

REQUEST FOR PROPOSAL (RFP)
FOR
Timber Harvesting in Carbondale Business
Park



Dalton • Whitfield County
JOINT DEVELOPMENT AUTHORITY

WHITFIELD COUNTY, GEORGIA

Issue Date: 02/28/2020

Due Date for Proposals: 03/30/2020; 11:00 a.m.

The Dalton-Whitfield County Joint Development Authority is a government entity, operating under the State of Georgia Development Authority Laws, and a division of the County of Whitfield and City of Dalton governments. Our mission is to foster the creation of jobs and lure investment into Dalton-Whitfield County, Georgia.

REQUEST FOR PROPOSAL FOR

Timber Harvesting in the Carbondale Business Park

Date: February 28, 2020

Issued by:

Dalton-Whitfield County Joint Development Authority

Proposal Statements Due: March 30, 2020, at 11:00 a.m. EST.

Submit completed **sealed bid packages** to:
Dalton-Whitfield County Joint Development Authority

Located at: Greater Dalton Chamber of Commerce
100 South Hamilton Street
Dalton, GA 30720
706-260-1761 (Cell)

1.0 PURPOSE AND OBJECTIVES

- The Dalton-Whitfield County Joint Development Authority (JDA) requests proposals from qualified vendors for timber harvesting in Carbondale Business Park. The subject property is located at Carbondale Road, I-75 and U.S. Hwy. 41. The tax parcel numbers of the property are 13-137-01-000, 13-152-10-000, 13-116-06-000, and 13-116-07-000. The tracts to be harvested/cleared of debris are seen on Exhibit A.
- The primary access point to timber harvesting area is the U.S. Hwy. 41 entrance of the Carbondale Business Park (CBP). The roadway from entrance point of the CBP beyond XL Brands moving westward of the park should be completely clear of all trucks, debris, timber and equipment to allow complete access to XL Brands and QCELLS.
- The timber on the property is comprised of pine and hardwoods. The slope of the property ranges from gently rolling to moderate.
- The JDA does wish to clear-cut the entire property as allowed by law. We wish to thin the trees in buffered stream areas and will mark trees that should be removed in the buffer areas to make this job easier. The JDA desires to remove all trees that are located in usable areas of the park. The estimated area is approximately 100 acres (+/-). This property has been partially tree harvested before, so there is not a full canopy of trees on the majority of this property.
- The contractor must observe access road to cell tower denoted in “yellow” on Exhibit A. This road runs north from the tower to an entry point near the cul-de-sac on Nexus Drive. The road must be kept open at all times and free of debris/timber for the purpose of cell tower service/maintenance.
- Upon completion of timber harvesting, the company receiving the contract must utilize a grinder to chip up all limbs, debris, etc. The proposal should not include the removal of stumps.
- Bidders must provide a schedule for completion of the work. The JDA reserves the right to reject a bid if the bidder cannot complete the work within a time frame that is acceptable to the JDA.
- It will be the vendor’s responsibility to provide (if applicable) any Erosion, Sedimentation, and Pollution control, or Storm Water Best Management Practices (BMPs). The JDA shall not provide services, labor, or materials for any Erosion, Sedimentation, and Pollution control, or Storm Water management.

1.1 Schedule

The following is the schedule of events listed in the order of occurrence, from issuance of the RFP to the contract award;

MILESTONE EVENT	DATE
1. RFP release	02/28/2020
2. Questions Due	Until 03/13/2020
3. Answers Released	Until 03/15/2020
4. Proposal Due Date	03/30/2020
5. Proposal Evaluation completed	04/03/2020
6. Vendor Selection (Interviews are not anticipated)	04/13/2020
5. Contract signed	04/17/2020
6. Project begins	04/27/2020
7. Desired Project Completion	05/30/2020

Intent to respond: Interested vendors will send an email to the project contact listed in section 1.3 with the intent to respond to the RFP.

The JDA reserves the right to change the schedule of events as it deems necessary. In the event of a major date change, the JDA will post schedule changes on the JDA public site <http://www.locationdalton.com> and the Whitfield County Government's website <http://www.whitfieldcountyga.com> or email vendors that have submitted intent to respond email. The JDA also reserves the right to issue addenda to this RFP up to seven days before the bid date, as maybe needed to clarify the JDA desires or to make corrections. The Vendor will acknowledge receipt of all addenda in proposals. It is the sole responsibility of the vendor to assure that they have received the entire Request for Proposal.

1.2 Questions

Please submit any questions by email by 05:00 pm on 03/13/2020. No phone calls please. All questions must be submitted in writing and sent to the following address: campbell@daltonchamber.org
cc: harp@daltonchamber.org

1.3 Dalton-Whitfield County Joint Development Authority (JDA) Contact

The JDA has designated the Executive Director to be responsible for coordinating communications between the JDA Board and potential vendors. The Executive Director may be contacted at:

campbell@daltonchamber.org

Note: No verbal or written information which is obtained, other than through this RFP or its addenda shall be binding on the JDA. No employee of the JDA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.4 Bid Submittal Instructions

Vendors are to submit 3 paper copies of their sealed proposal outlined in the PROPOSAL FORMAT section on or before 11:00 AM on 03/30/2020 to:

Dalton-Whitfield County Joint Development Authority
Attn: Carl Campbell
100 South Hamilton Street
Dalton, GA 30720
or via email – campbell@daltonchamber.org

All bids should be clearly marked "Carbondale Business Park Timber Harvesting".

