



REQUEST FOR PROPOSAL

SECTION I: OWNER INFORMATION

OWNER	RFP TITLE	RFP ID
Summer Village of Half Moon Bay	Warbler Close Pathway Land Clearing	Capex 02-20

PROJECT SUMMARY	<p>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 and land clearing projects.</p> <p>HMB is constructing a new pathway to allow access to the West Environmental Open Space (West EOS) recreational area from Warbler Close. The work contemplated by this RFP can be best described as small patch harvesting and land clearing that will include activities such as tree and brush removal, mulching, chipping, and stump grinding.</p> <p>The work area for this RFP is identified by the orange highlighted area on the following map of HMB. 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 68 trees to be removed.</p> <p>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 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.</p> <p>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.</p> <p>An HMB technical resource will be available to provide background and answer questions on work requirements, desired project outcomes or site requirements.</p>
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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, recreational open space, and trail 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). There is an extensive trail system throughout the EOS. The EOS provides 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 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 Summer Village of Half Moon Bay (“HMB”) is looking for a service provider that has experience working with small municipal governments on selective tree harvesting and land clearing projects. HMB is constructing a new pathway to allow access to the West Environmental Open Space (West EOS) recreational area from Warbler Close. The work contemplated by this RFP can be best described as small patch harvesting and land clearing that will include activities such as tree and brush removal, mulching, chipping, and stump grinding. The work area for this RFP is identified by the orange highlighted area on the following map of HMB.

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.
- Remove all deadfall, branches, trees and logs laying in the work area.
- Minimize future regrowth by removing, grinding or mulching the brush root system.
- Stump grind all removed trees and existing stumps in the pathways and on Road right of ways 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, all of the work area should be clear of wood waste and chips and in a condition that allows for final grading and reclamation.
- 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.
- 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



Warbler Close Pathway – orange work area

Pathway work areas are highlighted in orange. The work area identified as “New” in the orange highlighted area on the HMB map is the new Warbler Pathway. The Warbler Pathway is currently tree and brush covered. Once cleared, the new Warbler Close pathway will be 10 feet wide. However, to ensure that proper fences can be built for the demarcation of public and private property, the pathway will be cleared to a 13 foot width. The width measurement is taken from the from the existing fence on the north side of the new pathway. To facilitate a 13 foot width, some trees will be removed from the private property on the south side of the pathway. The landowners have given their consent for HMB to remove the marked trees on their property.

The other pathways in the municipality, also highlighted in orange, have marked trees to be removed and require the stumps to be ground to 6 inches below grade.

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) = 43
- 8 inches to 14 inches (200mm – 355mm) = 21
- Greater than 14 inches (> 355mm) = 4

To achieve the desired results on the pathways, the following work is necessary:

- Remove brush and marked trees on the new Warbler Pathway.
- Remove, grind or mulch the brush root system in the new Warbler Pathway to the extent possible to minimize future regrowth.
- With trees and brush removed and stumps ground, the new Warbler Pathway should be in a condition that allows for proper grading or sloping.
- Remove any deadfall or downed branches on pathways.
- Remove all marked trees in other pathways.
- Stump grind all newly removed trees and existing stumps in the pathways so 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 so that remediation and landscaping can occur as necessary.
- 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.

DELIVERY REQUIREMENTS	<ol style="list-style-type: none"> 1. The work can begin immediately once the contract is awarded and must be completed no later than August 14, 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.