



**Lost Lake Woods Association**

**4243 Lost Lake Trail**

**Lincoln, MI 48742**

**989-736-8197**

**REQUEST FOR PROPOSAL**

for

**FORESTRY SERVICES**

at Lost Lake Woods Association/Club

## **Introduction:**

The Lost Lake Woods Association is seeking proposals from a qualified firm to provide forestry services related to the inventory, management planning, general administration, timber sale preparation & administration of the approximately 8,000 acres of undeveloped wildland within the boundaries of Lost Lake Woods Club which is located at 4243 Lost Lake Trail in Lincoln, Michigan.

## **Project Summary:**

Lost Lake Woods Association's (LLWA) intent is to retain a professional forestry consulting firm with the qualifications and staff resources necessary to perform the functions outlined in the following scope of work in addition to advising LLWA on the protection of the wildlands from fire, insects, disease and vandalism the improvement of the forest through cutting practices which favor the development of wildlife habitat, food sources for deer and, overall maintenance of the forest aesthetics and production of an annual 'State of the Forest' report.

## **SCOPE OF WORK**

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

### **General:**

The successful firm will develop a forest management/stewardship plan to promote long term stewardship of the full array of forest resources by developing useful, easily read documents that adheres to LLWA objectives and provide management recommendations that are specific to the property and that relate to field data.

Forest management plans and services are expected to typically include:

1. Timber stand maps
2. Forest health (including insect, disease, invasive species)
3. Soil
4. Water
5. Timber resource management, including timber volumes by species and products
6. Aesthetic quality
7. Riparian
8. Wildlife
9. Forest protection (including wildfire and catastrophic risk reduction and rehabilitation where appropriate)

10. Forest recreation
11. Rare, threatened and endangered plant and animal species and exemplary natural communities
12. Unique and/or significant individual trees
13. Timber sale preparation/administration to include:
  - a. Laying out boundaries of each sale to include identification of skid roads and log landings consistent with environmental constraints
  - b. Marking and estimating for selective cutting under sound forestry practices that timber which in the opinion of the forester and in accordance with the Forest Management Plan should be marketed. Calculating the volume of marked trees in the sale area
  - c. Prepare and distribute sale prospectus, which displays the volume and quality of marked trees, as well as a summary of the conditions under which it will be sold. Conduct a showing of the sale area for approved prospective bidders.
  - d. Solicit sealed bids through the LLWA's General Manager for marked trees and advise/recommend to LLWA the selection of a buyer
  - e. Work with LLWA to prepare timber sale contracts to be entered between LLWA and the buyer
  - f. Supervise the buyer's harvest operation to insure proper execution of the contract
  - g. Conduct final inspection of the sale area after completion of harvesting. Arrange, if necessary for correction of any deficiencies
  - h. Maintain on behalf of LLWA a permanent record of all harvest operations, and update forest type maps where needed
14. Forest regeneration to include regeneration plans, regeneration reports and regeneration implementation
15. Administration of the Michigan Qualified Forest program on behalf of LLWA to insure compliance
16. Review and Advise LLWA on Carbon Credit Offsets
17. Attendance at LLWA Conservation Committee and Board of Director Meetings if required
18. Member relations on behalf of LLWA if required as it relates to management of the undeveloped land owned by LLWA

## GENERAL REQUIREMENTS

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

### Company Overview and Qualification

- a. Name, address, telephone number, and email address of firm
- b. Name and addresses of firm's principal officers
- c. A description of firm's technical capabilities and areas of expertise
- d. A description of the firm's ability to provide the service level as outlined in Scope of Work
- e. A description of the firm's experience in forest management
- f. Evidence of adequate resources for performance or have the ability to obtain such resources as required during performance
- g. A description of the necessary experience, organization, technical and professional qualifications, skills and facilities to be able to comply with the proposed scope of work and performance schedule
- h. A description of how the project will be managed; who will do the work and the role the various members of a multi-disciplinary consortium (if such exists) will play in the in the performance of the proposed scope of work.
- i. A description of additional services available and /or offered.

## **SUBMISSION REQUIREMENTS:**

The purpose of all submitted proposals is to demonstrate the qualifications, competence, depth and capability of the firms seeking to provide forestry services to Lost Lake Woods Association.

Each interested firm shall submit a detailed cost proposal which responds to the following minimum requirements:

1. Pricing information for Forest Management Services, such as hourly basis, by acre, negotiated fee for service per project, or some other methodology.
2. Pricing for a five year contract, renewable for a year at a time after the five years.

It is expected that the contract period will begin on or about August 1, 2020.

Proposals conforming to the requirements set out in this RFP must be received by Lost Lake Woods Club General Manager, Ian Dockrill by email, or by US mail, courier, or in person no later than May 31<sup>st</sup>, 2020. Proposals must state that the bids are valid for a period of at least forty-five (45) days.

Ian Dockrill, General Manager  
Lost Lake Woods Club  
4243 Lost Lake Trail  
Lincoln, MI 48742  
[gm@lostlakewoodsclub.com](mailto:gm@lostlakewoodsclub.com)

The successful firm, prior to the execution of any contract, must produce a certificate of insurance, naming Lost Lake Woods Association an Additionally Named Insured, for the following types and levels of coverage:

- A. Workmen's Compensation - (500,000/500,000/500,000)
- B. Employer's Liability – (1,000,000 each occurrence / 2,000,000 aggregate)
- C. Bodily Injury Liability Except Automobile – (500,000 each occurrence / 1,000,000 aggregate)
- D. Property Damage Liability Except Automobile – (500,000 each occurrence / 500,000 aggregate)
- E. Automobile Bodily Injury Liability – (500,000 each occurrence / 1,000,000 aggregate)
- F. Automobile Property Damage Liability – (500,000 each occurrence)
- G. Excess Umbrella Liability – (2,000,000 each occurrence)