



Siuslaw Watershed Council

P.O. Box 422 • Mapleton, OR 97453

Community • Economy • Environment
www.siuslaw.org

541-268-3044
watershed@siuslaw.org

Request for Proposal (RFP)

Date of issue: 3/3/2022

The Siuslaw Watershed Council (SWC) is seeking a qualified contractor to tip and stage up to 200 plantation trees with root wads (DBH between 18"-24") in the Green Creek-Lake Creek 6th field HUC 171002060604 basin in the Siuslaw Watershed.

Submittals are due by 5:00 PM on November 8th,
2022

Mandatory site visit to the Green Creek project site will be held on
November 2nd, 2022.

Contact information:

Project Manager:
Caleb Mentzer, Siuslaw Watershed Council
Phone: 541-269-3044 (office), 541-513-2604 (cell)
E-mail: projects@siuslaw.org

Siuslaw Watershed Council Mission Statement

The Siuslaw Watershed Council supports sound economic, social and environmental uses of natural and human resources in the Siuslaw River Basin. The Council encourages cooperation among public and private watershed entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.

Request for Proposal Siuslaw Watershed: Green Creek basin tree tipping for future LWD placement

Introduction

The Siuslaw Watershed Council (SWC) is seeking a qualified contractor to tip and stage up to 200 plantation trees with root wads (DBH between 18"-24") in the Green Creek-Lake Creek 6th field HUC 171002060604 basin in the Siuslaw Watershed.

The goal of this project is to tip 200 plantation trees in the Green Creek basin for future transport to select stream reaches for the purpose of improving in-stream complexity and to promote the creation of high quality salmonid rearing habitat. The placement of large wood into Green Creek has been identified in the USFS Deadwood Creek landscape management plan as a key strategy for improving coho salmon production in the Siuslaw basin and instream complexity has been identified by the Siuslaw Coho Partnership as the primary limiting factor OC Coho in the Siuslaw basin.

The Siuslaw Watershed Council (also listed as the SWC, Council, or Agency) invites qualified firms (referred to as Contractor) with experience in tipping trees with rootwads attached to provide a proposal for the enclosed Tasks.

Background

Historic land use practices, including splash-dam logging and stream clearing, negatively impacted the quality and quantity of habitat supporting the Oregon Coast Coho population in the Siuslaw Watershed. Rivers and streams in the Siuslaw basin were frequently used as transportation corridors for logs harvested in the forested headlands and transported to the Siuslaw estuary for sorting and milling. Additionally, removal of riparian trees has caused a severe lack of large wood recruitment through natural processes. The loss of features that provide instream complexity- like large wood, pools, connected off-channels, alcoves and beaver ponds- limit the survival of juvenile Coho in both summer and winter.

Responsibilities

The contract will be held by the Siuslaw Watershed Council for work completed on U.S. Forest Service lands. SWC and US Forest Service Staff will be responsible for providing technical expertise and project inspection. The Contracting Officer (CO) is the Siuslaw Watershed Council. The Contractor will work directly with both agencies to meet project goals.

Scope of work

The work shall include, but not be limited to, the following activities:

Utilizing off-road and decommissioned spur road access routes (may require clearing to gain access), tipping of trees, staging of trees in proximity to harvest areas and rehabilitation of harvest area, as needed.

Work may begin as soon as the contract is finalized and should be completed prior to December 15th, 2022 to the extent possible. Final timeline can be negotiated during contract awarding. All work shall be completed in accordance with the contract provisions, and the following task specifications. The work descriptions given below are not comprehensive and give a cursory description of work items for bidding purposes only; however, the total bid shall be for all ancillary items to complete the LWD tipping project. The Contractor must include adequate provisions in each bid item to account for mobilization, incidentals, final cleanup and other items required to complete the tasks and meet the intent of the project.

Task Specifications

Task 1. Tip up to 200 trees, with rootwads intact

- Prepare the site
 - Establishment of access and travel routes
 - Access and travel routes will be identified by the contractor and approved by SWC or USFS Project Managers
 - Includes clearing of decommissioned spur roads, and establishment of off-road access routes to tree tipping, harvesting and staging locations
 - Establishment of tree staging areas for helicopter retrieval
 - Trees should be staged to avoid interfering with current and future access routes for the public and for the project
 - Trees should be staged to provide the helicopter ground crew with easy access to the trees to facilitate retrieval, and to provide line-of-sight between the tree and the helicopter
 - Where possible, trees should be tipped or staged parallel to the road to facilitate retrieval by the ground crew
 - Where possible, two trees should be staged side-by-side to facilitate a double load retrieval
 - Contractor is responsible for locating all underground and overhead locatable utilities such as buried fiber optic line, culverts, etc
 - Contractor is responsible for utilizing properly sized equipment for all tasks associated with the contract
- Tip up to 200 trees, with rootwads intact
 - Recommended method: tree tipping using excavator
 - Trees for harvest have been identified by USFS staff, and are marked with paint and flagged
 - Flagging and/or marking color will be clearly communicated to the contractor in advance of start date
 - Trees were selected by the USFS staff based on the following criteria:

