

**FORESTRY CONSULTANT SERVICES  
EVENT NO. 8183**

**SECTION II  
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to solicit proposals from qualified consultants qualified to provide forestry management, timber cruise/sale estimates, and timber sales management services pertaining to an approximate 900-acre timberland tract located in Chatham County, Georgia. The qualified contractor will comply with the guidelines and plans prepared for the City of Savannah by the Georgia Forestry Commission (attached as Exhibit 1). Please note the City will not sub-let or license access to hunters or hunt clubs. However, the City will accept recommendations concerning wildlife management, trapping, relocation, etc. Electronic proposals will not be accepted.

A pre-proposal conference has been scheduled to be conducted via teleconference February 9, 2021 at 10:30 AM. You can join by phone by dialing 1-720-740-9665, Access Code: 8250082. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend. Detailed specifications are as follows:

- 2.1 Contract Terms:** This will be a one (1) year contract with four (4) renewal options available, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end one year after date of award. Proposed pricing will remain firm throughout the contract.
- 2.2 Scope of Services:** The City is seeking to retain a firm or team with documented experience providing:
- A. Forest Management Services:
1. Prepare cost estimates, solicit services, review bids received, and manage/oversee implementation of the Forest Stewardship Management Plan prepared by the Georgia Forestry Commission for the City. The plan includes tasks and objectives by year. These tasks include, but are not limited to, the following:
    - a. Mark boundary trees.
    - b. Plan, construct, and maintain firebreaks.
    - c. Implement prescribed burning of underbrush to reduce fire risks in compliance with best practices and federal, state, and local laws and regulations.
    - d. Install, stock, and maintain wildlife food plots and duck boxes.
    - e. Manage wildlife management plans.
    - f. Manage re-planting efforts after stand harvests.

- g. Monitor security and trespass issues and report any violations to applicable authorities for enforcement.
- h. Monitor and manage removal/proper disposal of any illegal dumping.
- i. Provide recommendations on sustainable amendments or modifications to the forest management plan over time.

- B. Timber Sale Management / Brokerage Services:
- 1. Estimate the volume and value of timber to be sold in accordance with the forest management plan.
  - 2. Mark boundaries of timber sale area.
  - 3. Assist City in determining the minimum selling price of the timber.
  - 4. Conduct the sale to promote the best price possible for the timber being offered for sale.
  - 5. Assist City in preparation of “Invitation to Bid” form containing conditions of the sale and promote this opportunity to prospective timber buyers.
  - 6. Assist City in evaluating the bids received.
  - 7. Assist City in preparing and reviewing the timber harvesting contract concerning the sale.
  - 8. Monitor the harvesting operations to ensure buyer does not deviate from agreed conditions of the sale; including appropriate weight receipts of the timber removed from the property to support proper value paid to City.

**2.4 Insurance** – Contractor shall maintain with insurance underwriters satisfactory to the City of Savannah a standard form policy or policies of insurance in the following amounts:

Insurance and Certificate of Insurance Requirements

(1) Commercial General Liability

(a) Minimum Limits:		
General Aggregate:	\$2,000,000	
Products Completed Operations Aggregate:	\$2,000,000	
Each Occurrence Limit:	\$1,000,000	
Personal Injury Limit:	\$1,000,000	
Damage To Premises Rented To You	\$1,000,000	Any One Event
Medical Expenses	\$ 5,000	Any One Person

(b) Required Endorsements and Certificate of Insurance:

- (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- (ii) No exclusions for Products / Completed Operations for either ongoing and / or completed projects / operations.

- (iii) Coverage is for no less than the Period of Repose for the state of Georgia.
- (iv) No exclusions / limitations for subcontractors.
- (v) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

(2) Commercial Auto:

- (a) Limits: \$1,000,000 Combined Single Limit (Minimum)
- (b) Required Endorsements and Certificate of Insurance:
  - (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
  - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

(3) Workers Compensation & Employers Liability (includes coverage all employees, volunteers and others under your direction and supervision):

- (a) Limits:
  - Part A: Workers Compensation: Statutory
  - Part B: Bodily Injury By Accident: \$500,000 Each Accident
  - Bodily Injury By Disease: \$500,000 Policy Limit
  - Bodily Injury By Disease: \$500,000 Each Employee
- (b) Required Endorsements and Certificate of Insurance:
  - (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
  - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

(4) Commercial Umbrella:

