COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: April 24, 2017
AGENDA NUMBER: 6
ITEM: Forestry Services RFP

AGENDA: Policy

ACTION REQUESTED

BACKGROUND
M.S. 103B requires the District to formally review its professional services. At the February 23, 2017 meeting, the Board reviewed the requested scope of services and proposed timeline for the Request of Interest Proposals.

The purpose of the Request for Proposal (RFP) is to select a qualified tree service to treat and remove trees within the Coon Creek Watershed.

The District is seeking a contractor, whose combination of experience and personnel will provide environmentally sound, timely and cost-effective professional services to the Watershed District. Consideration will be given only to proposals from firms that are properly licensed, experienced in the class of work and that can refer to projects of similar magnitude and character that have been completed.

Channel clearing, pruning, tree removal and disaster response activities are the main focus of this RFP.

The District’s forestry/tree removal activities are part of pursuing an unobstructed channel and flowage; a healthy and sustainable urban riparian forest; and an improvement in natural resource management within the watershed. The channel clearing and natural disaster response activities are the main focus of the activity.

Flow obstruction removal and hazardous tree removal are specific only to those trees in or immediately adjacent to public ditches and waterways.

Channel Clearing, and Tree Removal
1. To maintain or increase the health, species composition, and/or improve the quality of stands for timber or other resource uses according to the direction in the watershed management plan.
2. Accomplish the channel clearing, and tree removal in the most cost-effective manner.
**Emergency and Natural Catastrophe Response**

The objectives of the emergency and natural catastrophe response program are to:

1. Respond quickly (within 48 hours) to potentially serious catastrophes such as wind throw, tornados or straight line winds and ice and to avoid unnecessary property damage, flooding and water quality impacts.
2. Provide for the removal of damaged or dead timber, as soon as practicable following a catastrophic event.
3. Assist in the restoration of the riparian resources when a catastrophe causes damage.

**ISSUES/CONCERNS**

24 contractors were contacted
4 contractors attended the bidder’s tour
3 contractors submitted bids

Proposal format was to provide estimates for two project scenarios (below) and answer eight questions related to their company’s information and qualifications.

**Scenario 1** County Ditch 39 flows through the Blaine Little League Park (see location map in Attachment 2). The project goal is to replace the forested bank with a grassy buffer. The scope of work would be to clear and grub all trees, brush and stumps along 400 linear feet of the east bank of Ditch 39 south of 113th. All material is to be removed from site and disposed of properly. All disturbed areas are to be raked, seed with red fescue and covered with an erosion control blanket.

**Scenario 2** County Ditch 39 flows through the Blaine Little League Park (see location map in Attachment 2). The project goal is to ensure ditch flow is unobstructed at high flow. The scope of work would be to remove all woody material and debris contacting or within 3 feet of the normal water level along the 400 linear feet of Ditch 39 south of 113th. All material is to be removed from site and disposed of properly. Contractor may need to establish access paths through the forested bank.

**Submittals**

<table>
<thead>
<tr>
<th>Company</th>
<th>Rank</th>
<th>Application</th>
<th>Scenario 1</th>
<th>Scenario 2</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTS Companies LLC</td>
<td>1</td>
<td>Complete</td>
<td>$4637.50</td>
<td>$3375.00</td>
<td>Qualified</td>
</tr>
<tr>
<td>P&amp;C Tree Service</td>
<td>2</td>
<td>Complete</td>
<td>$8750.00</td>
<td>$5250.00</td>
<td>Qualified</td>
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<tr>
<td>Steve's Quality Tree Service</td>
<td>3</td>
<td>Incomplete</td>
<td>$7040.00</td>
<td>$3520.00</td>
<td>None provided</td>
</tr>
</tbody>
</table>

**PRIOR DECISIONS**

**February 23, 2017:** Board approved the RFP for forestry services and directed staff to distribute and post the request for proposals.
OPTIONS
Review and select recommended forester

Reject all quotes

RECOMMENDATION
Award Tree Services to YTS Companies LLC