- All trees are Douglas fir
 - DBH between 18"-26"
 - Trees are large, full, structurally sound trees, free of excessive decay
- The Contractor should make all attempts to avoid tipping snags or trees with complex growth characteristics (double-topped, etc)
- Trees shall be tipped and staged with as little damage to the tree as possible
 - Trees shall be removed with as much rootwad attached as possible
 - Branches shall remain intact as much as possible
 - Shake excess dirt from the rootwad, but only as possible without damaging the tree
- Trees that were preselected but deemed inaccessible by the Contractor due to safety reasons may be substituted for alternate trees with the tipping stands. USFS and SWC will work with the Contractor to find alternate trees that fall within the criteria listed above, or if Contractor feels identified trees have safety hazards associated with tipping

Task 2. Stage trees within harvest area for helicopter retrieval

- Trees will be staged within the tipping stands for helicopter retrieval. Ideal staging includes the following:
 - Stage trees parallel to access road where possible
 - Stage under minimal canopy cover, to allow a sight-line between the ground crew and helicopter, to allow for unimpeded lifting of the tree, and to minimize the hazards to the ground crew from falling branches under the pressure of rotor wash
 - Group trees together, or in a series, that allows for consecutive access for the ground crew. Prioritize staging of trees in pairs (parallel trunks with rootwads and tops oriented in the same direction)
 - Avoid vertical stacking of trees
 - Make an effort to maintain the structural integrity of the trees

Task 3. Repair and rehabilitate harvest area

- Return work area to pre-implementation conditions, as possible
 - May involve re-decommissioning of access roads
 - May involve additional rehabilitation to the extent practical and under discretion of the USFS and SWC Project Managers.
- Contractor should make a reasonable attempt to minimize adverse effects to native plants and soils in the area

Public Safety

The Contractor shall exercise due caution and care when operating to prevent undue conflict with the public users of roads and project sites. The Contractor shall supply flaggers on both

ends of the road when cutting or tipping within 100 yards of open and active roads. For the sake of the duration of the project, the “open and active” roads can be considered:

- 3279000

While working on spur roads, a vehicle should be placed at the beginning of the spur to block and potential traffic from entering the work area.

Fire Precautions

All state and local fire laws shall be followed. Specific requirements for fire equipment may vary by local fire district. Fire restrictions may result in limited hours of equipment operation at the work site, including the use of gasoline powered vehicles and power tools. Contractor is required to obtain a work permit from the Oregon Department of Forestry and furnish equipment required. Smoking or flaming materials are not allowed on the project site of nearby areas with significant fuel loads during fire season.

Environmental Protection

Contractor should adhere to all applicable Federal, State, and local environmental protection laws and regulations. Any maintenance work, equipment repairs, and refueling shall be at fueling areas located by USFS staff. Equipment furnished shall be free from any leakage of petroleum products. Excessive leakage shall be a basis for issuing an immediate shutdown of the operation. The Contractor will be responsible for the clean-up and any liability associated with a spill. Contractor shall exercise care to minimize damage (including cutting, trampling, and removal) to established native trees and shrubs.

Reasonably Implied Work and Incidental Items

Any part of the work that is not mentioned in the above scope of work, or the contract developed with the selected Contractor, which is necessary or normally required as a part of such work, shall be performed by the Contractor as incidental work without extra cost to the SWC.

Table 1. Project Timeline

Task	Timeframe
Mandatory site visit and meeting	November 2 nd , 2022
Proposals due to Council	November 8 th , 2022
Contractor selected, develop contract	November 11 th , 2022
Initiation of work	November 15 th , 2022
Work completed	December 15 th , 2022

Site Visit

A mandatory site visit will be conducted on November 2nd, 2022 with contractors interested in submitting proposals to the Council. Please contact the SWC Office (541-268-3044) or the SWC Project Manager (projects@siuslaw.org) by 12 PM on November 1st if you would like to attend the site visit. The meeting will provide an opportunity for contractors to view the site and to ask any questions they may have. The SWC and MRT project managers will be present to answer questions. We will meet at the mouth of Green Creek, which can be found here: [44.092932, -123.776300](#) Travel and access directions will be provided upon receiving a contractor's RSVP.

