

**Thurston Hills Natural Area  
Oak Restoration and Enhancement  
*Springfield, Oregon***

**Request for Proposals (RFP)**



***RFP Released March 14, 2018  
Mandatory Pre-Bid Meeting 9AM March 21, 2018  
Bid Proposals received by 2PM March 30, 2018***

*Submit proposals and address RFP questions to:*

Audrey Squires, Middle Fork Willamette Watershed Council  
[audrey@middleforkwillamette.org](mailto:audrey@middleforkwillamette.org)

Mailing address: PO Box 27, Lowell, OR 97452  
Physical Address: 38259 Wheeler Rd., Dexter, OR 97431  
Office Phone: 541-937-9800  
Cell Phone: 541-915-7235

## PROJECT BACKGROUND

The Thurston Hills Natural Area Oak Restoration and Enhancement Project has been funded by the Oregon Watershed Enhancement Board with supplemental funding from Willamalane Park and Recreation District (Willamalane) for implementation in 2018. This project consists of multiple elements. The focus of this request for proposals (RFP) is the removal of Douglas fir trees in three woodland units totaling approximately 16 acres. This will create an environment in which Oregon white oak trees can thrive and provide key habitat for other native species. The Middle Fork Willamette Watershed Council (MFWWC) and Willamalane have jointly planned this project and will both provide project management and oversight. MFWWC will serve as the contract administrator.

## REQUEST FOR PROPOSALS

The MFWWC is seeking proposals for implementation of this project in June – August 2018 (Appendix A Table 1). The exact start date and window of work will depend on soil moisture levels, fire precaution levels, and contractor availability.

## MANDATORY PRE-BID MEETING

A mandatory site visit is scheduled for March 21, 2018 at 9AM. All persons interested in bidding on this project are required to attend and should contact Audrey Squires at MFWWC to RSVP and confirm meeting location (541-937-9800, 541-915-7235, [audrey@middleforkwillamette.org](mailto:audrey@middleforkwillamette.org)).

## PROPOSAL REQUIREMENTS

Proposals shall include the following (see Appendix B):

1. Completed bid sheet
2. Short narrative of how the applicant plans to approach the project and complete the work
3. Summary of work experience, preferably documenting three years of relevant experience
4. Two letters of reference or contact information for two references who can speak to the applicant's successful execution of the type of work described within this RFP

## PROPOSAL PROCESS

Interested parties shall present the MFWWC with **proposals by 2PM on March 30, 2018**. The proposal shall include a complete proposal packet as outlined in the Proposal Requirements above. The MFWWC and Willamalane will review bids based on criteria described below (Evaluation and Selection Process) and will notify applicants of the decision within one week of submittal (by April 6, 2018).

Proposals shall be submitted to Audrey Squires at MFWWC and must be received by 2PM on March 30, 2018.

Questions regarding the RFP shall be directed to Audrey Squires at the MFWWC. Responses to questions will be sent to all applicants.

[audrey@middleforkwillamette.org](mailto:audrey@middleforkwillamette.org)

Mailing address: PO Box 27, Lowell, OR 97452

Physical Address: 38259 Wheeler Rd., Dexter, OR 97431

541-937-9800 (office)

541-915-7235 (cell)

## EVALUATION AND SELECTION PROCESS

Award of the contract will be made based on the following criteria:

1. Documentation of relevant experience and technical expertise
2. Ability to meet preferred schedule (Appendix A Table 1)

3. Positive references demonstrating flexibility and willingness to meet MFWWC and Willamalane's objectives
4. Clear vision for project implementation with minimal disturbance to native vegetation and soil
5. A technical/cost relationship that is most beneficial for the long-term success of the project as determined by the MFWWC. Contract awards may not necessarily be made based on lowest offer. Conversely, awards may not be based solely on technical capabilities if associated costs appear to exceed those deemed necessary for the successful completion of the work.

The MFWWC reserves the right to make award decisions without conducting discussions regarding proposals. Discussions (written or oral) regarding proposals may be initiated by the MFWWC at its discretion for proposals deemed to be within a competitive range.

