

Forestry Consulting Services ITB - 17/18-011 AO

Submitted Questions and Answers

February 14, 2018

1. Can we access recent (last two years) contracts for similar forestry work contracted by the SRWMD? In other words, can you tell us what the most current rates are being paid or have been paid for this type of work by the District?

I have attached a consolidated document that includes the Contract scope of work and payment schedule for the last six contracted forestry consulting services. Additional information or complete contracts are available upon request.

2. Can a forestry consultant or forestry consulting firm participate in this bid if they have a representative on the SRWMD Board or close ties to a Board member (i.e. contractor)?

Yes.

3. What is meant by the word “professional” in the term “provide professional forest management services “ under Scope of Services? Does this mean that the bidder must be credentialed (i.e. ACF, C.F., or R.F.)? If not what are the criteria to meet the “professional” standard?

“Professional” is used as a generic term to indicate a working history and knowledge in the field of forest management. The bidder is not required to be credentialed. Similar projects, references, and insurance will be used to determine qualifying bidders.

4. Can companies who purchase timber also bid on these “professional forest management services” or are conflicts of interest disallowed?

Companies who purchase timber may bid on professional forest management services. However, they can only perform one service for a given a timber sale. In other words, they cannot provide forestry consulting services for a sale and buy timber for the same sale.

5. For those selected to perform this work, will the District provide the t-cruise templates (tcc and tct) for mobile and desktop to define plot data collection for each cruise type? Also, will the District create cruise sample grids or is the provider expected to do this?

The District will provide the T-cruise templates for each cruise type. Sample grids will be provided by the District for Forest Inventory plots. The contractor will be responsible for generating sample grids for Timber Sale cruises.

16/17-215 SRWMD Forestry Consulting Services Woods Ferry #5 Timber Sale

This timber sale is made up of three adjacent areas, totaling 76 acres. Of the 76 acres to be harvested, 30 acres were burned in a wildfire. The objective of this timber sale is to conduct a Shelterwood type harvest of 57-year-old slash pine and have a residual stand of 20 square feet per acre of Basal Area. In the hottest areas of the wildfire, where mortality is expected, the District desires to conduct a Seed Tree harvest, and the marking will leave only 10-12 trees per acre. The harvest boundary is currently flagged and must be painted prior to loggers moving onto the tract. Harvesting must be planned to minimize negative impacts to the leave trees and wetland areas imbedded in the sale block.

The contract for the sale Woods Ferry #5 timber will be considered at the June 13 Governing Board meeting. Logging in the burned area must commence within 30 days of contract execution. The Contractor may be required to attend meetings, cruise timber, mark timber, modify timber sale boundaries and recommend improvements to transportation systems.

District and Contractor shall coordinate on work implementation. District timber sale contracts are for 12-month terms with extensions granted for time the harvesting is stopped due to flooding or saturated soils. The Contractor must communicate and work closely with District staff during the entire operation.

Deliverables

- Project Plan – This plan shall identify major milestones and timeframes to finish marking and preparing the timber sale. 100% of the sale must be marked to select the best trees for regeneration of the stand. Preference will be given to slash and longleaf pines over loblolly pine. It is the intent of the District to have the “hot” area marked by May 22, 2017. The rest of the marking must be completed by June 16, 2017.

- Implementation of Timber Harvest Inspections and Reconciliations – After the timber sale contract has been executed, Contractor will coordinate with logger for Preharvest meeting and will document timber harvesting operations using District provided spreadsheets or word documents.

Inspections should typically be twice a week during harvesting or more frequently if needed to assure logging conformance. Inspections shall include picking up white security tickets, taking a picture of loader sheet, inspection of areas harvested for compliance with contract and inspection documentation using Pre-harvest, Periodic or Final Inspection form.

