

**TOWN OF SCITUATE, RHODE ISLAND
INVITATION TO BID**

PROJECT: SCIT015

**ESEK HOPKINS PARK TIMBER SALVAGE SALE –
FORESTRY CONSULTANT RFQ & SPECIFICATIONS**

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

Scituate Conservation Commission
c/o Scituate Town Clerk
195 Danielson Pike
PO Box 328
Scituate, RI 02857

until **August 11, 2020, at 1:00 p.m. (EST)**. The bid proposals will be opened and read aloud at the Bid Opening on August 11, 2020, at 1:15 p.m. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 647-2822, 72 hours in advance of the bid opening.

**DUE TO COVID-19 THE BID OPENING WILL BE AVAILABLE TO BE VIEWED
ONLINE VIA ZOOM.**

Time: August 11, 2020 1:15 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/84420877354?pwd=NUZLaZndHVTa05Pam9SL0VtMllydz09>

Meeting ID: 844 2087 7354

Passcode: 397261

Any bid proposal received after said date and time, whether hand delivered, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked “**BID DOCUMENTS FOR: TIMBER SALVAGE SALE FORESTRY CONSULTANT**”.

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822. The Scituate Conservation Commission will review the bids and submit a list of bid results and recommend a successful bidder to the Scituate Town Council.

THE TOWN OF SCITUATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN AND THE SCITUATE CONSERVATION COMMISSION DEEM TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SCOPE OF WORK AND PROJECT SPECIFICATIONS

ESEK HOPKINS PARK TIMBER SALVAGE SALE – FORESTRY CONSULTANT RFQ & SPECIFICATIONS

Section 1 – Introduction

The Esek Hopkins Park is located in Scituate, Rhode Island, south of Danielson Pike (Rt. 6-A) and along Battey Meetinghouse Road. The Park is managed by the Scituate Conservation Commission (SCC). In 2019 a Forest Stewardship Plan identified the urgent need to conduct a timber salvage harvest, in conjunction with an overall forest stand improvement thinning, on approximately 60 acres of upland forest in the southeastern portion of the property.

Section 2 – Purpose

The purpose of this RFQ is to obtain the services of a forestry professional to provide consulting services to the SCC for the implementation of the timber salvage and forest stand improvement harvest.

Section 3 – Deadlines/Timeline

Due to the urgent nature of the required harvesting services to mitigate the hazards of the standing dead trees along publicly used trails within the park, the proposed timeline for the harvest is through December 2021. Therefore, the SCC intends to engage the services of the forestry consultant by September 1, 2020, and provide the selected forestry consultant until December 1, 2020 to prepare the timber harvest and secure the logging contractor (Woods Operator).

Section 4 – Pre-Submission Site Visit

The subject site, as shown on the attached site plan, is publicly accessible with a loop trail system. There will not be any scheduled site visit. The respondent to this RFQ is responsible for viewing the subject property of their own accord. Questions on the particulars of this RFQ may be directed to the SCC Contact: Mr. Robert Bower, at 401-451-2452 or by e-mail at robbower@aol.com.

Section 5 – Scope of Work

The forestry consultant shall provide the following services:

- Determine the physical boundaries of the proposed sale area in coordination with the SCC;
- Determine the access points and locations of the skid roads to be utilized during the

salvage harvest operation, in coordination with the SCC;

- Mark with paint at eye level and with stump marks all trees to be harvested and/or lopped to the ground;
- Provide a sawtimber tally of live and sound dead sawtimber trees that are marked, along with a tree count and cordwood estimate of all non-sawtimber trees that are marked for sale and/or lopping within the sale area;
- Develop the harvest specifications that will be utilized to advertise the salvage harvest sale, in cooperation with the SCC, which will be incorporated into a salvage harvest contract with a Woods Operator, in coordination with the Town of Scituate's contracting requirements;
- Develop a prospectus, and advertise for sale, in coordination with the Town of Scituate's purchasing guidelines, to all qualified Rhode Island-based bidders;
- In coordination with the SCC, provide recommendations on the award of the harvest contract to the appropriate qualified Woods Operator based upon their bid, their qualifications, experience, equipment, and ability to carry out the project according to the SCC's timeline;
- Act as the project manager to assure that the salvage harvest is carried out according to the specifications of the harvest contract, and report to the SCC on the progress of the project, for the term of the project.