If you can't attend the 11/2 site visit but are interested in submitting a bid please contact the SWC Project Manager at projects @siuslaw.org prior to November 1st.

Bidding Process

Interested contractors will present the Council with a proposal by 5 PM on November 8th, 2022. The proposal should include a complete bid packet (Items I-IV OR equivalent information in another format). Bidders should send a completed RFP either via email to projects@siuslaw.org or via mail to Siuslaw Watershed Council, 10868 East Mapleton Road, Mapleton Oregon 97453.

Beginning November 9th, SWC and USFS project staff and review team will review and score proposals. Following evaluation and scoring of applications, the selection committee may choose to interview up to three bidders before making a final decision. Interviews, should they take place, will be via Zoom or at the Siuslaw Watershed Council office in Mapleton, Oregon. The SWC may propose modifications to the selected contractor's proposal before finalizing contract. The SWC will award the contract based on the qualifications, experience, and price offered in the contractors' proposals. The SWC reserves the right to ask for clarifications on bid items, and offers contractors the opportunity to clarify and refine their bid items.

The SWC shall enter into a contract with the contractor whose proposal/bid appears to best serve the interest of the Project, MRT, and SWC in terms of qualifications, services to be provided, timeliness and cost. Bidders will be notified of selection results within seven (7) business days of submittal, on or before November 15th, 2022. A project kick-off meeting will be held with the successful bidder within a week of the award, at which time contract documents will be signed and notice to proceed will be given to the contracted firm.

Insurance

Contractor shall, at its expense, obtain and maintain during the period of this Contract, in a form and with companies satisfactory to Siuslaw Watershed Council, insurance coverage corresponding to, at a minimum, SWC's requirements as detailed in Item IV of the Invitation to Bid. Under the contractor's liability insurance, we request that The Siuslaw Watershed Council and the United States Forest Service named as additionally insured. Proof of Insurance shall be required before a contract is executed and shall be subsequently provided to SWC upon

request throughout the term of the Project. The insurance coverage required herein shall in no way limit the Contractor's liability under a Contract.

Payments

The Contractor may invoice the Council for the agreed upon bid amount once work is complete. The total amount charged for this project will not exceed available funding for the project. All invoices must be submitted no later than December 15th, 2022. Payments will be made within 45 days of the invoice receipt from contractor, **pending SWC receipt of payment from funder**. This agreement constitutes a subcontract whereby payment to contractor may be contingent upon reimbursement of invoiced amounts from funder.

A Complete Bid Packet Shall Include the Following:

Items I-IV OR equivalent information in alternate format

Documents provided to Potential Bidders:

Bid Packet (includes Items I-IV)

Proposal Elements Considered by RFP Reviewers

Project Approach (35%)

Describe how the firm's approach to projects of this type qualifies the firm to perform the required tasks in the specified timeline.

Qualifications of the Applicant (35%)

Provide detailed descriptions of relevant work experience the firm has engaged in over the past five years, with an emphasis on work conducted on USFS land. The applicant should fully address the applicant's experience in working with the complexities of steep coastal basins and utilizing de-commissioned forest roads for access to project sites. Highlight any work in which the protection of adjacent lands and/or infrastructure were significant components. Identify any built projects and/or designed projects slated for construction in the near term. Overall, applicants are encouraged to present projects which bear overall resemblance to the North Fork Indian Creek Fish Passage Enhancement Project.

Key Staff to be Involved (10%)

Identify key project staff and what their roles will be. Who will manage the project on the contractor's side and serve as the primary liaison with the SWC? Submit resumes of key project staff to be involved, not to exceed one page in length each. For staff involved, include details of certifications and professional credentials which lend support for their projected work on the project.

Cost estimate (20%)

Applicants should submit a detailed cost proposal which lays out of the cost per tipped tree. All activities required to conduct the tree tipping, including mobilization and establishment of access routes, will be factored into the cost per tree tipped

Other proposal requirements

Supply proof of insurance. This insurance must be of type and amount sufficient to meet the requirements for this type of activity, and are listed under Item IV in the enclosed Bid Packet. Under the contractor's liability insurance, we request that The Siuslaw Watershed Council be named as additionally insured. Contract will not be valid until proof of insurance is provided.