Contractor shall receive and review weekly reconciliation of timber harvested by logger; match every white load security ticket with the pink load security tickets used by logger; store load sheets, security tickets, mill tickets and revenue reconciliation at Contractor's office, and update the Timber Sale Reconciliation Template 2017 required for per unit sales with each weekly reconciliation. Any discrepancies should be documented with timber buyer and corrected. District should be advised of any discrepancies and proposed solutions immediately upon discovery.

Timber tracking reports shall be delivered to the District no less than twice a month when a timber operation is underway. Scanning completed inspection forms and emailing updated reconciliation spreadsheets is acceptable documentation while harvesting is underway.

All Inspection Forms and timber tracking reports forms are available from the District.

- Storage of Harvested Timber Records – While a timber harvest is underway, all timber harvest records must be organized, compiled and stored with contracted forestry consultant, ready for inspection by District.
- Timber Sale Closeout– Within 14 days of harvest contract closing, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template 2017 must also be delivered.

PAYMENTS

Payments will be made based on the rate of \$48.97 per acre using the following schedule and based on completion of tasks and acceptance by District. The total not to exceed for this contract will be the acres of the timber sale multiplied by the per acre fee submitted by the Contractor.

Completion of Timber Sale Marking (all stands) and Preparation:	70%
Timber Sale Inspections (paid at completion of logging)	10%
Timber Sale Closeout	20%

No payments will be made without complete delivery of products or settlement statements.

16/17-180 TIMBER SALE ADMINISTRATION SERVICES – STEINHATCHEE SPRINGS #17

The sale is an un-marked thinning of pine plantation timber named SR17 Steinhatchee Springs #17. The District harvest plan is to conduct a fifth row thinning with selection within the leave rows on 330 acres. The timber was sold on a per unit basis. The harvest is “operator selection” of trees to leave that will continue to grow on the site. Harvesting must be implemented to minimize negative impacts to the leave trees and wetland areas imbedded in the sale block.

District timber sale contracts are for 12-month terms with extensions granted as needed for time the harvesting is stopped due to flooding or saturated soils.

DELIVERABLES

Implementation of Timber Harvest Inspections and Reconciliations – After the timber sale contract has been executed, Consultant will coordinate with Logger for Preharvest meeting (if this hasn't occurred yet) and document timber harvesting operations using District provided spreadsheets or word documents.

Inspections should typically be twice a week during harvesting or more frequently if needed to assure logging conformance. Inspections shall include picking up white security tickets, taking a picture of loader sheet, inspection of areas harvested for compliance with contract and inspection documentation using Pre-harvest, Periodic or Final Inspection form. Random BAF 10 stocking plots are required to document the BA of leave trees. Approximately one plot per five harvested acres is the minimum required. The plots will be documented in a spreadsheet that summarizes daily plot averages and a summary average of all plots. A template will be provided.

Consultant shall receive and review weekly reconciliation of timber harvested by Logger. Every security white load ticket shall be matched with the pink security load tickets used by logger and with mill tickets for each load. Load sheets, security tickets, mill tickets and revenue reconciliation shall be stored at Consultant's office, and the updated Timber Sale Reconciliation Template 2017 will be required for per unit sales with each weekly reconciliation. Any discrepancies should be documented with timber buyer and corrected. District should be advised of any discrepancies and proposed solutions immediately upon discovery.

Timber tracking reports shall be delivered to the District no less than twice a month when a timber operation is underway. Completed inspection forms should be scanned and emailed with updated reconciliation spreadsheets as acceptable documentation while harvesting is underway. All Inspection forms and timber tracking reports are available from SRWMD.

Storage of Harvested Timber Records – While a timber harvest is underway, all timber harvest records must be organized, compiled and stored with contracted forestry consultant, ready for inspection by District.

Timber Sale Closeout– Within 14 days of harvest contract closing, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template 2017 and stand stocking must also be delivered.

PAYMENTS

Payments will be made on the following schedule at the rate of \$25.71 per acre based on completion of tasks and acceptance by District. Interim payments based on acres harvested may be made from the Inspections category.