## **PROJECT OVERVIEW**

### **SCOPE OF WORK**

Tree removal and oak release will be conducted in a 16-acre project area which is comprised of three smaller units: Unit 1 – 4.7 acres, Unit 2 – 5.2 and Unit 3 – 6.1 acres (Appendix A Figures 1A and 1B). We estimate that approximately 180 – 230 MBF will be removed from the 16-acre project area. We do not plan to harvest other tree species. In addition to tree harvest, snags will be created and care shall be taken to avoid damaging Oregon white oak, Pacific madrone and other leave trees. In advance of work, MFWWC and Willamalane will mark trees for removal and snag creation trees. Trees shall be cut to a stump height not to exceed six inches.

The contractor shall create landings at two pre-identified locations within the general project area (Appendix A Figures 1A and 1B). Logs shall be processed at the pre-identified landings to minimize the amount of slash within the units. If contractor chooses to skid, MFWWC and Willamalane will identify appropriate corridor(s).

Cut trees will be Douglas fir of mostly merchantable and some sub-merchantable size and quality (Appendix A Table 2). MFWWC and Willamalane will contact mills and conduct timber sales. The contractor will be responsible for branding each load and completing a load ticket prior to loads leaving the site. The contractor will haul logs to local mills as identified by MFWWC and Willamalane. The contractor will provide log load accounting to MFWWC with load tickets, log load receipts of trucker, load and scalar.

MFWWC and Willamalane seek to minimize slash remnants within the project area and therefore slash debris may be treated through several options including minimal distribution throughout Units 1 and 2, scattering on the landings to facilitate mulching, and/or removal from site.

### **PREFERRED TECHNICAL CAPABILITIES**

- Documented experience with habitat restoration projects
- Documented experience falling trees up to 36" DBH
- Documented experience working in steep, rocky areas

### **EQUIPMENT**

MFWWC and Willamalane have preference for equipment that will minimize ground disturbance and will achieve habitat restoration goals. We request that all applicants attend the mandatory pre-bid meeting in order to determine their preferred equipment and to accurately bid on the project.

## **SITE ACCESS**

The site is close to town and provides a short haul to local mills. Access to the site includes a 1.5 mile paved Weyerhaeuser haul road which then continues onto a 1.7 mile rocked road which is steep with tight turns (Appendix A Figures 2A and 2B). The Weyerhaeuser haul road and the rocked access road are both gated. Contractor will be provided access in coordination with Willamalane. Legacy haul roads exist within the units for access during logging operations. Unit 3 also presents challenges for the timber harvest including steep and rocky terrain with limited access from a legacy haul road below the unit (Appendix A Figures 1A and 1B).

## **PUBLIC SAFETY**

The project area is located within a public park which will remain open during logging operations. The contractor must provide sufficient signage to warn park users of operations and must drive carefully and watch for pedestrians and bicycles. MFWWC and Willamalane will also provide onsite signage alerting public of operations and will conduct public outreach prior to and during the project.

## **AVOIDANCE OF ENVIRONMENTAL IMPACTS**

Contractor shall adhere to all applicable Federal, State and local environmental protection laws and regulations. All actions shall also adhere to the following protocol identified by the project team to reduce environmental impacts:

- Remove trees will be marked by Willamalane and MFWWC staff; all other trees are to be left. We understand that some damage may occur to the leave trees, but specific care shall be taken to avoid damaging Oregon white oak and Pacific madrone.
- In areas of the understory where native shrubs are present, minimize damage to those plants.
- Minimize disturbance to shallow soils where bedrock is close to the surface.
- Equipment may not enter the meadow area in order to avoid disturbance of sensitive plants and shall leave a minimum 100' buffer around the pond to avoid disturbance of a special status species at that location (Appendix A Figures 1A and 1B).
- Process all merchantable timber at the landings to minimize the amount of slash left within the project units.
- All equipment must be cleaned and debris free prior to entering the project area subject to inspection and approval by MFWWC and Willamalane.
- Existing roads, previously compacted areas from legacy haul roads, and/or tractor fire lines will be utilized as much as possible and new areas of disturbance will require approval by MFWWC and Willamalane.
- Construction or maintenance of roads and haul on native-surfaced roads will not be done when soils are saturated or runoff occurs.
- Ground-based equipment used for yarding, processing, or other project activities will operate only when soils are relatively dry or where water is not pooling. Operations will be suspended before rainfall or precipitation results in off-site movement of sediment into drainage courses.
- All equipment trails need to be pre-located and pre-approved and will be located outside drainages, seeps, springs and/or concave landforms which could accumulate and transport overland flow and sediment. Existing roads and trails that meet the needs of the yarding system shall be used wherever possible.

