



REQUEST FOR PROPOSAL

SECTION I: OWNER INFORMATION

OWNER	RFP TITLE	RFP ID
Summer Village of Half Moon Bay	Emergency Access Land Clearing	Capex 03-20

PROJECT SUMMARY

The Summer Village of Half Moon Bay (HMB) is looking for a service provider that has experience working with small municipalities on small patch tree harvesting and land clearing projects.

The HMB Fire Protection Plan recommended that Fire Lanes and access points be established along the lakeshore for emergency response apparatus and personnel. To meet the recommendation, the municipal reserve along the lakeshore must be wide enough to allow access for emergency vehicles. The majority of the lakefront reserve is wide enough to allow access. However, there are areas where brush and trees need to be removed. The work area for this RFP is identified by the green highlighted area on the following map of HMB. Based on forest inventory, there are approximately 138 trees to be removed.

The trees to be removed during this work have been identified with blue paint and only those trees identified in that manner will be removed. This work also includes stump grinding and the complete removal of all wood waste such as logs, logging debris, slash, dead wood material (DWM) on forest floor, branches, and brush on municipal property. Mulching and chipping of wood waste will be considered as solutions for complete removal. If a mulching or an in-place chipping option is approved, certain restrictions will apply to the size of chip or depth of material left on the forest floor.

It is important to note that there are three different projects with similar work and similarly marked trees but within different locations throughout the municipality. Each of these different projects have issued an RFP for the work and each require a stand-alone RFP response. These projects have not been combined into a single project as there may be funding and timing constraints. However, The RFP response should identify any cost savings or other advantages of completing any of the projects at the same time.

Certain corner pins identifying private property boundaries in the work area have been marked. HMB will not authorize or pay for any work on private property. This will not preclude the successful service provider from entering into agreements with individual private property owners for work on their property.

An HMB technical resource will be available to provide background and answer questions on work requirements, desired project outcomes or site requirements.

OWNER DESCRIPTION	<p>HMB is an incorporated municipality located on the south side of Sylvan Lake approximately 10 kilometers west of the Town of Sylvan Lake (N.E. Section 11-39-2-5). The summer village is located within Lacombe County just off of Range Road 21.</p> <p>HMB is fortunate to have a well-planned municipal reserve and recreational open space system, which was an integral part of the original subdivision design. This area is designated as Environmental Open Space (EOS). These provide large areas for passive recreation between Half Moon Bay Drive and the lakeshore. In addition, there is municipal reserve area along the lakeshore between the lake and residents' private property.</p> <p>HMB has taken a progressive role in developing a Forest Management Plan (FMP) to address all aspects of forest management including inventory, reforestation, pests, trail systems and public consultation. This will ensure the municipality has a sustainable, resilient, and diversified forest.</p>
PROJECT GOALS	<ol style="list-style-type: none"> 1. The ongoing safety of residents that use the EOS is important. 2. To be efficient and cost effective when completing capital projects. 3. To minimize the impact on HMB residents during capital projects.

PROJECT LEAD	PHONE	EMAIL
Tanner Evans CAO, HMB	403-887-2822	Tevans@sylvansummervillages.ca
INSTRUCTIONS FOR SUBMITTING RESPONSE	<p>All service providers and companies wishing to respond to this RFP must participate in a mandatory site visit prior to RFP closing. For efficiency, site visits may include more than one RFP participant.</p> <p>Site visits will be offered on the following days; Wednesday, July 8; Friday, July 10; Monday, July 13. To schedule a site visit contact Mike Pashak; contact information below.</p> <p>Response to be submitted electronically in Microsoft Word and/or Excel format to the Project Lead; <u>Mr. Tanner Evans</u> and CC'd to Technical Resource, <u>Mike Pashak</u>.</p> <p>The Technical Resource for the RFP and Project is <u>Mike Pashak</u>. He will be available for direct contact to provide background and answer questions on work or site requirements and desired project outcomes. Mike's contact information: mike.pashak@shaw.ca or (403) 620-1543</p>	DATE OF RFQ ISSUE July 6, 2020 PROPOSAL DEADLINE 4:00pm on July 20, 2020

SECTION II: RFP DOCUMENTS

DETAILED SPECIFICATIONS

PROJECT DETAILS

The work contemplated by this RFP can best be described as small patch harvesting and will include activities such as tree and brush removal, small patch land clearing, mulching, chipping, and stump grinding.

The majority of the lakefront municipal reserve is wide enough to allow access for emergency vehicles. However, there are areas where brush and trees need to be removed to create the emergency access along the shoreline. The removal of brush and trees will be followed by remedial work to level and seed the area to establish a safe and passable pathway; this work will be done by others. The private property boundaries have been identified and no work is to be completed on private property.

