

*City of Locust Grove
Forestry Management Services (2 Parts)
RFP 2011-1510-001 – Cruising
RFP 2011-1510-001a – Bid and Timbering Management*

DATED: December 17, 2010

**REQUEST FOR PROPOSAL (2 Parts)
(PROPOSAL NO. 2011-1510-001 - Cruising)
(PROPOSAL NO. 2011-1510-001a – Bid and Timbering Management)**

RETURN PROPOSALS TO:

**CITY OF LOCUST GROVE, GEORGIA
CITY MANAGER
PO BOX 900
LOCUST GROVE, GA 30248-0900**

OR

OVERNIGHT OR HAND DELIVER PRIOR TO OPENING DATE TO

**CITY HALL
ADMINISTRATION/BUSINESS LICENSE
3644 HIGHWAY 42
LOCUST GROVE, GA 30248**

The enclosed REQUEST FOR PROPOSALS (RFP) and accompanying SPECIFICATIONS are for your convenience in submitting an offer for the enclosed referenced proposal for the City of Locust Grove, Georgia.

**Sealed proposals shall be received no later than:
Wednesday, January 13, 2011 at 2:00 p.m.**

Mark Envelope: Forestry Management Services

Offeror shall sign and date submitted proposal. Proposals that are not signed and dated may be rejected.

Proposal opening shall be held at City Hall, Council Chambers, 3644 Highway 42, Locust Grove, Georgia. The City of Locust Grove, Georgia is motivated to enlist the services of a professional forester to provide technical services, guidance, recommendations in (1) cruising certain tracts of city-owned land for inventory of timber for possible harvesting and (2) contracting / management relative the City's final decision to harvest said timber, and will review all offers received and consider exceptions to all proposal guidelines.

**If you have any questions, please contact
DON MCKENZIE, CITY MANAGER,
at (770) 957-5043.**

THE CITY OF LOCUST GROVE, GEORGIA
REQUEST FOR PROPOSAL (No. 2011-1501-001 and 2011-1501-001a)
INSTRUCTIONS/TERMS OF CONTRACT

PART I

PURPOSE of this RFP is to obtain the services of a professional forester to **provide technical services, guidance, recommendations in (1) cruising certain tracts of city-owned land for inventory of timber for possible harvesting and (2) contracting / management relative the City's final decision to harvest said timber** for certain contiguous properties on the southern city limits. Firms receiving this RFP shall hereinafter be referred to as "Offeror" throughout this document. The term "Vendor" hereinafter means the Offeror receiving a contract from this solicitation. **Note: the City seeks bids to be itemized into the separate elements (001 "cruising and 001a "contracting/management" for overall comparison and, while seeking to bid out each part of this RFP, may only contract for the initial part only.**

IT IS UNDERSTOOD that the City of Locust Grove, Georgia, hereinafter referred to as the "City," reserves the right to reject any **part** or all proposals as it shall deem to be in the best interests of the City. Receipt of any proposal shall under no circumstances obligate the City to accept the lowest dollar proposal. The award of this contract shall be made to the responsible Offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals. PROPOSALS SHALL be placed in a sealed envelope, signed by a person having the authority to bind the firm in a contract, marked clearly on the outside, and mailed to the following add as shown below. FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.

PRE-BID CONFERENCE: A pre-bid conference will not be held in conjunction with this RFP. However, any questions concerning this RFP should be directed to the City Manager (770) 957-5043. All questions received under this solicitation (if any) and the corresponding answers will be posted on the City's Website at: www.locustgrove-ga.gov

LATE PROPOSALS: Proposals received after the submission deadline will not be considered under any circumstances and will be recorded on the tally sheet. The City is not responsible for the lateness of mail carrier, weather conditions, etc. The date/time stamp in the Administration Department shall be the official time of receipt.

ALTERING PROPOSALS: Any alterations or erasures made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

WITHDRAWAL OF PROPOSAL: A proposal may not be withdrawn or canceled by the Offeror without the permission of the City for a period of 90-days following the date

designated for the receipt of proposals, and Offeror so agrees upon submittal of their proposal.

PROPOSALS WILL BE received and publicly acknowledged at the location, date and time stated above. The names of all parties submitting proposals will be recorded but the proposal content will not be made public until the City has completed the evaluation of the submittals and negotiated an award. All proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the offeror's proposal and identified as such by the Offeror.