## **CONTRACTOR'S SUPERVISOR AND FURNISHED ITEMS**

Contractor shall provide an on-site manager to be physically present when the work is being performed. This person will serve as the point of contact and will be responsible for regular check-ins with the MFWWC and Willamalane.

The Contractor shall provide all equipment, repair parts, and materials/supplies to perform contract work according to specification. Equipment includes but is not limited to:

- heavy equipment
- hydraulic fluids, oils, lubricants
- hand tools
- equipment repair parts
- safety equipment
- fire extinguishing tools

## **ADDITIONAL REQUIREMENTS/CONSIDERATIONS**

### ***Permits***

Willamalane and MFWWC will be responsible for the procurement of all necessary permits for project implementation: City (Land Use Compatibility Statement; Tree Felling Permit), County (Land Use Compatibility Statement) and State (ODF Notice of Operations). Permits will be supplied to the Contractor prior to the start of work. The contractor shall keep a copy of relevant permits on site while work is performed. The contractor is required to obtain the necessary permits for transporting heavy equipment to the project site (e.g., ODOT permits).

### ***Hours of Operation***

Due to the proximity of residential neighborhoods, the City of Springfield requires that noise-making activities (operating mechanized equipment) shall occur between 7AM and 5PM. Loading of log trucks is allowable outside of that window but log haul off of the site must occur after 7AM. If conditions require more flexible timing to successfully complete project, contractor can coordinate with MFWWC and Willamalane to extend operating window. While weekend work is not preferable due to increased site use by the public, it can be coordinated with MFWWC and Willamalane with prior communication.

### ***Equipment Cleaning***

In order to prevent the spread of noxious weeds, the contractor shall clean all logging equipment prior to moving it to the project area to remove all soil, plant parts, seeds, vegetative matter, or other debris that could contain or hold seeds. Only logging equipment and the equipment necessary to transport said equipment shall be inspected by Willamalane prior to operating within the project area. All subsequent move-ins of equipment to the project area shall be treated in the same manner as the initial move-in. This requirement does not apply to service vehicles, water trucks, log trucks, pickups, cars, and/or similar vehicles.

Unless otherwise agreed upon, the contractor shall give Willamalane at least 24 hours' notice when equipment is ready for inspection. Inspection will occur at the entrance to the site. Inspection will be required after every subsequent cleaning ordered by Willamalane.

### ***Fire Precautions***

All state fire laws shall be followed. Specific requirements for fire equipment may vary by local fire district. The contractor is required to check with local fire districts and furnish any equipment required by those districts. It is the responsibility of the contractor operating on Willamalane property to know the precaution level for the day and take the correct fire precautions including designating personnel for fire watch.

### *Heritage Resource Considerations*

If cultural resources are encountered during the course of the project, earth disturbing activities in the vicinity must be suspended in accordance with state regulations and MFWWC and Willamalane must be notified. Twenty-four-hour notice must be given prior to sub-soiling activities or decommissioning temporary roads.

### *Insurance Requirements*

Contractor shall maintain the minimum of the insurance coverages below and provide MFWWC with certification prior to initiation of work. Contractor shall carry Commercial General Liability Insurance in the amount of \$2,000,000 per occurrence; \$4,000,000 in the aggregate. Contractor shall also carry automobile insurance with limits equal to the minimum required by the State of Oregon. Contractor shall comply with the Oregon Worker's Compensation law by qualifying as a carrier-insured employer or as a self-insured employer and shall comply with all other applicable provisions of such law. Contractor shall list MFWWC and Willamalane as Additionally Insured.

### *Payments*

Contract between the MFWWC and the successful applicant will establish a not-to-exceed amount that is within the funding constraints of the MFWWC. Payment requests from the contractor shall be made within 30 days of receipt and approval by the MFWWC and may be made in two payments.

