

MENOMINEE TRIBAL ENTERPRISES



FINE HARDWOODS - PINE - HEMLOCK

GENERAL OFFICE: P.O. BOX 10 - NEOPIT, WI 54150
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REQUEST FOR PROPOSALS (RFP)

Contractor to provide
Mechanical Fuels Treatment For
50 Acre Fuel Reduction Project

Office Issued: May 14, 2024
Submission Deadline: May 24, 2024 at NOON

All questions should be in writing and addressed to:
Menominee Tribal Enterprises Fuels Specialist
Attention: Curtis Wayka
Email: curtisw@mtewood.com

Request for Proposal (RFP)

Overview

The Menominee Fuels program is seeking proposals from qualified independent contractors for mechanical fuels management services in the Menominee Tribal Forest. The program aims to implement a comprehensive approach to address climate change risks and enhance the forest's health and resilience. The project includes mechanical fuels treatments across approximately 50 acres, which will improve forest stands, reduce the risk of wildfires and pest-related mortality, and contribute to the long-term sustainability of the forest ecosystem.

1. Contractor Selection and Coordination:

- Identify and engage a qualified independent contractor to conduct the mechanical work.
- Coordinate scheduling and project timelines with the contractor for efficient execution

2. Scope of Work Contractors will be responsible for the following tasks:

1. Hazardous Fuels Reduction:

- Conduct mechanical treatments across the specified project area, covering approximately 50 acres.
- Employ rubber-tracked skid steers with masticating heads to cut and shred vegetation, slash, and saplings.
- Achieve a reduction or rearrangement of 70% to 100% of 1, 10, and 100-hour fuels within the project area to lower wildfire risk.
- Adhere to safety protocols and best practices to protect workers and the environment.

2. Cultural and Environmental Protection:

- Prioritize the conservation of archeological sites and cultural resources during mechanical treatments.
- Minimize ecological disturbances and avoid damage to mature standing timber.
- Follow guidelines provided by the Menominee Tribe to maintain the integrity of cultural and environmental assets.

3. Forest Health Management:

- Mitigate forest health threats such as the spread of invasive species and pest-related mortality.
- Work closely with the Menominee Tribe and their designated representatives to ensure ecosystem integrity.
- All machinery must be clean and clear of all soil and debris prior to entering the job site to prevent the introduction of invasive species to the site. Inspection to be approved by the Forest Health Forester or delegated personnel, documented with time, date, and signature.

- If moving to a new unit on the reservation, wash equipment before moving if invasive species are identified to minimize spread. (done by MTE Fuels)

4. Documentation and Reporting:

- Maintain detailed records of all work performed, including treatment locations, methods used, and outcomes achieved.
- Provide regular progress updates to the Menominee Fuels Program, including any challenges encountered and solutions implemented.
- Submit a final report summarizing the scope of work completed, including photographic evidence of treated areas.

Timeline:

- The contractor must adhere to the project schedule and complete all work within the agreed-upon timeframe. Contractor to submit project schedule.
- Any deviations from the schedule must be communicated promptly to the Menominee Fuels Program for approval. Any deviations must also be in writing and signed off by project manager.

Deliverables:

- All work as described in the scope of work, completed to the satisfaction of the Menominee Fuels Program.
- Regular progress updates and a final report outlining the completion of tasks and associated outcomes.
- All approvals must be obtained and maintained by the contractor throughout the project.

Compliance:

- The contractor must comply with all applicable federal, state, and local laws and regulations, as well as any tribal codes and guidelines.
- Strict adherence to safety standards and protocols is mandatory to protect workers, the community, and the environment.

Payment and Compensation:

- Payment terms and schedule will be outlined in the contract agreement.
- Compensation will be contingent upon successful completion of the work to the satisfaction of the Menominee Fuels Program. Breakdown listed below.

3. Contractor Qualifications

The contractor must demonstrate the following qualifications:

- Proven experience and expertise in mechanical fuels management or related work.

- If trailer, truck, and equipment are over 26,000 pounds, Contactor will provide proper CDL Endorsement information to legally and safely transport equipment.
- Experience in handling rubber-tracked skid steers with masticating heads for vegetation management.
- Compliance with safety and environmental regulations and best practices.
- Knowledge of cultural and environmental considerations relevant to the project.

4. Proof of Equipment

The proposal must include proof of the contractor's equipment capabilities. Provide the following:

- Detailed list of equipment, including specifications and capabilities, particularly rubber-tracked skid steers with masticating heads.
- Evidence of ownership or access to the necessary equipment for carrying out the scope of work.