SALES TAX; The City is exempt by law from payment of Georgia Sales Tax and Federal Excise Tax; therefore, the proposal shall not include sales taxes as applicable.

CONTRACT: This proposal, accompanying documents, and any negotiated terms, when properly accepted by the City, shall constitute a contract equally binding between the successful Offeror and the City. No different or additional terms will become a part of this contract with the exception of Change Orders.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders will be made in writing by the City Manager or designee.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with the O.C.G.A

ETHICS; The Offeror shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of the City of Locust Grove, Georgia.

INSURANCE: The vendor shall maintain in force through the term of the contract period the following minimum insurance:

COVERAGE LIMITS OF LIABILITY

- A) Workmen's Compensation Statutory
- B) Public Liability
 - a. Bodily Injury \$ 500,000, single limit
 - b. Property Damage \$ 500,000, each accident
- C) Motor Vehicle Public Liability
 - a. Bodily Injury \$ 500,000, each person \$1,000,000, each accident
 - b. Property Damage \$ 250,000, each accident

All policies shall provide a blanket waiver of subrogation. The vendor shall notify the City Manager or designee prior to any alteration, renewal, or cancellation of insurance in connection with this service. Upon notification of pending cancellation, the policy shall remain in force a minimum of ten (10) working days after the City receives the cancellation notice. The policy(ies) shall list the City as an additional insured party.

EXCEPTIONS/SUBSTITUTIONS: All proposals meeting the intent of this request for proposal (parts) will be considered for negotiations. Offerors taking exception to the specifications shall state these exceptions, by attachment, as part of the proposal. The absence of such a list shall indicate that the Offeror has not taken exceptions and the Offeror shall be responsible for performing in accordance with the specification of the RFP. The City reserves the right to accept any and all or none of the exception(s) deemed to be in the best interest of the City.

ADDENDA: Any interpretations, corrections or changes to this RFP and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Locust Grove, Georgia, City Manager or designee. Addenda will be mailed to all that are known to have received a copy of this RFP. Additionally, a copy of the addenda will also be posted on the City's website at: www.locustgrove-ga.gov. Offerors shall acknowledge receipt of all addenda by signing and returning the addenda with their proposal.

PROPOSAL MUST COMPLY with all federal, state, county, and local laws concerning this type of service.

REFERENCES: The City requests Offeror to supply with this RFP a list of three references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative (see Attachment B).

OFFEROR SHALL PROVIDE with their proposal response, all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.

VENDOR SHALL defend, indemnify and save harmless the City of Locust Grove, Georgia and all its officers, agents and employees from all suits, actions, and or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the vendor, or of any agent, employee, subcontractor or supplier in the execution of, performance under, any contract which may result form proposal award. Vendor shall pay any judgment with costs, which may be obtained, against the City growing out of such injury or damages.

CONTRACT ADMINISTRATOR: Under this contract, the City Manager or designee shall be responsible to ensure compliance with contract requirements such as, but not limited to, acceptance and inspection.

REMEDIES: The vendor and the City agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

ASSIGNMENT: The vendor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on this basis of this statement.

CONTRACT RENEWAL: The contract may be renewed for an additional one year period (2 years total) provided both parties agree in writing prior to contract expiration. A renewed contract shall be for the original terms and conditions, with the exception of any approved changes. This option is exercised at the sole discretion of the City.

CANCELLATION: Any contract resulting from this RFP may be canceled as follows: If the vendor fails to fully perform its obligations under the contract, the City reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next lowest responsible Offeror. The defaulting vendor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of service unless the specification or scope of work is significantly changed.

1. Cancellation of the contract shall not result in a waiver of any rights or remedies afforded the City from vendor's breach of contract.
2. The contract may be cancelled in whole or in part, without penalty, by either party by providing 45-days written notice to the other party. The City will pay the vendor the contract price for any outstanding invoices up to the date specified in the notice of cancellation.
 - 2.1. Termination under this paragraph shall not relieve the vendor of any obligation or liability that occurred prior to cancellation.
 - 2.2. The vendor shall promptly refund any balance that may result from an overpayment.
3. Should the vendor's business name change, or should the vendor's business be sold, transferred to, or assumed by a second party, written notification of the change should be provided to the City by all vendor parties involved, no later than 30-days from the date of change. Failure to provide notification of the aforementioned change(s), within 30-days of the change, may be grounds for contract cancellation without further cause.