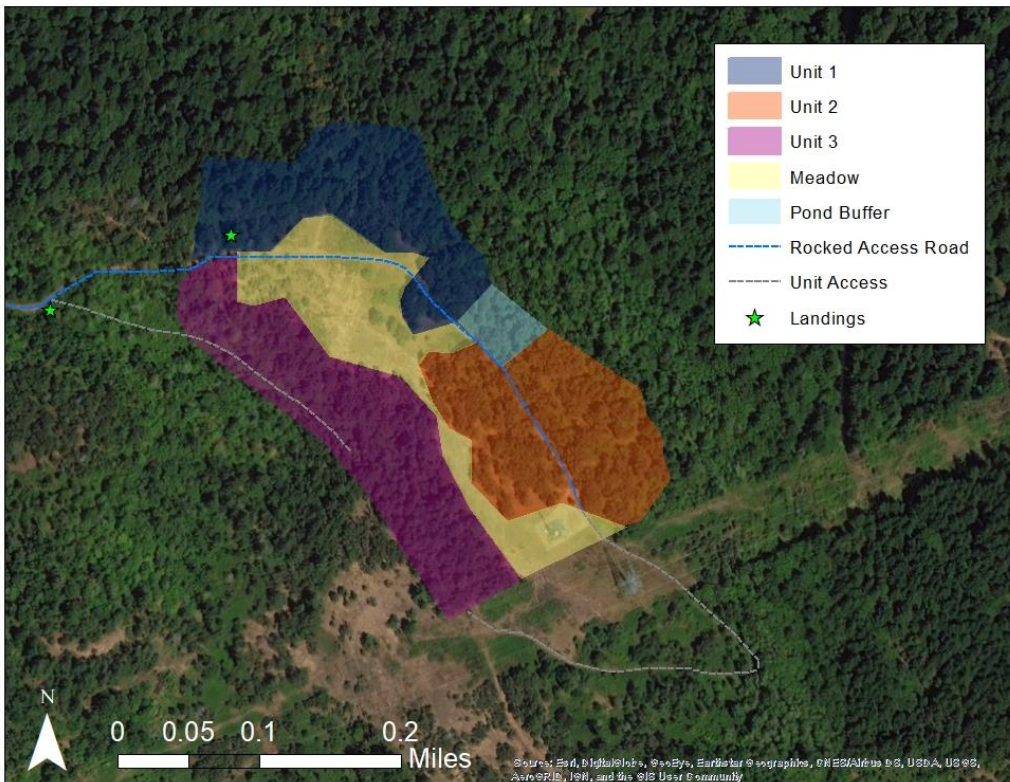
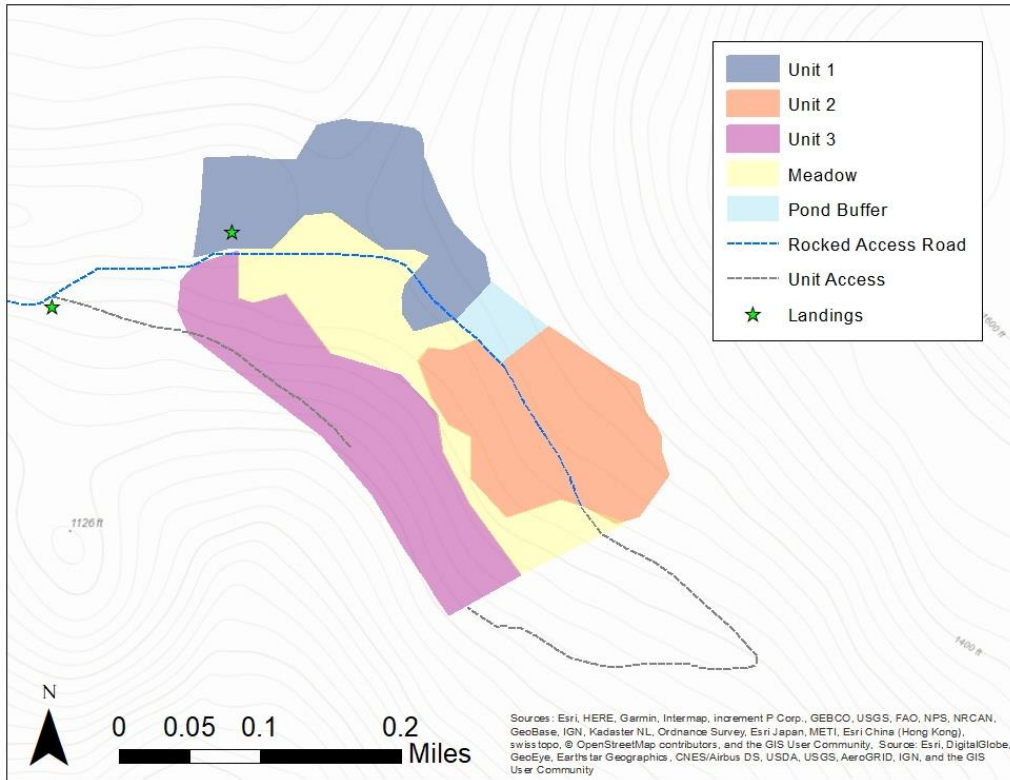