It will be the sole responsibility of the vendor to have the bid delivered to the JDA before the closing hour and date. Late bids will not be considered and will be returned unopened to the sender.

All bids must be valid for a period of not less than 90 days following the bid opening.

All materials and documents submitted by the vendor in response to this RFP become the property of the JDA and will not be returned to the vendor. Information in each proposal is public information under Georgia law and may be released after the selection process has been completed and the contract has been awarded and executed. Consequently, any information considered to be the vendor's trade secrets, privileged or confidential should not be revealed in the proposal.

The JDA will notify the winning vendor of the bid award and will arrange a meeting with the vendor to commence contract negotiations.

1.5 Selection Process

Written proposals will be reviewed by the Executive Director of the JDA, the Whitfield County Engineer and JDA staff. The outcome of the review

process may, at the JDA's sole discretion, result in: (a) notice to vendor(s) of selection for tentative contract negotiation and possible award, or (b) steps to gather more information for further evaluation. This may mean notice of placement on an interview list (short-listed) with time and date of the interview specified; all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor. If possible, the JDA will make selections directly from the evaluation of the proposals.

Any vendor's proposal deemed unresponsive will not be considered further. The JDA retains the right to reject any or all proposals with or without cause and retains the right to award the contract to a vendor who is not the lowest cost vendor. If the vendor and JDA cannot agree on terms of the Agreement, the vendor's proposal will be rejected.

Proposals will be evaluated on the following minimum criteria:

- Demonstrated understanding of the project.
- Qualifications of project personnel and vendor's ability to commit capable staff to support project size.
- Quality and applicability of software and equipment to be used.
- Ability to complete the project in a timely manner without major deviations from necessary requirements.
- Past experience with similar projects.
- Soundness of technical approach to accomplish all project requirements.
- Cost to accomplish all project requirements.

1.6 Insurance

The contractor shall take out and maintain during the life of the contract full insurance coverage. Coverage shall include, but is not limited to the following:

1. Worker's Compensation

Coverage A	Statutory
Coverage B	
\$1,000,000.00	

2. Comprehensive General Liability

Public Liability	-	Each person
\$1,000,000.00		

		- Each Accident
	\$2,000,000.00	
3. Property Damage		
	Each Accident	\$250,000.00
	Aggregate	\$500,000.00

The contractor shall deliver to the JDA certificates of insurance evidencing the coverage(s) indicated. Such certificates shall be furnished prior to commencement of the services and at any necessary renewal dates thereafter during the life of the agreement.

1.7 Compliance with Laws

In connection with the furnishing of supplies or performance of work under the contract, the vendor agrees to maintain all licenses, permits, liability insurance, worker’s compensation insurance and comply with all other standards and regulations required by Federal, State or County statute, or ordinances and rules during the performance of any contract between the vendor and the JDA. Any such requirement specifically set forth in any contract document between the vendor and the JDA shall be supplementary to this and not in substitution thereof.

During the performance of this contract, the vendor agrees as follows:

The Vendor/Firm will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin, place of birth, or physical handicap.

Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the JDA for the purpose of influencing consideration of this proposal.

2.0 PROPOSAL FORMAT

Respondents are required to submit concise responses to complete the Scope of Work section. Proposals shall contain all elements of information requested. The JDA reserves the right to include any part of the selected proposal, either in addition to, or in lieu of, the specifications contained in this document within the final contract. The vendor will substantially use the following proposal format:

2.1 Cover Letter

A one-page cover letter, signed by an authorized representative of the vendor, must be included in the submittal. It must contain the name and address of the corporation or business submitting the proposal, as well as the name, address, telephone number, and title of the person authorized to represent the vendor.

2.2 Project Team

The vendor will provide the organizational structure, including experience and qualifications. The vendor may also provide a company organizational chart, but the chart is not mandatory.

All sub-contractors must be identified within the vendor's proposal with their project role to be described and qualifications information included.

2.3 Project Management

Proposals shall specify a project schedule and provision for project Status meetings if requested by JDA.

2.4 Project Reference Summary

The vendor must also provide a list of past projects similar in size and content that qualify the vendor to undertake the JDA project. The list of projects references must include a description of the project, contact (name(s), title of contact person, phone number, address, and when project was completed. Reference list should include a minimum of two and a maximum of five.

2.5 Cost of Services

Provide a thorough description of the price the JDA will receive for the harvested timber. **The bid must include a price in dollars per ton.** Bidders may also use another unit of pricing, such as dollars per acre or other, but the JDA must have at least one pricing criterion with which to compare bids. All proposals must include grinding and removal of debris.

EXHIBIT A



Please note: The green highlighted area indicates the DOT right of way that is a 50' Buffer from the interstate pavement. This property will not be cleared. The Yellow highlighted road indicates the road to the cell tower that must be kept open at all times.

Exhibit B - Bid Form
Timber Harvesting - Carbondale Business Park

ITEM	AMOUNT
Pine Pulpwood	\$
Hardwood Pulpwood	\$
Pine Saw timber	\$
Hardwood Ply logs	\$
Pine chip-n-saw	\$
Pallet wood (if applicable)	\$
Hardwood Saw timber	\$
Tie logs (if applicable)	\$
	\$

Company: _____ **Contact:** _____

Signed: _____ **Title:** _____

Date: _____ **Office Phone:** _____

Cell Phone: _____

Email Address: _____