ANY QUESTIONS concerning the RFP or these specifications should be directed to the City Manager at (770) 957-5043.

THE CITY OF LOCUST GROVE, GEORGIA
REQUEST FOR PROPOSAL (No. 2011-1510-001 and 2011-1501-001a)
CRITERIA FOR PROFESSIONAL FOREST MANAGEMENT SERVICES
CRUISING OF TIMBER (001) AND CONTRACT/MANAGEMENT (001A)
PART II

1. GENERAL:

It is the City's policy to seek out cost-efficient services while retaining the highest quality of services available. As a consequence, an emphasis will be placed not only on cost but also on the Offeror's past performance and handling of other similar size forestry projects with other similar size municipal or business organizations. The evaluation will place considerable importance on Offeror's overall ability to provide cost-effective and reliable services that meet the City's timber harvesting and reforestation requirements. It is essential for Offerors to understand that the criteria established for this purpose will rate Offerors on general categories, as well as on quantifiable units of measurement, such as price. All proposals will be carefully reviewed and evaluated for compliance to the RFP and specification requirements. Generally speaking, the process will assign high priority to the following evaluation criteria (listed in no particular order):

- Overall Proposal conformity to RFP requirements and quality of response to RFP (parts)
- Methodology, approach, and implementation plans to accomplish service
- Qualifications of the Offeror
- Cost of services
- Company background and industry experience

2. TIME FRAME/SCHEDULE OF EVENTS:

- 2.1. SOLICITATION ISSUE DATE: December 17, 2010
- 2.2. QUESTIONS DUE: January 6, 2011
- 2.3. PROPOSALS DUE: January 13, 2011 @ 2:00 PM
- 2.4. CONTRACT AWARD: On or before March 7, 2011

3. INTENT OF PROPOSAL

It is the City's intent to enter into an agreement with a professional forester to implement and oversee a timber harvesting and reforestation operation at approximately 200 acres of land in several contiguous tracts along Hosanna Road and other City locations, if any, as determined by the Mayor and City Council. **The degree of services includes: (1) the cruising of the specified tracts for inventory [Part 001] and, (2) the marketing, contracting and harvesting management of the timber if declared by the City [Part 001a]. These actions may be considered mutually exclusive elements in the process; however, the intent is for a single Offeror to provide the overall services in the best and most cost effective manner.** The selected Offeror agrees to provide the maximum degree of support to the City in accomplishing the services and achieving the goals of this RFP. Accordingly, the selected Offeror shall respond to requests from the City promptly and responsively.

4. SITE DESCRIPTION

The Hosanna Road Tracts consist of approximately 200 acres in 3 contiguous tracts along the eastern side of Interstate 75 on the south side of LG-Griffin Road. Most of the property lies on the eastern and northern sides of Hosanna Road, although a small sliver of the property lies along the rights-of-way of I-75 and Hosanna at the LG-Griffin Road overpass. The property contains approximately 60 acres of wetlands where a sanitary sewer trunk line traverses along Indian Creek. Outside of the wetlands, the property is rolling property with substantial areas of hardwood and pines. While the City is interested in beginning this project as soon as possible, the City is also interested in maximizing the revenue from the timber harvest, and may be interested in delaying the harvest until a later date if market conditions and health of the trees will allow for greater profit.

5. OBJECTIVES

The objective of this solicitation is to obtain the services of a professional forester to: (1) survey the City's Hosanna Road property and develop a suitable forest management plan that will protect the environment while simultaneously promoting sustainable timber production; and (2) competitively bid and oversee the harvesting of selected timber on the Hosanna Road Properties. Specific details to be considered include, but are not limited to:

- 5.1. Identification of areas which could be harvested at this time along with an estimate of the variety and amount of timber, in board feet, that is expected to be produced;
- 5.2. Timber production estimate, if any, in board feet, for future years;
- 5.3. Identification of the most appropriate access roads, off of the existing roads, should be located;
- 5.4. Identification of areas, if any, which should be left undisturbed;
- 5.5. Existing and possible future erosion problems;