- Timber Sale Inspections may be paid incrementally at completion of logging as a % of acres harvested and inspected in the reporting period. Maximum payment will no more than 80% of total contract fee.
- Timber Sale Closeout: At close out of timber sale, the remaining 20% will be paid for work satisfactorily completed.

No payments will be made without complete delivery of products or settlement statements.

16/17-179 TIMBER SALE ADMINISTRATION SERVICES – STEINHATCHEE SPRINGS #18

The sale is an un-marked thinning of pine plantation timber named SR17 Steinhatchee Springs #18. The District harvest plan is to conduct a fifth row thinning with selection within the leave rows on 208 acres. The timber was sold on a per unit basis. The harvest is “operator selection” of trees to leave that will continue to grow on the site. Harvesting must be implemented to minimize negative impacts to the leave trees and wetland areas imbedded in the sale block.

District timber sale contracts are for 12-month terms with extensions granted as needed for time the harvesting is stopped due to flooding or saturated soils.

DELIVERABLES

Implementation of Timber Harvest Inspections and Reconciliations – After the timber sale contract has been executed, Contractor will coordinate with Logger for Preharvest meeting (if this hasn't occurred yet) and document timber harvesting operations using District provided spreadsheets or word documents.

Inspections should typically be twice a week during harvesting or more frequently if needed to assure logging conformance. Inspections shall include picking up white security tickets, taking a picture of loader sheet, inspection of areas harvested for compliance with contract and inspection documentation using Pre-harvest, Periodic or Final Inspection form. Random BAF 10 stocking plots are required to document the BA of leave trees. Approximately one plot per five harvested acres is the minimum required. The plots will be documented in a spreadsheet that summarizes daily plot averages and a summary average of all plots. A template will be provided.

Contractor shall receive and review weekly reconciliation of timber harvested by Logger. Every security white load ticket shall be matched with the pink security load tickets used by logger and with mill tickets for each load. Load sheets, security tickets, mill tickets and revenue reconciliation shall be stored at Contractor office, and the updated Timber Sale Reconciliation Template 2017 will be required for per unit sales with each weekly reconciliation. Any discrepancies should be documented with timber buyer and corrected. District should be advised of any discrepancies and proposed solutions immediately upon discovery.

Timber tracking reports shall be delivered to the District no less than twice a month when a timber operation is underway. Completed inspection forms should be scanned and emailed with updated reconciliation spreadsheets as acceptable documentation while harvesting is underway. All Inspection forms and timber tracking reports are available from SRWMD.

Storage of Harvested Timber Records – While a timber harvest is underway, all timber harvest records must be organized, compiled and stored with contracted forestry CONTRACTOR, ready for inspection by District.

Timber Sale Closeout– Within 14 days of harvest contract closing, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template 2017 and stand stocking must also be delivered.

PAYMENTS

Payments will be made on the following schedule at the rate of \$25.71 per acre based on completion of tasks and acceptance by District. Interim payments based on acres harvested may be made from the Inspections category.

- Timber Sale Inspections may be paid incrementally at completion of logging as a % of acres harvested and inspected in the reporting period. Maximum payment will no more than 80% of total contract fee.
- Timber Sale Closeout: At close out of timber sale, the remaining 20% will be paid for work satisfactorily completed.

No payments will be made without complete delivery of products or settlement statements.

16/17-126 TIMBER SALE ADMINISTRATION SERVICES - BLUE SINK #3 TIMBER SALE

Contractor shall provide Forestry Consulting Services for the Blue Sink #3 Timber Sale. This sale is a 100% marked thinning of pine timber. The goal is to select trees to leave that will continue to grow on the site but reduce conditions that may lead to Southern Pine Beetle infestation. Harvesting must be planned to minimize negative impacts to the leave trees and wetland areas imbedded in the sale block.