Contact Person:

Caleb Mentzer
 Restoration Projects Manager
 Siuslaw Watershed Council
 projects@siuslaw.org
 Phone: 541.268.3044 (office)
 541.513.2604 (cell)

Issued By:

Siuslaw Watershed Council
 PO Box 422
 Mapleton, OR 97453
 (Mailing address)

Physical Address Location:

Siuslaw Watershed Council
 Mapleton School District Campus
 10868 East Mapleton Road
 Mapleton, OR 97453 (Not Mailing address)

This project is made available through funding from the Oregon Watershed Enhancement Board

"In accordance with Federal law and U.S. Department of Agricultural policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) SWC is an equal opportunity provider and employer."

Bid Packet

Item I. Bidder Information

BIDDER FIRM: _____

BIDDER CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ E-Mail: _____

The undersigned, hereinafter called the Bidder, declares that the only person(s) interested in this Bid are those named herein; that the Bid is in all respects fair and without fraud; and, that it is made without any connection or collusion with any other person making a bid on this project.

The Bidder further declares that they have carefully examined the Request for Proposal Documents, hereinafter referred to as the Document; is satisfied as to the scope of work, and understands that the description of the work in the RFP is brief and is intended only to indicate the general nature of the work.

The Bidder agrees that if this Bid is accepted they will within five (5) working days, not including Saturdays, Sundays and legal holidays, after notification of acceptance execute a Contract with the Siuslaw Watershed Council.

The Bidder further agrees, to the extent of this Bid, to furnish all means of completion of work and do the work in the manner, in the time, and according to the methods as specified in the Document.

The Bidder further agrees to begin work on April 4th, 2022 and shall complete all tasks by January 31st, 2023. Work will not be allowed to commence until a signed Contract is received by the Siuslaw Watershed Council.

The Bidder further agrees to accept as payment for the work proposed under this project, as herein specified and under the provisions included in the Document, the task prices included on the Bid Form. The Bidder further represents a true measure of the labor required to perform the work including all allowances for overhead and profit for each type of work called for.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Item II. Schedule of Items

Green Creek tree tipping 2022				
<u>Items</u>	<u>DESCRIPTION</u>	<u>Measure</u>	<u>Comments</u>	<u>TOTAL AMOUNT</u>
1	Mobilization	Lump sum		
2	Site access preparation	Lump sum		
3	Tree tipping and staging	Lump sum		
4	Site repair and clean-up	Lump sum		

Table above is provided for Contractor's convenience and will not be factored into bid review. What bid reviewers will consider is the total cost of work to tip 200 trees (below):

Total Cost of Work to tip 200 trees: \$ _____

Item III. Bidder Tree Tipping Project History and References

Bidders with experience performing similar work on tree tipping with rootwads attached projects will be favored when proposals are evaluated. Please fill out the following table with your most relevant work or attach a resume/work history with references.

Name of Client, Project Location	Description of Work Completed	Contact Name/Phone Number

Item IV: Bidder Certification

The name of the Bidder submitting this Bid Proposal is:

Doing business at _____
Which is the address to which all communications concerned with the Bid and the Contract shall be sent.

(If Corporation)

In witness whereof the undersigned Corporation had caused this instrument to be executed and its seal affixed by its duly authorized officer's this _____ day of _____

Name of Corporation

By: _____

Title: _____

Attest: _____

(If Partnership)

In witness whereof the undersigned Partnership had caused this instrument to be executed and its seal affixed by its duly authorized officer's this _____ day of _____

Name of Partnership

By: _____

Title: _____

Attest _____

(If Sole Proprietor)

In witness whereof the undersigned has set his hand and caused this instrument to be executed this _____ day of _____

Name of Business

Signature of Bidder: _____

Attest: _____

Item V: Insurance Requirements for Contractor

_____ (“CONTRACTOR”) agrees to carry insurance equal to or greater than that listed below and name Siuslaw Watershed Council.

COMMERCIAL GENERAL LIABILITY AND AUTO LIABILITY

\$1,000,000. Each occurrence

\$2,000,000. General aggregate

\$5,000 Medical expense

- Siuslaw Watershed Council and United States Forest Service must be named as an additional insured. This insurance is required to be primary and non-contributory and include a waiver of subrogation.
- Insurance must be maintained continuously
- Contractor must provide a 30-day notice of cancellation

WORKERS COMPENSATION

\$500,000 employer liability

Complies with all applicable workers’ compensation laws of the state of Oregon

Certificate of insurance only

- Workers compensation must contain a waiver of subrogation

AUTO LIABILITY

\$1,000,000 combined single limit for all owned, non-owned or hired vehicles

- Siuslaw Watershed Council and United States Forest Service must be named as an additional insured. This insurance is required to be primary and non-contributory and include a waiver of subrogation.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

PRINTED NAME

Green Creek Tree Tipping Project
October 5, 2022

