



REQUEST FOR PROPOSAL

SECTION I: OWNER INFORMATION

OWNER	RFP TITLE	RFP ID
Summer Village of Half Moon Bay	EOS Recreational Area Remediation	Capex 01-20

PROJECT SUMMARY

The Summer Village of Half Moon Bay (HMB) is looking for a service provider that has experience working with small municipal governments on remediation of parks and recreation areas through small patch tree harvesting projects.

This RFP identifies the work necessary to remediate the Environmental Open Space (EOS) recreational areas and road right of ways in HMB through selective small patch tree harvesting. This will be accomplished through the removal of individual trees or small groups of trees according to predetermined criteria. 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.

Based on forest inventory, there are approximately 290 trees consider dead, decadent or dangerous that need to be removed. For efficiency, cost effectiveness and to minimize the impact on HMB residents, this work has considered the removal of all trees that are or could become dead, decadent or dangerous over the next five years.

It is not necessary to stump grind after trees have been removed in the EOS areas but the remaining stumps must be left in a similar condition to other older stumps in the EOS and in a manner that will minimize the impact on those that use the EOS. This work also includes the complete removal of all wood waste such as logs, logging debris, slash, dead wood material (DWM) on forest floor, branches, and brush plus old firewood stacked 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.

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). The EOS consists of two major reserve parcels located between Hummingbird Lane and Lakeview Road (approximately 2.04 acres) and between Lakeview Road and Warbler Close (approximately 1.13 acres). These provide large areas for passive recreation between Half Moon Bay Drive and the lakeshore.</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 overall goal of selective harvesting is to improve the forest not degrade it. 2. The ongoing safety of residents that use the EOS is important. 3. To be efficient and cost effective when completing capital projects. 4. 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	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.	DATE OF RFQ ISSUE
	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.	July 6, 2020
	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> .	PROPOSAL DEADLINE
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	4:00pm on July 20, 2020	

SECTION II: RFP DOCUMENTS

DETAILED SPECIFICATIONS

PROJECT DETAILS

This RFP will complete small patch harvesting as recommended in the Forest Management Plan. Selective and small patch cutting will be the only method allowed to harvest trees from all HMB forest areas and on road right of ways; work area identified as the yellow highlighted area on the HMB map. The objective of selective harvesting is to remove individual trees according to predetermined criteria. 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.

Forest management practices like thinning or selective harvesting are used to manipulate forest succession to benefit the owner. Based on forest inventory, there are a considerable number of trees that are consider dead, decadent or dangerous that need to be removed. These trees pose physical risk to people and properties and will increase fuel load for potential forest fires.

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.
- Minimizing the impact on the understory plants during selective harvesting in the EOS areas is important, describe how the chosen work methods will minimize the impact.
- Remove all deadfall, branches, trees and logs laying on the forest floor to reduce forest fire fuel. Also, remove any stacked firewood in the EOS areas.
- Identify how the work areas will be accessed.
- If required, identify areas for processing, skidding, chipping and log storage during the harvest operation.
- Prevent trail and other erosion during forest harvest operation and avoid harvest during rain or wet period to not damage 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.

SV of Half Moon Bay – Map of Work Areas



WORK REQUIREMENTS

This work area is identified as the yellow highlighted area on the HMB map. The work area can be generally described as EOS, Municipal Reserve, and Road right of ways. The selective harvesting that will occur in these areas is the removal of individual trees or small groups of trees.

The work also includes the removal of deadfall and branches on the forest floor plus the removal of all stacked firewood size wood. All trees to be removed have been marked with blue paint. There are some standing dead trees that have not be marked for removal. These snags do not pose any danger to the public and have been left to provide wildlife habitat.

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.

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) = 218
- 8 inches to 14 inches (200mm – 355mm) = 44
- Greater than 14 inches (> 355mm) = 28

To achieve the desired results the following work is necessary:

- Remove all marked dead, decadent and danger trees.
- Any trees removed on the Road right of ways should have their stumps ground to 6 inches below grade, wood waste and chips must be removed and the area must be backfilled with top soil to ensure no tripping hazards remain.
- Stump grinding is not required in the EOS work areas or along Range Road 21 municipal boundary. However, the remaining stump must be cut as close to grade as possible and in a manner that will minimize the impact on those that use the EOS.
- Remove all wood waste and minimize the impact on the understory plants.
- Remove all deadfall, branches, trees and logs laying on the forest floor to reduce forest fire fuel.
- Remove any stacked firewood in the EOS areas.
- If an on-site wood chipping option has been selected by the owner, ensure that the wood chip piles are located close to pathways and easily accessible by a bobcat skid-steer loader.

DELIVERY REQUIREMENTS	<ol style="list-style-type: none"> 1. The work is forecast to begin on October 1, 2020 and the start date can change depending on approval of grant funding. This work must be completed no later than October 30, 2020. 2. 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. 3. 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"> 1. Provide previous related experience working on similar projects. 2. Provide references for work completed on similar projects. 3. Provide company information on commercial liability insurance and WCB coverage. 4. 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 AND CONSTRAINTS	All work will be completed within current environmental laws and regulations.