General Project Requirements

The RFP response should identify work methods and types of equipment to be used to complete the work. Discussion on work methods and equipment should contemplate and address the following items:

- The primary work is to remove brush and marked trees. Marked trees can be identified by the blue paint mark generally at shoulder height and on the lake side of a tree.
- To minimize future regrowth, remove, grind or mulch the brush root system
- Stump grind all removed trees and existing stumps so that the remaining tree stump is a minimum of 6 inches below top soil or grade.
- With brush and trees removed and stumps ground, the work area should be clear of wood waste and chips and in a condition that allows for final grading and reclamation.
- Remove all deadfall, branches, trees and logs. Remove any stacked firewood in the Lakeshore reserve areas.
- Identify how work areas will be accessed and the steps to be taken to minimize damage to the municipal reserve along the lakeshore.
- If required, identify areas for processing, skidding, chipping and log storage during the harvest operation.
- Avoid harvest during rain or wet period to prevent damage to lawns or Reserve soils.
- Identify safety measures that will be employed to prevent home, private property and other infrastructure damage due to harvest operation.
- Discuss how an option for on-site tree mulching or chipping can reduce costs rather than hauling away wood waste. Identify the size of wood chips to remain, their suitability for use as a pathway covering and how to prevent a deep mulch layer throughout the EOS.
- If an on-site wood chipping option is selected, ensure that the wood chip piles are located close to pathways and easily accessible by a bobcat skid-steer loader.



- Pathway & Trail System includes new Warbler path
- Lakeshore & Emergency Access project
- Municipal Reserve & Road right of way

**WORK
REQUIREMENTS**

Emergency Access Shoreline – green work area

This work area is identified as the green highlighted area on the HMB map. It can be generally described as a work area along the lake shore between private property and the lake.

This area is environmental reserve owned by HMB and does not require provincial approval or work permits. The intent is to clear trees and brush back to the private property boundary where the shoreline is currently less than 12 feet wide.

The corner pins identifying the private property boundary have been marked and no work or trespassing is to take place on private property.

There is also tree and brush removal in EOS East in the north west corner near the shoreline and in EOS West in both the north west corner and the north east corner next to the shoreline. This work is being completed to ensure that there is sufficient emergency access when boat hoists and docks are stored on shore during the non-boating season.

The approximate volume of trees to be removed in this work area based on the Diameter at Breast Height (DBH) are:

- Less than 8 inches (<200mm) = 95
- 8 inches to 14 inches (200mm – 355mm) = 35
- Greater than 14 inches (> 355mm) = 8

To achieve the desired results the following work is necessary:

- Remove brush and marked trees on the shoreline environmental reserve back to private property markers in the green highlighted area on the HMB map.
- Remove, grind or mulch the brush root system to the extent possible to minimize future regrowth.
- Tree stump grinding shall ensure that the remaining tree stump is a minimum of 6 inches below the top soil or grade. Backfill the stump area with soil so that tripping hazards are not present.
- Remove all wood waste and chips so that remediation and landscaping can occur.
- If an on-site wood chipping option has been selected, ensure that the wood chip piles are located close to pathways and easily accessible by a bobcat skid-steer loader.

If your company has the ability to provide landscaping services, please identify that capability and the following work should be identified separately as an extra to the overall RFP work.

- Level the disturbed area with top soil and re-seed with grass. Grass sod is also acceptable as a final covering.
- Provide stakes and flagging to identify newly seeded or sodded areas.
- The goal of this work is to ensure a dry and level walking path that is easily maintained by the adjacent residents.

	<ul style="list-style-type: none"> In areas of the environmental reserve along the lakeshore where it was not necessary to remove any brush or trees, there may be an opportunity to make small improvements to the walking path along the lakeshore by levelling and re-seeding areas that hold water. The exception to this is any areas of sandy beach. The cost for this work to be identified separately. <p>Certain corner pins identifying private property boundaries in the work area have been marked. HMB will not authorize or pay for any work on private property. This will not preclude the successful service provider from entering into agreements with individual private property owners for work on their property.</p>
DELIVERY REQUIREMENTS	<ol style="list-style-type: none"> The work can begin immediately once the contract is awarded and must be completed no later than August 14, 2020. HMB has issued three RFP that contemplate similar work within the municipality. The RFP response should indicate if there are any pricing advantages of completing the work contemplated in the other RFPs at the same time as this work. Wood waste disposal options such as hauling, mulching and chipping will be discussed in the RFP response and priced independently of the tree and brush removal work so that HMB can select the appropriate solution.
QUALITY ASSURANCE REQUIREMENTS	None required
SELECTION CRITERIA	
PREQUALIFICATION QUESTIONNAIRE	<ol style="list-style-type: none"> Provide previous related experience working on similar projects. Provide references for work completed on similar projects. Provide company information on commercial liability insurance and WCB coverage. Provide company health and safety statistics.
SCORING CRITERIA	Overall Proposal, Work Methods, Price, Related Experience, Equipment and Personnel,
TERMS AND CONDITIONS	
LEGAL REQUIREMENTS	Current commercial liability insurance and WCB coverage
TERMS AND CONDITIONS	On-site work will only be performed Monday to Thursday, between the hours of 8am to 8pm and on Fridays between the hours of 8am and 5pm. No on-site work shall be performed on Saturdays or Sundays to minimize impact on residents. Under extenuating circumstances, the owner may provide approval for different hours and days of work.
ASSUMPTIONS/ CONSTRAINTS	All work will be completed within current environmental laws and regulations.