6. SCOPE OF WORK

The vendor shall provide short term and long-term management guidance and options on sites where forestry practices are implemented. These services should include, but are not limited to: timber cruising, preparation of reports estimating the volume and value of timber, preparation of specifications and coordination of sealed bid solicitations in accordance with local and state regulations, confirmation of boundary lines of timbering blocks, monitoring compliance with best management practices of the selected Contractor(s), regular inspections of harvesting operations, assistance to the City with the preparation and recordation of timber deeds that may be applicable., communication and coordination with local, state, and federal agencies as required, recommendations for harvesting techniques, selection of harvesting and reforestation company(ies), coordinating the sale and harvest of trees/merchantable timber, site prep and reforestation, selection of firms for cleanup, clearing of tracts, chipping/mulching, grading and implementation of reforestation practices.

The immediate focus of this RFP will be the possible sale and removal of timber from the City's Hosanna Road Tracts. However, the City may have other properties that require similar timber

harvesting and reforestation services. In these instances, the City and selected Offeror will negotiate applicable fees for any forestry-related work on any other City sites.

6.1. The vendor shall perform all tasks under the resulting agreement in accordance with generally accepted professional standards and shall provide the City with the best possible advice and services within the company's authority and capacity as a professional Forester. In their proposals, the Offerors shall address their ability to provide the services listed below:

6.1.1. Flag/mark timber sale boundaries in accordance with standard industry practices. [Part 001]

6.1.2. Supply the City with a timber appraisal by providing an inventory of the species, size, quantity and quality of standing timber within the sale area prior to any sale. Both the City and vendor shall agree upon the extent of appraisal for each location (i.e., 10% sampling cruise or tree count, etc.) [Part 001]

6.1.3. Provide written site-specific technical recommendations to the City on timber harvesting, clean up, and post harvesting management of regeneration and land disturbances for each location. [Part 001]

6.1.4. Implement a logging plan(s) in terms of haul roads and log deck construction and stream crossings, if any. [Part 001]

6.1.5. Provide written technical forestry assessments to address site-specific issues. [Part 001]

6.1.6. Select, contract, and oversee timber harvesting and replanting company(ies) to ensure quality service with minimal negative impact to City property, while adhering to Georgia's Best Management Practices for forestry. The City reserves the right to approve any subcontractors selected for work on City property. Vendor shall ensure subcontractors comply with subcontractor laws and are fully licensed and insured, prior to beginning any work. Vendor shall supervise repair of damage caused by logging or other activities, including activities of subcontractor(s). Materials used for any repair must be consistent with existing conditions. [Part 001a]

6.1.7. Work with City officials to develop clear objectives that meet the strategic goals of the City, while maintaining the health and viability of the remaining trees, if any. [both Parts]

7. STATEMENT OF PROPOSAL AND GENERAL INSTRUCTIONS:

You are invited to submit your Proposal for Professional Forest Management Services based on the information contained in this RFP. Unless a specific note is made to the contrary, we will assume that your response conforms to all requirements contained within this proposal. Any proposed deviations to any part of these specifications must be submitted in writing as a part of the questionnaire, and clearly identified in the appropriate section of the proposal. Any deviation deemed to be significant by the City may disqualify the proposal from further

consideration. Failure to identify any such deviation(s) shall not in the future accrue to the disadvantage of the City or any qualified participant or dependent in any manner. The vendor awarded the contract shall submit a properly executed agreement to the City within 60-days of the award date.

7.1. CONTRACTUAL COMMITMENTS

This RFP does not constitute an offer by the City to contract, but rather represents a definition of specific requirements and an invitation to bidders to submit a proposal addressing these requirements. The City may incorporate any of or your entire proposal in any contract as it so chooses.

It is the City's intention to contract with a single vendor based on the overall impact of the Offerors' proposals or on any other basis rather than on any narrow evaluation criterion. Only the execution of a definite, binding agreement(s) will obligate the City in accordance with the terms and conditions contained in such agreement(s).

The contents of any submitted proposals, and any subsequent material submitted in response to requests for additional information, will be considered offers to contract by each Offeror unless otherwise agreed to by the City. In order to ensure the effectiveness and efficiency of the response process, the City will immediately reject any bids that contain any contingencies or conditions for acceptance.