- (a) Limits: \$2,000,000 Per Occurrence & Aggregate (Minimum)
- (b) Required Endorsements and Certificate of Insurance:
  - (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
  - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
  - (iii) This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation).
- (5) Professional Liability:
  - (a) Occurrence Limit: \$2,000,000 per Occurrence
    - (i) Required Endorsements and Certificate of Insurance:  
This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
    - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- (6) Claims Made policies must have an extended reporting period from when the project ends - At least to the period of repose for the State of Georgia.
- (7) Requirements All Coverages
- (8) Notice of Cancellation: No Less than 30 Days notice provided to certificate holder
- (9) All insurance carriers in the policy are required to have an AM Best Rating of A-, IX or better. These must be shown on the Certificate of Insurance / Evidence of Property.
- (10) The City of Savannah is not responsible for any of the property used by or owned by any contractor, subcontractor, architect, engineer, etc.
- (11) All deductibles in all the coverages are the responsibility of Named Insured on that policy. The City of Savannah is not responsible for the payment of any deductibles.
- (12) It is understood that the specified amounts of insurance in no way limit the liability of the contractor, and that contractor shall carry insurance in such amounts so as to indemnify and save harmless the City of Savannah, its members and staff, from all

claims and suits, demands, and actions. Contractor shall furnish a certificate from the insurance carrier or carriers showing such insurance full force contract.

The contractor shall secure and maintain during the term of this contract, Workmen's Compensation for all of their employees connected with the work on this bid. Such insurance shall comply with the Georgia Workmen's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days prior to cancellation notice shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

The City reserves the right to require the vendor to discontinue the use of any person at locations covered by this contract when the City feels the person is incompetent, unqualified, or guilty of improper conduct.

**2.5 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Statement of Qualifications contained in this RFP.
- c) Fee Proposals per instructions in Section III signed by responsible party. **Fees shall be submitted in a separate envelope.**
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.

**2.6 Basis of Award:** Proposals will be evaluated according to the following criteria and weight:

**2.6.1 Qualifications, Experience, Proposed Methodology & Understanding of the Scope of Work (30 points)**

- History of the firm's experience providing forest management and timber sale services;
- Description of the firm's organizational structure and the names and experience of key individuals who will be involved in the successful execution of the project. The response shall include an organization chart;
- Documented experience working with other public entities;
- Other qualifications and experience as demonstrated.

A description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected by the City.

### 2.6.2 Fee Schedule (45 points):

1. Forest Management Services: Flat annual fee to provide the forest management services for years 2021 (including tasks for 2019 and 2020 which have not yet been performed), 2022, and 2023 as outlined in the attached forest management plan.
2. Timber Sales Services. The commission rate (stated as a percentage) of gross sale revenues to be derived from proposed timber sales as outlined in the attached forest management plan for years 2021, 2022, and 2023. Please note, timber sales in Stand 3 were projected to commence in 2020 but will not commence until 2021.

Fee schedule response shall be sealed in a separate envelope and noted as “Fee Schedule” on the outside of the envelope.

### 2.6.3 References (5 points)

The response shall include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Also include a description of the services provided.

### 2.6.4 Local Vendor (within the city limits of Savannah and has a City of Savannah Business Tax Certification) participation (20 points).

Vendors within the city limits of Savannah and have a City of Savannah Business Tax Certificate prior to April 1, 2020 will receive a total of 20 points. Vendors outside the city limits but located within Chatham County will receive a total of 10 points.

- a) Proposer’s qualifications, experience, including support capabilities, Proposed Methodology and Understanding of the Scope of Work (30 points)
- b) Fees (45 points)
- d) References (5 points)
- e) Savannah First Local vendor participation (20 points total) – Vendors within the city limits of Savannah and have a City of Savannah Business Tax Certificate prior to April 1, 2020 will receive a total of 20 points. Vendors outside the city limits but located within Chatham County will receive a total of 10 points.

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed, and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.7 Copies:** One (1) unbound, printed and signed original and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.8 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.9 Local Vendor Definition**  
A Proposer or business shall be considered a local vendor if it meets all of the following requirements:
- a) The proposer or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
  - b) The proposer or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City prior to April 1, 2020, and
  - c) The proposer or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.
- 2.10 Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.11 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.12 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.13 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged for proposals to be considered; **All Addenda shall be acknowledged in the Cover Letter.**