## APPENDIX A – Thurston Hills Oak Restoration Tables and Figures

**Table 1.** Project Timeline

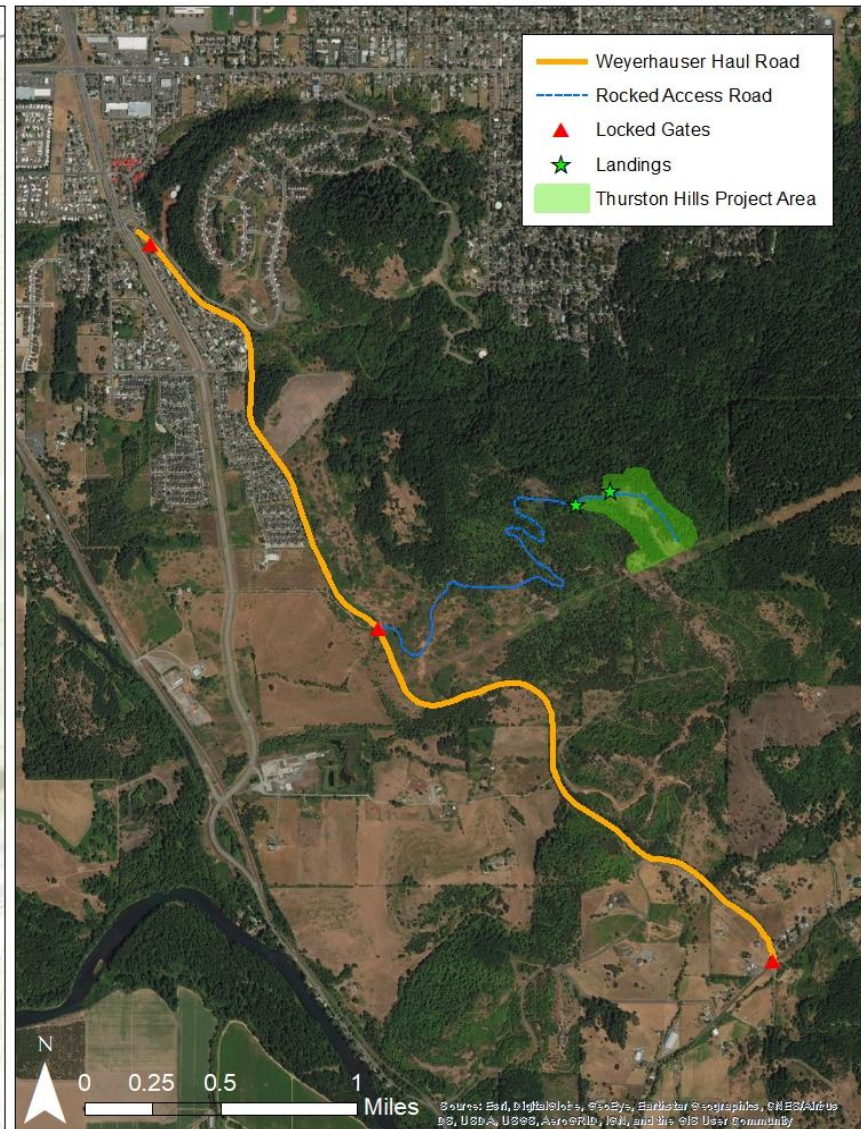
<b>Project Activity</b>	<b>Description</b>	<b>Dates*</b>
Release RFP	MFWWC will send RFP to contractor list and post on website	March 14, 2018
Mandatory pre-bid meeting	Site visit will be offered for all persons interested in bidding on project	March 21, 2018 (9AM)
Bid proposals due	Applicants will submit proposals to MFWWC for consideration by this date	March 30, 2018 (2PM)
Intent to award	MFWWC will notify selected contractor of intent to award	April 6 2018
Project layout	MFWWC and Willamalane will schedule a day to meet on site with contractor to review project layout	April – June, 2018
Equipment inspection and mobilization to site	Willamalane will inspect equipment and contractor will then mobilize equipment to site	June – August 2018
Oak release	Contractor will harvest and process specified trees within project area	June – August 2018
Log transport	Contractor will transport logs to a local mill identified by MFWWC and Willamalane	June – August 2018
Slash management	Contractor will manage slash as specified by MFWWC and Willamalane	July – August 2018
Site clean-up	Contractor will clear all materials and equipment from project areas, ensure sites are left in good condition, and repair any impacts to haul road	August – September 2018
Site inspection	MFWWC and Willamalane will inspect site conditions	September – October 2018