Timber sales can only be approved by the Governing Board, which meets monthly. District and Contractor shall coordinate on work implementation and timber sale advertising dates in order to present the recommendation to the Board as quickly as possible. District timber sale contracts are for 12-month terms with extensions granted for time the harvesting is stopped due to flooding or saturated soils.

DELIVERABLES

Project Plan – This document shall identify major milestones and timeframes to prepare the timber sale and deliver information to the District that is needed to advertise the timber sale. It is the District's goal to advertise these sales to buyers within 60 days of executing this contract.

Implementation of Timber Sale Preparation – Implement plan to include the following items (and others as needed); delineate and inventory sale block(s), designate products to be sold, provide timber cruise and T-cruise data with digital GIS sale map (shapefile), provide site specific terms for sales contracts, if needed, recommend improvements to road systems, and be available for any necessary meetings. Provide DRAFT Invitation to Bid (ITB) for the timber sale using the District form.

Implementation of Timber Harvest Inspections and Reconciliations – After the timber sale contract has been executed, Contractor shall coordinate with logger for preharvest meeting and document timber harvesting operations using District provided spreadsheets or word documents.

Inspections should typically be conducted twice a week during harvesting or more frequently if needed to assure logging conformance. Inspections shall include picking up white security tickets, taking a picture of loader sheet, inspection of areas harvested for compliance with contract and inspection documentation using Pre-harvest, Periodic or Final Inspection form.

Receive and review weekly reconciliation of timber harvested by logger. Match every security white load ticket with the pink security load tickets used by logger. Store load sheets, security tickets, mill tickets and revenue reconciliation at Proposer's office and update the Timber Sale Reconciliation Template 2017 required for per unit sales with each weekly reconciliation. Any discrepancies should be documented with timber buyer and corrected. District should be advised of any discrepancies and proposed solutions immediately upon discovery.

Deliver timber tracking reports to the District no less than twice a month when a timber operation is underway. Scanning completed inspection forms and emailing updated reconciliation spreadsheets as acceptable documentation while harvesting is underway.

All Inspection forms and timber tracking reports are available from SRWMD.

Storage of Harvested Timber Records – While a timber harvest is underway, all timber harvest records must be organized, compiled and stored with contracted forestry consultant, ready for inspection by District.

Timber Sale Closeout– Within 14 days of harvest contract closing, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template 2017 must also be delivered.

PAYMENTS

Payments are proposed to be made on the following schedule based on completion of tasks and acceptance by District. 140 acres x \$141.69/acre = **Total Contract Amount \$19,836.60**

Project Plan and Implementation of Timber Sale Marking and Preparation:	70%
Timber Sale Inspections (paid at completion of logging)	10%
Timber Sale Closeout	20%

No payments will be made without complete delivery of products or settlement statements.

16/17-127 TIMBER SALE ADMINISTRATION SERVICES - WHITE SPRINGS #1

Contractor shall provide Timber Sale Administration Services for the White Springs #1 Timber Sale. This sale is a 100% marked thinning of pine timber. The goal is to select trees to leave that will continue to grow on the site but reduce conditions that may lead to Southern Pine Beetle infestation. Harvesting must be planned to minimize negative impacts to the leave trees and wetland areas imbedded in the sale block.

Timber sales can only be approved by the Governing Board, which meets monthly. District and Contractor shall coordinate on work implementation and timber sale advertising dates in order to present the recommendation to the Board as quickly as possible. District timber sale contracts are for 12-month terms with extensions granted for time the harvesting is stopped due to flooding or saturated soils.

DELIVERABLES

Project Plan – This document shall identify major milestones and timeframes to prepare the timber sale and deliver information to the District that is needed to advertise the timber sale. It is the District's goal to advertise these sales to buyers within 60 days of awarding this contract.