Section 6 – Minimum Qualifications and Requirements

1. Certifications – Respondent must be a Certified Forester through the Society of American Foresters and must also be a Licensed Arborist with the RI DEM Division of Forest Environment. Respondent's License/Certification must be submitted with the response to this RFQ.
2. Experience – Respondent must have experience in the following areas:
 - Providing timber sale services, with a minimum of ten (10) years of experience in varying situations;
 - Managing timber sales for areas exceeding 50 acres;
 - Knowledge of hazard tree removals and the equipment needed to safely fell those trees;
 - Experience working with municipal commissions and addressing the concerns of the general public.
3. Respondent must provide a minimum of three (3) past projects of comparable scope and complexity to the project for which this RFQ is issued. For **each** project Respondent must give the project name, location, date completed, timeframe for completion, client contact (customer), scope of work, summary of methods used, and the approximate size of the area of the project.

4. Respondent must submit a resume (CV) which outlines Respondent's technical training and education, general experience, and specific experience in providing the required services.

Section 7 – Insurance Requirements

The successful bidder shall be required to provide valid certificate of General Liability, vehicle, umbrella and (if required) workers compensation insurance naming the TOWN OF SCITUATE, RHODE ISLAND as additional insured.

Section 8 – Response Submission Instructions

Respondent shall provide all required information in the Town of Scituate Bid Conditions below and per Sections 6 and 7 above, along with a narrative statement of the Respondent's experience as required in Section 6.2 above. Respondent will provide an hourly and daily rate for professional services, with an estimate of the time required to perform the requested services, and a not-to-exceed lump sum figure.

Section 9 – Notification of Successful Respondent

Notification will be sent to all respondents by email of the selection of the successful respondent. **Work is expected to begin within 30 calendar days of receipt of a fully executed contract.**

Section 10 – Term of Contract

The term of the professional forestry consulting services agreement shall run with the successful implementation and completion of the salvage harvest contract, including the time required to properly close out the salvage harvest contract and provide a final report to the SCC.

Section 11 – Consideration and Payment

Partial payments for services rendered under this contract shall be provided upon request by the consultant according to the following schedule:

- Upon successful completion of the preparatory and bidding phases of the harvest sale, with a harvest contractor identified for the project;
- Upon successful completion of the harvesting phase of the contract, with the written final report to the SCC of the project.

Section 12 – Reporting Requirements

The forestry consultant will provide verbal and/or written, as warranted, updates on a monthly basis, to the SCC Chairman prior to its monthly meeting;

The forestry consultant will provide reports on any issues that arise with the Park's property improvements and any interactions with neighbors or the general public at any time during the implementation of this project;

The forestry consultant will provide a written final report with photo documentation of the implementation of the harvest contract at the end of the project.

Section 13 – Equal Opportunity Statement

By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Section 14 – Site Plan

Attachment A - Site Plan



TOWN OF SCITUATE, RHODE ISLAND
BID CONDITIONS AND CONTENT

1. Bids shall be signed by a duly authorized agent or official of the contractor / vendor who has legal authority to bind the company, and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:

NAME OF THE BIDDER
ADDRESS OF THE BIDDER
WORDS "BID DOCUMENTS FOR:
TIMBER SALVAGE SALE FORESTRY CONSULTANT"
DATE OF THE BID

4. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
5. Within a reasonable time after the bid opening, the TOWN OF SCITUATE, RHODE ISLAND, (herein after referred to as the TOWN) shall act on the award of a contract for the project.
6. The TOWN reserves the right to withdraw this request at any time based on available funding.
7. The TOWN shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
8. **THE TOWN RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE TOWN COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**
9. Proposals submitted in unmarked envelopes, which are opened by the TOWN in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.

