COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: February 23, 2017
AGENDA NUMBER: 7
ITEM: RFP Forestry Services

AGENDA: Policy

ACTION REQUESTED
Review and approve RFP for forestry services and direct staff to distribute and post the request for proposals

BACKGROUND
The District needs to reach out and evaluate the forest service and tree removal market. The effort is proposed to be part of the biannual effort to seek letters of interest for professional services required by M.S. 103B.

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.

The forestry efforts are part of the District’s Operations and Maintenance program. The primary purpose of these activities is to encourage trees in a manner that promotes a diverse pattern of vegetation that best meets the needs of people now and in the future. Priority objectives of these activities are:

1. To maintain a diversity of forest vegetation types and resources consistent with water and related resource management plans.
2. To restore and maintain healthy forest conditions through the reduction of hazardous trees.

**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**

**Scope Of Services:** The contractor’s responsibilities include:

1) Removal of trees and woody debris obstructing or affecting stream flow
2) Removal of trees in and adjacent to ditches and creeks that present a high probability of falling in to the flowage and obstructing of deflecting flows and causing damage to stream banks.
3) Select tree removal and stump grinding
4) Removal of hazardous trees
5) Brush and vegetation management and removal on ditch and creek banks
6) Debris removal
7) Materials disposal and recycling/salvage
8) Site cleanup and repair, as necessary
9) Mulching
10) Photographic documentation

**Minimum Qualifications:** Contractors must meet all of the following requirements:

1. Licensed to work in the following cities:
   a. Andover
   b. Blaine
   c. Columbus
   d. Coon Rapids
e. Fridley  
f. Ham Lake  
g. Spring Lake Park  

2. Equipment and Staff/Workload: contractor(s) must have, or be able to obtain, sufficient equipment and staff to perform all work under this RFP within the allotted schedule.

**Proposed Schedule:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Days</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Reviews RFP</td>
<td></td>
<td>2/27/17</td>
</tr>
<tr>
<td>RFP Noticed</td>
<td>3</td>
<td>3/2/17</td>
</tr>
<tr>
<td>Last day to submit questions</td>
<td>10</td>
<td>3/12/17</td>
</tr>
<tr>
<td>Contractors RSVP for Bidders Tour</td>
<td>14</td>
<td>3/13/17</td>
</tr>
<tr>
<td>Bidder's Tour</td>
<td>7</td>
<td>3/20/17</td>
</tr>
<tr>
<td>Proposal Submittal Deadline</td>
<td>3</td>
<td>3/23/17</td>
</tr>
<tr>
<td>Board of Managers awards Contract</td>
<td>4</td>
<td>3/27/17</td>
</tr>
</tbody>
</table>

**PRIOR DECISIONS**

na

**OPTIONS**

1. Approve publishing RFP to seek forestry services  
2. Table to make corrections

**RECOMMENDATION**

Approve publishing RFP to seek forestry services