Implementation of Timber Sale Preparation – Implement plan to include the following items (and others as needed); delineate and inventory sale block(s), designate products to be sold, provide timber cruise and T-cruise data with digital GIS sale map (shapefile), provide site specific terms for sales contracts, if needed, recommend improvements to road systems, and be available for any necessary meetings. Provide DRAFT Invitation to Bid (ITB) for the timber sale using the District form.

Implementation of Timber Harvest Inspections and Reconciliations – After the timber sale contract has been executed, coordinate with logger for Preharvest meeting and document timber harvesting operations using District provided spreadsheets or word documents.

Inspections should typically be twice a week during harvesting or more frequently if needed to assure logging conformance. Inspections shall include picking up white security tickets, taking a picture of loader sheet, inspection of areas harvested for compliance with contract and inspection documentation using Pre-harvest, Periodic or Final Inspection form.

Receive and review weekly reconciliation of timber harvested by logger. Match every security white load ticket with the pink security load tickets used by logger. Store load sheets, security tickets, mill tickets and revenue reconciliation at Proposer's office and update the Timber Sale Reconciliation Template 2017 required for per unit sales with each weekly reconciliation. Any discrepancies should be documented with timber buyer and corrected. District should be advised of any discrepancies and proposed solutions immediately upon discovery.

Deliver timber tracking reports to the District no less than twice a month when a timber operation is underway. Scanning completed inspection forms and emailing updated reconciliation spreadsheets as acceptable documentation while harvesting is underway.

All Inspection forms and timber tracking reports are available from SRWMD.

Storage of Harvested Timber Records – While a timber harvest is underway, all timber harvest records must be organized, compiled and stored with contracted forestry consultant, ready for inspection by District.

Timber Sale Closeout– Within 14 days of harvest contract closing, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template 2017 must also be delivered.

PAYMENTS

Payments are proposed to be made on the following schedule based on completion of tasks and acceptance by District. 106 acres x \$153.97/acre = **Total Contract Amount \$16,320.82**

Project Plan and Implementation of Timber Sale Marking and Preparation:	70%
Timber Sale Inspections (paid at completion of logging)	10%
Timber Sale Closeout	20%

No payments will be made without complete delivery of products or settlement statements.

16/17-239 SCOPE OF WORK FORESTRY CONSULTING SERVICES ELLAVILLE TRACT

There are two timber sale areas in this contract located on the Ellaville Tract in Madison County (see attached maps). The Ellaville # 15 sale consists of 192 acres; 143 acres will be clearcut and 49 acres will be thinned. The Ellaville #16 sale is 64 acres; 50 acres will be clearcut and 14 acres thinned. The areas to be thinned have the leave trees marked with blue paint at eye level.

An approximately square sampling grid, such as 5 chains by 4 chains, should be developed to collect a plot per 2 acres of the sale area. Only the trees to be sold, unmarked, will be cruised. Plots will be 10 BAF prism variable plot radius plots. The District's T-cruise template shall be used to tally the data. Trees will be cruised by species.

The cruise plots must be marked with flagging tape on a nearby tree, first tally tree and in the ground where the point was taken. The date, plot number and cruiser initials should be marked on the tape on the tree with permanent marker.

All plot and tree data will be delivered so that it can be uploaded to the District geodatabase. The stand and stock table from each timber sale must be delivered in hardcopy as well as excel spreadsheets such as those produced by Silvassist reporting program.

All work must be completed and deliverables submitted by September 15, 2017.

Deliverables

- Project Plan – Anticipated date to start of field work, date to complete field work and date of delivery of products to District.
- Products – A geodatabase that includes the plot and tree tally information consistent with District forest inventory standards. A pdf of the stand and stock tables for each sale with statistics on the total tons of pine estimate. An excel spreadsheet with the same stand and stock table information for each sale.

PAYMENTS

Payments will be made based on the unit rate of \$23.25 per plot, multiplied by the # of plots inventoried, based on 100% completion of plots, tasks and acceptance by District.

No payments will be made without complete delivery of all products.