7.2. UNSUCCESSFUL PROPOSALS

Upon award and execution of a binding agreement, the authorized representative contact for the unsuccessful Offerors may be notified via email, if requested. The City shall have no obligation to explain why Offerors were not awarded a contract.

7.3. SUBCONTRACTORS

Offerors may not rely on subcontractors or "partners" to provide fulfillment of any major portion of this RFP on which they are bidding. The City will give priority to proposals from Offerors able to provide all services by direct fulfillment through company-owned operations. Offerors are required to specify which, if any, portion of their services are provided through subcontractors/partners and to what extent.

7.4. TERMS AND CONDITIONS:

All terms and conditions set forth in this RFP and any Attachments are mandatory bid requirements. Any Offeror who does not completely respond as requested may be eliminated from the proposal evaluation process at the City's sole discretion.

7.5. OBLIGATION OF OFFEROR: It shall be the Offeror's responsibility to review the Hosanna Road property in order to gain a full understanding of the scope of work involved prior to submitting their proposals.

By submitting a proposal, the Offeror covenants and agrees that they are satisfied, from their own investigation of the conditions to be met, that they fully understand their

obligation and that they will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

7.6. APPROACH:

The Offeror should describe their approach to creating the forest management plan, outlining the environmental considerations, bidding process for timber harvesting, and reforestation efforts on the property.

8. REPORTS: The vendor shall submit reports as requested by City. Reports and format standards will be approved by City and shall be delivered to the City's authorized representative. Reports shall include, but not be limited to, the following:

8.1. SUMMARY REPORTS: Summarized by type tree harvested, date range of harvest, board feet or tonnage harvested, number of truckload hauls to sawmill, name and address of sawmill purchasing the harvested timber, and the total amount collected from sawmill for each load.

8.2. MONTHLY ACTIVITY REPORTS: Provide monthly harvesting and reforestation activity reports.

9. PROPOSED COSTS/FEES: The Offeror shall submit with their proposal a Cost Proposal Pricing Schedule detailing the cost to generate a forest management plan, and the proposed cost of bidding and overseeing any timber harvest along with costs for reforestation activities. In addition, Offerors shall include an itemized list of all proposed costs for any other services, equipment, or supplies offered.

10. QUESTIONNAIRE: Offerors shall complete the *Offeror Questionnaire*, Attachment A, and return with their proposal response.

11. REFERENCES: Offerors shall provide a listing of at least three (3) references for which the Offeror has provided specified services of the same or greater scope within the last three (3) years. Offerors shall include all information identified on the *Offeror's References*, Attachment B, and return with their proposal response.

12. GENERAL PROPOSAL PREPARATION AND SUBMISSION GUIDELINES:

RFP Response: In order to be considered for selection, the Offeror must submit a complete response to this RFP. One (1) original and four (4) printed copies. No other distribution of the proposal should be made by the Offeror. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lower evaluation score for the proposal response. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

The City is governed by laws and regulations that make certain information confidential as well as specifying how public information is released. The vendor, its employees or subcontractors shall not divulge any information relative to City business at any time to a third party without the prior written approval of the City. All information created by or accessible to a vendor while providing a good or service for the City is confidential.

13 **SUBMITAL REQUIREMENTS:** Offerors should be as thorough and detailed as possible so that City staff may properly evaluate the Offerors capabilities to provide the required services. Offerors shall submit the following items as a complete proposal:

13.1. **EXECUTION OF PROPOSAL:** Offeror shall include the signed and dated Request for Proposal form and any addendum issued by City.

13.2. **COMPANY PROFILE AND HISTORY:** Offeror shall include the following information with their proposal:

13.2.1. Name, phone number and e-mail address of person City should contact with any questions concerning the proposal.

13.2.2. Documentation of Offeror's history, including capabilities in the area of services to be provided, number of years in business, number of years doing business in Georgia, size and scope of operation.

13.2.3. Type of organization (corporation, partnership or sole proprietorship).

13.2.4. Indicate the individual who will be overseeing this service and submit a résumé for this individual identifying past experience on similar projects. City reserves the right to interview the individual.