10. Bid prices shall not include any sales, excise or other taxes for which the TOWN is not liable. All bidders shall honor their properly submitted bid for a period of sixty (60) days subsequent to date of bid opening, without escalation.
11. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance with all relevant jurisdictions.
12. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past and a determination by the TOWN that the COMPANY has the ability to complete the work.
13. Insurance – Successful bidder shall be required to provide valid certificate of General Liability, auto and/or other vehicle, umbrella and (if required) workers compensation insurance in conformance with the attached sample, naming the TOWN OF SCITUATE, RHODE ISLAND as additional insured.
14. SURETY BOND REQUIRED: YES: ____ NO: X

If required, the COMPANY shall, to secure the faithful intent of this bid, furnish to the TOWN surety, in the amount of five per cent (5%) of the total dollar bid in the form of a Bid Surety Bond or a Certified Check made payable to the "TOWN OF SCITUATE". If a Bid Bond is submitted, it shall be issued by a company authorized to issue such surety bond in the State of Rhode Island and acceptable to the TOWN.

15. PERFORMANCE BOND REQUIRED: YES: ____ NO: X

The Successful Bidder shall furnish to the TOWN a Performance Surety Bond in the amount of the CONTRACT, which bond shall be issued by a reputable bonding company authorized to do such business in the State of Rhode Island and acceptable to the TOWN. Said bond shall be in the form satisfactory to and approved by the TOWN. The performance bond shall be delivered to the Town prior to the commencement of work. The bond shall include the appeal requirements of these PROJECT SPECIFICATIONS.

16. The COMPANY must bid the project as outlined in the CONTRACT and PROJECT SPECIFICATIONS. If the COMPANY proposes to perform any optional work or to substitute any part of the PROJECT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.
17. The following items shall also be included with the bid:
 - Personnel Roster
 - Client list for past five (5) years including current projects

Statement of Qualifications

Name and resume of project manager

Non-Collusive Bid Statement

18. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.
19. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.
20. **Prevailing Wage** – Successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample.
21. **COMPLETION DATE AND TIME SCHEDULE: See Section 3 in Scope of Work above.**

A. Awarding of Contract

Within a reasonable time after the opening of the bids, the TOWN shall award a contract for the revaluation project. **The Town reserves the right to reject any and all bids as previously stated.**

B. Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the TOWN of its proposal, the COMPANY shall execute with the TOWN a CONTRACT upon the basis of these specifications.

The COMPANY shall commence work within thirty (30) days of the signing of said CONTRACT.

TOWN OF SCITUATE, RHODE ISLAND *BID FORM*

Project: ESEK HOPKINS PARK TIMBER SALVAGE SALE – FORESTRY CONSULTANT

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **PROJECT SPECIFICATIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. IF REQUIRED, that should this bid be accepted in writing by the **TOWN**, said **COMPANY** will furnish the services for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **PROJECT SPECIFICATIONS**.
3. IF REQUIRED, that the bid is accompanied by surety in the amount of five percent (5%) of the dollar bid.
4. That all items, documents, statements and other information as required by the **PROJECT SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** understands and accepts that although the dollar amount of this bid is a major factor for consideration, the **TOWN** reserves the right to award the **CONTRACT** to other than the **COMPANY** submitting the lowest dollar bid after careful analysis of additional factors outlined in the **CONTRACT** and **PROJECT SPECIFICATIONS**.
6. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **PROJECT SPECIFICATIONS** in the total *Not to Exceed* Dollar amount below.

BID AMOUNT:

Respondent will provide an hourly and daily rate for professional services, with estimate of the time required to perform the requested services, and a not-to-exceed lump sum figure.

(Total *Not to Exceed* Dollar Amount) _____

(Written *Not to Exceed* Dollar Amount) _____

Hourly Rate _____ Daily Rate _____ Time estimate _____

Company _____

By: Name and Title _____

Signature _____

Business address _____

Telephone Number _____

E-mail Address _____

TOWN OF SCITUATE, RHODE ISLAND
NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date