of 76.6 acres for utilization of the space as a Nature Park, as well as protection of two water towers. The forest on the property has not been harvested for many years and contains a significant amount of blow down, and over grown understory vegetation. The project would seek to clear up the blow down, harvest existing trees, and remove overgrown brush.

Once a contract is awarded, the contractor is expected to work with City Staff to develop a harvesting plan before moving ahead with work. This plan includes but is not limited to, how the contractor plans to access the property, and the methods they will use to thin the forest.

The objectives of this project are to complete the harvesting and necessary permitting on, or before, 9/1/2017. Anticipated bid award for work is expected on 4/24/2017.

1.2 Invitation

The City of Scappoose is requesting qualifications from firms qualified and interested in providing professional forestry services to the City of Scappoose

This RFP contains the necessary information to understand the qualifications desired and responsibility, the consultant selection process and the required documentation in submitting a proposal.

RFP (this document) and a sample personal contract may be obtained via the City's website at; <http://www.ci.scappoose.or.us>. Select the Public Works page from the Department tab and look for the documents under the Forms section of the Public Works page.

1.3 Responses

All responses to this proposal request must follow the directions stated within this RFP. Adherence to these rules will ensure a fair and objective analysis of the proposals. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of content.

1.4 Schedule

ANTICIPATED TIME LINE FOR PROPOSAL

Action	Location	Date	Time
Solicitation Advertisement	DJC, City Website	3/17/2017	N/A
Optional Property Walk-Through	Scappoose Community Development Center	3/24/2017	1:30 PM
Pre-Proposal Questions Due	City Recorder	3/28/2017	5:00 PM
Responses to Questions Distributed by City	City Recorder	3/30/2017	5:00 PM
Proposals Due	Scappoose City Hall	4/7/2017	3:00 PM
Selection Committee Recommendation	Scappoose City Hall	4/14/2017	3:00 PM
Contract Negotiation with Successful Proposer	Scappoose City Hall	4/17/2017	9:00 AM
Notice of Intent to Award Contract	Scappoose City Hall	4/24/2017	3:00 PM
Challenge Period Expires and Award of Contract	Scappoose City Hall	5/1/2017	5:00 PM
Begin Contract (Estimated)	Forest Property	5/2/2017	8:00 AM
Project Completion	Vista Park Property	9/1/2017	5:00 PM

*These dates are approximate and subject to change.

1.5 Issuing Office

All correspondence pertaining to this RFP should be directed to Ben Tolles, Project Analyst, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, btolles@cityofscappoose.org, 503-543-7184.

1.6 Selection

An evaluation committee will be appointed to evaluate the proposal documents received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 2. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in the evaluation process.

The successful Proposer shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals.
- b. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
- c. A short list of Proposers, based on the highest scores, may be selected for interviews.
- d. Final scores, based on the same evaluation criteria, will be determined.

Content and Evaluation Criteria	Maximum Score
1. Three Examples of Past Projects (20 points per project)	60
2. Project Schedule	15
3. Management Approach	15
4. Cost	10
Totals	100

Review:

Following the Notice of Intent to Award, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

Protests of Contract Awards:

Protests may be submitted to the City Manager only for formal solicitations resulting in contract(s) only from those Proposers who would receive the contract if their protest was successful.

Protests must be in writing and received by the City Manager within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the date of the City's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the Proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The City Manager may waive any procedural irregularities that had no material effect on the selection of the proposed contractor, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any proposal or cancel the solicitation and begin again to solicit new proposals. The City Manager's decision is final unless appealed to the Scappoose City Council. Decisions of the City Council are final and conclude the administrative appeals process.

Insurance:

Contractor, its subcontractors (if any), and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

Contractors must have comprehensive public liability and property damage insurance (*loggers broad form insurance*) with minimum limits as follows:

General Aggregate	\$3,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$2,000,000
Fire Damage (Any one fire)	\$50,000

2.0 Proposals Requirements

Proposer must submit three hard copies (one original) of their proposal and one electronic copy on a portable USB (thumb) drive. To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The proposal must be organized in accordance with this section. Brevity is appreciated by the City staff reviewing the proposals.

2.1 Project Examples (60 points)

- Provide project descriptions of three past projects delivered by the project team. Projects referenced should be of similar scope and magnitude to this project.
- Preference is given to contractors who can demonstrate work that promotes health and look of the forest, while generating revenue for the city through timber sales.
- Details to be included with each project example:
 - A) Client Reference
 - Name

- Agency
 - Phone Number
 - E-mail address
- B) Project duration
- C) Pictures of the site before (if you have them) and after work was completed

2.2 Project Schedule (15 points)

Provide an approximate timeline from bid award to project completion.

2.3 Management & Quality Control (15 points)

- Describe the approach and methodology of managing work tasks and coordination, sequence and control of field and office operations to accomplish the work in a timely manner. Indicate how the Consultant ensures project progress and quality control.
- Mention how and to what extent the need for utilizing City personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.
- Provide an overview of the firm's team highlighting their experience, qualifications and technical capabilities that are relevant to the project.
- A list of equipment to be used and the personnel responsible for the work. Describe the work to be subcontracted, (*if any*) and the subcontracting company(ies) name(s).

2.4 Cost (10 points)

- Please estimate the revenue to the city **as a percentage of the total revenue** generated from the timber.

3.0 Instructions for Submitting the Bid:

Sealed proposals, clearly marked "FOREST THINNING", must be submitted to Susan Reeves, City Recorder, no later than 3:00 PM on 4/7/2017 at Scappoose City Hall, 33568 E. Columbia Avenue, Scappoose, OR 97056. The sealed proposals will be publicly opened and read at 3:00 PM on 4/10/2017 in the City Council Chambers.

The City of Scappoose encourages small, minority- and women-owned businesses to submit proposals. For more information, contact Susan Reeves, City Recorder, at (503) 543-7146 ext. 224.