13.2.5. A statement indicating the respondent is in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees.

13.3. PROOF OF PROFESSIONAL LIABILITY INSURANCE

13.4. ATTACHMENT A — VENDOR QUESTIONNAIRE

13.5. ATTACHMENT B — OFFEROR'S REFERENCES

14. PROPOSAL DUE DATE: Wednesday, January 13, 2011 by 2:00 PM

All responses to this RFP must be submitted in writing by the bid opening date. All proposals along with any supporting documents should be mailed to:

City of Locust Grove Overnight Delivery (in lieu of PO Box)
ATTN: Don McKenzie
3644 Highway 42
P.O. Box 900
Locust Grove, Georgia, 30248

15. **EVALUATION OF PROPOSALS:** The below listed criteria will be used in the evaluation of qualifications for development of the shortlist of those Offerors to be considered for interviews and/or negotiations. Individual criteria may be assigned varying weights at the City's discretion to reflect relative importance (see Attachment C)

15.1. Qualifications of the Offeror. This will include: Years in business, proposed staff to be assigned to Contract, proximity to City properties, qualifications, and references Preference may be given to SAF certified foresters and/or foresters with membership in the Association of Consulting Foresters.

15.2. Approach/methodologies/implementation plans of the Offeror.

15.3. Timeliness of implementation. The Offeror shall give a binding timeline of when services can be provided, including a reasonable "to be performed by" date for timber harvesting, the actual sale of timber, and reforestation work required over the duration of the 15-year forest management plan. Please note that technical recommendations and assessments should be provided as soon as possible, while the sale and harvesting of timber may be delayed to ensure highest possible revenue for the City.

15.4. Experience with similar services and contracts.

15.5. Cost of services. Offeror shall furnish detailed and itemized list of proposed fixed costs for boundary marking, securing the properties, reforestation, and appraisal services, etc. Offeror shall also furnish a cost for timber sale administration services, quoted as a percentage of gross receipts from the sale of timber.

16. **EVALUATION CRITERIA:** Proposals will be evaluated by City staff using the following evaluation criteria and assigned weight:

- 1) Responsiveness to RFP — 15%
- 2) Qualifications of Offeror - 20%
- 3) Approach and Methodologies to accomplish project - 20%
- 4) Timeliness of implementation - 10%
- 5) Favorable References - 10%
- 6) Cost of Services - 25%

The Offerors who appear most capable of providing the service that can best satisfy the City's needs, based on the scoring matrix described above, will be selected as finalists for further

evaluation.

17. SELECTION PROCESS AND METHOD OF AWARD

Immediately following the deadline for receipt of proposals as stated above, all proposals submitted will be analyzed, reviewed, and ranked (see Attachment C) by City staff. The City shall select the top two Offerors deemed fully qualified, responsible and best suited among those submitting proposals on the basis of the evaluation factors included in this RFP. Negotiations shall be conducted with the selected Offerors. After negotiations have been conducted with the selected Offerors, the City will select the Offeror, which in its opinion, has made the best proposal, and award the contract to that Offeror.

The City reserves the right to accept or reject any or all proposals, waive formalities and minor technicalities, and select the Offeror that best meet the needs of the City. The City may cancel this RFP at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

The City's objective is to select a vendor who will provide the best possible service at the best possible cost while meeting the RFP requirements. The City is obligated to award the contract based on cost alone. Should the City determine in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. Final approval of prospective vendor shall be contingent upon final successful negotiation of the proposal agreement and City Council approval.

Following Council approval, the selected vendor shall prepare a forest management plan, along with maps or drawings with sufficient detail to provide a comprehensive strategy that would promote sustainable timber production while protecting the environment. After reviewing this plan, and at the City's discretion, the City shall task the vendor with competitively bidding and overseeing any timber harvesting and reforestation operations.

18. CERTIFICATION AND SIGNATURE

The undersigned certifies under the penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies that it is not presently debarred from public contracting or subcontracting under in any applicable provisions of the state statutes, city charter, city ordinance, etc., or any rule or regulation promulgated there under.