*\*Please note that we are providing a range of dates to work within. We do not expect the work to take multiple months.*



**Figures 1A and 1B.** Thurston Hills Project Area. Conifer removal will occur in Units 1-3. Unit 3 can be accessed from the gray Unit Access roads. Equipment must avoid the Pond Buffer area and the Meadow.





**Figures 2A and 2B.** Thurston Hills site access from east Springfield (Bob Straub Parkway) or Jasper (Wallace Creek Road) on the paved Weyerhaeuser Haul Road followed by the rocked access road. Locked gates are located at each end of the Weyerhaeuser Road and at the beginning of the rocked access road.

## **APPENDIX B – Thurston Hills Oak Restoration Proposal Forms**

### **EVAULATION AND SELECTION PROCESS**

Award of the contract will be made based on the following criteria:

1. Documentation of relevant experience and technical expertise
2. Ability to meet preferred schedule (Appendix A Table 1)
3. Positive references demonstrating flexibility and willingness to meet MFWWC and Willamalane’s objectives
4. Clear vision for project implementation with minimal disturbance to native vegetation and soil
5. A technical/cost relationship that is most beneficial for the long-term success of the project as determined by the MFWWC. Contract awards may not necessarily be made based on lowest offer. Conversely, awards may not be based solely on technical capabilities if associated costs appear to exceed those deemed necessary for the successful completion of the work.

The MFWWC reserves the right to make award decisions without conducting discussions regarding proposals. Discussions (written or oral) regarding proposals may be initiated by the MFWWC at its discretion for proposals deemed to be within a competitive range.

**Table 1.** Bid Sheet

*Describe line items as needed and include equipment, labor and fuel costs as part of each line item.*

<b>Item #</b>	<b>Task</b>	<b>Equipment</b>	<b>Unit</b>	<b>Rate</b>	<b>Total Cost</b>
1	Mobilization and site layout		Lump sum		
2	Landing creation				
3	Timber harvest (three units)				
4	Slash treatment				
5	Processing and loading				
6	Log haul				
7	Clean-up and demobilization		Lump sum		

**Total Bid Amount:** \_\_\_\_\_

**Budget Summary** – *Briefly summarize any additional budget details or explanations as needed.*

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**Proposal Narrative** – *Provide a short narrative of how you will approach and implement this project.*

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**Work Experience** – Please summarize at least three years of experience working on similar projects.

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**References** – Please provide two letters of recommendation or contact information for two references who can speak to your ability to implement a project of this type:

Reference 1

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Reference 2

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_



**Name of applicant submitting this proposal:** \_\_\_\_\_

**Business name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposer Certifications**

The undersigned, hereinafter called the Proposer, declares that the only person(s) interested in this Proposal are those named herein; that the Proposal is in all respect fair and without fraud; and, that is made without collusion with any other person submitting a Proposal on this Project.

The Proposer further declares that they have carefully examined the information presented within the RFP document and is satisfied as to the type and quantities of materials, conditions, and the work involved. The Proposer further agrees that they have used their own judgement regarding the Project and obtained the information they believe pertinent and appropriate for arriving at their conclusion.

**Signature of Proposer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_