5. Project Timeline

The program requires contractors to begin work as soon as possible following the award of the contract. The contractor should complete the scope of work within the agreed-upon timeline to ensure timely execution of treatments and to meet annual targets.

6. Budget

The budget for this project is as follows:

- Total Amount of Project: \$85,000

7. Proposal Requirements

Proposal Format:

Proposals are to be straightforward, clear, concise and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information including signed by the proposer.

Each proposer must submit one electronic copy (e.g. PDF file) via email.

Proposals must include:

- A description of the proposed approach and methodology for completing the scope of work.
- Information on contractor experience.
- Proof of equipment capabilities as detailed above.
- An itemized budget with cost breakdown.
- A proposed project timeline and schedule.

- Compliance with safety and environmental regulations. (OSHA Regs)
- Information on prior experience with similar projects.
- The Contractor shall provide documentation to MTE Forestry showing sufficient Worker's Compensation Insurance coverage for his or her employees, and subcontractors. The Contractor shall fully comply with all the laws of the State of Wisconsin and Industrial Commissioner. A Certification of Insurance is to be included in the Contractor proposal.
- The Contractor shall provide documentation to MTE Forestry showing sufficient General Liability Insurance coverage for any claims for damages to property or persons, by his or her employees, and subcontractors which may arise or result from the performance of the outlined work above. The Insurance carrier must possess an "A or better" rating as determined by A.M. Best & Company. The general liability policy shall be in an amount not less than one million dollars (\$1,000,000). The policy shall name MTE as an additional insured party.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and expertise in mechanical fuels management.
- Quality and feasibility of the proposed approach and methodology.
- Cost-effectiveness and budget compliance.
- Proof of equipment capabilities.
- Capacity to meet the project's timeline and reporting requirements.

9. RFP Process

A. SUBMITTAL OF PROPOSALS

All proposals must be submitted electronically to the following email curtisw@mtewood.com by **NO LATER THAN MAY 24, 2024 at NOON**. Please ensure that your proposal includes all necessary information as outlined in this Request for Proposal. Late submissions will not be accepted. Proposals will be received only at the email shown above, and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required. Any proposal received after said time and/or date or at a place other than the stated address, cannot be considered and **will not be accepted**. The email date and time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

B. TRIBAL PREFERENCE

The initial proposals will be exclusive to tribal members. If no qualified tribal members apply or fulfill the requirements, the second round will be open to non-tribal members.

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by MTE Fuels Program.

D. PROPOSAL TERMS AND CONDITIONS

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. By the signature and submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the MTE based upon ignorance of or misunderstanding of the specifications. By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the MTE option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP. If a proposal is not submitted in the format specified in this RFP, it may be rejected.

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this RFP, at the MTE discretion, may be incorporated into the awarded contract(s) and may serve as basic terms and conditions for the ultimate contract(s). Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The MTE reserves the right to negotiate modifications or revisions to any awarded contract(s).

1. EVALUATION OF PROPOSALS

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor(s) that best satisfies the MTE requirements. The following describes the evaluation process and associated components.

2. SELECTION PROCESS

- a. The MTE shall name, for the purpose of evaluating the proposals for this RFP, a Review Committee composed of representatives from the MTE.
- b. Proposal documentation requirements set forth in this RFP are designed to provide guidance to proposers concerning the type of information that will be used by the Review Committee. Proposers shall be prepared to respond to requests by the Review Committee for additional items deemed necessary to assist in the evaluation process.

3. EVALUATION CRITERIA & SCORING

The Review Committee shall be responsible for performing the evaluations of each proposal. Best approach and timelines determination shall be the evaluation method used when considering criteria other than cost. Each member of the Review Committee shall rate the proposers separately. The scores of each of the Review Committee members shall then be averaged to provide a total score for each of the proposers.

4. **AWARD**

Award will be made to the qualified proposer whose proposal will be most advantageous to the MTE Fuels Program; with all factors considered (the lowest bid may not always be the best choice). The MTE will negotiate with the highest ranked proposer to develop the specific scope of work and contract for mutual satisfaction.

If the MTE cannot successfully negotiate a contract with the highest ranked proposer, the MTE will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers will receive email Award/Non-Award notification(s).

Proposers are advised MTE reserves the right to the following:

- To reject any or all proposals;
- To consider historic information and fact, whether gained from the proposer's proposal or any other source, in the evaluation process; and
- The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and criteria and the MTE is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal.

10. Contact Information

For inquiries or clarifications, please contact:

Curtis Wayka
Prescribed Fire/ Fuels Specialist
Menominee Tribal Enterprises
Email: curtisw@mtewood.com

We look forward to receiving your proposals and working with you to advance the health and resilience of the Menominee Tribal Forest. Thank you for your interest in this important project.