Company Name Authorized Signature
Company Address Signatory's Name & Title (print)
Company Telephone Number
Offeror's Name Company Fax Number
Offerors Address Date

ATTACHMENT A OFFEROR QUESTIONNAIRE

A complete response to this questionnaire must accompany the RFP. A response such as “See Proposal” is *ij* sufficient unless there is proper reference to the specific section of the proposal addressing the question. Please be specific in your answers. Attach additional pages, if necessary. *NOTE: FAILURE TO RETURN THE QUESTIONNAIRE WITH YOUR PROPOSAL MAY RESULT IN THE RESPONSE BEING CONSIDERED NON-RESPONSIVE.*

Deviations

1. Does your Proposal contain y deviations from the general terms and conditions, or other provisions of the specifications? If yes, provide details in a separate cover letter. Otherwise, confirm that you have responded according to the Proposal’s conditions. Yes No

Fees

1. Are the fees quoted in this Proposal firm and guaranteed over the term of any contract awarded under this RFP? Yes No

Company Overview and Background

1. What experience has your company had with performing forestry consulting services for public sector entities?

2. How long has your company been in the business of performing forestry management services?

3. Briefly state your business objectives:

4. Provide the total number of forestry management services your company has performed over the last 5 years along with the total amount of timber harvested and amount of reforestation accomplished over this same time period.

5. Briefly indicate the main attributes that differentiate your company from your competitors.

6. Is your company a subsidiary or affiliate of another company? If yes, please explain and provide full disclosure of any direct or indirect ownership or control by any administrative service agency.

7. Describe any pending arrangements to merge or sell your company.

Project Details

1. Who will be assigned from your company to manage and oversee the City's timber harvesting and reforestation activities?

Contact Name:

Phone Number/Email: _____

2. How many associates/team members will be assigned to your Project Manager to assist in carrying out and completing the scope of work identified in the RFP?

3. Describe how you will conduct the timber cruising, and estimating the volume and value of marketable timber for the City.

4. Indicate how soon your team would be ready to start the timber harvesting and reforestation services after an award decision has been made, and include a general timeline for completing the various milestones under the project.

5. Describe the type of support required from the City and the time needed to carry out the various tasks necessary to accomplish the services contained in the RFP.

ATTACHMENT B OFFEROR’S REFERENCES

OFFEROR’S NAME:

The Offeror must submit a minimum of three references to substantiate their qualifications and experience in providing forestry management services within the past 36-months (Ref. Part II, Para. 11)

Customer Name:
Business Address:
Contact Name/Title:

Phone Number.

Company’s response (to completed by the City):

FAILURE TO RETURN This FORM WITH THE PROPOSAL RESPONSE MAY RESULT IN THE OFFEROR’S PROPOSAL BEING CONSIDERED NON-RESPONSIVE. THE FORM MAY BE MODIFIED AS NEEDED TO MEET THE REQUIREMENTS OF THE RFP.

Dollar Amount of Timber Harvested:	
Company’s response (to completed by the City)	
Customer Name:	
Business Address:	
Contact Name/Title:	
Phone Number:	
Scope of Services Provided:	
Dollar Amount of Timber Harvested:	
Company’s response (to completed by the City)	

ATTACHMENT C

Company:

EVALUATION MATRIX

(Provided for Informational Purposes Only)

TOTAL POINTS:

RANKING:

FACTOR	SCORE	WEIGHT (Importance of factor) (Percentages from Para. 14 of the	POINTS
1. Responsiveness. Offeror provided straightforward, concise description of Offeror's ability to meet all requirements of the RFP?	1 3 5 7 9	15%	
2. Qualifications. Company profile and history along with the Offeror Questionnaire indicates Offeror has relevant experience, specific expertise, and unique qualifications necessary to perform the scope of work identified in The RFP?	1 3 5 7 9	20%	
3. Approach. The Offeror's approach to and methodology for addressing the scope of work in the RFP is logical, well thought out, and demonstrates the Offeror has a clear understanding of the various tasks to be undertaken in this project?	1 3 5 7 9	20%	
4. Timeliness of Implementation. The Offeror's proposed timeline for initiating each of the various tasks in the proper sequence appears to be realistic and doable?	1 3 5 7 9	10%	
5. References. Responses from the Offeror's references indicate that the Offeror has the qualifications, demonstrated skills sets, and expertise to accomplish the scope of work identified in the RFP?	1 3 5 7 9	10%	
6. Cost of Services. Offeror's proposed fee schedule appears to be reasonable given the scope of the work to be accomplished under the RFP?	1 3 5 7 9	25%	