



## Interoffice Memorandum

January 30, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Beth Jackson, Environmental Program Supervisor  
Environmental Protection Division  
407-836-1481

SUBJECT: Award of Invitation for Bids Y17-154-MV, Forest Management Contractor

### ACTION REQUESTED:

Approval to award Invitation for Bids Y17-154-MV, Forest Management Contractor, to the sole responsive and responsible bidder, Natural Resource Planning Services, Inc. in the estimated contract award amount of \$412,893.75, for an initial 3-year term and authorization for the Procurement Division to renew the contract for two additional 1-year terms.

### PROCUREMENT:

The forest management contractor will conduct silvicultural activities in various plant communities on Orange County Green PLACE properties. Green PLACE is Orange County's environmentally sensitive land acquisition and land management program. Silviculture is the practice of controlling the establishment, growth, composition, health and quality of forests. Activities may include periodic forest mapping, surveying events and assistance with planning and supervision of timber harvesting activities. Another service provided under the proposed term contract will be site preparation and reforestation for habitat improvement on Orange County Green PLACE properties in order to further the overall health and vitality of the forest resources that exist on those properties. The firm has specialized machinery for planting trees, as well as the expertise to hand-plant pine species. Successful planting of pines requires knowledge of the types of pines that can be planted in various habitats, optimal site preparation prior to planting, and the best time of year to plant a tree species to ensure maximum survival.

### FUNDING:

Funds are available in account number 1026-068-1978-3197.

APPROVALS:

Environmental Protection Division and the Business Development Division concur with this recommendation.

REMARKS:

A single bid was received in response to Invitation for Bids Y17-154-MV, and was evaluated for responsiveness, responsibility and price reasonableness. National Resource Planning Services, Inc. is our current contracted provider and has performed in a satisfactory manner. The bid from National Resource Planning Services, Inc. is considered fair and reasonable as it reflects a 17% price decrease as compared to the current contract.

Due to the nature of the work to be performed under this proposed contract and the requirement for the supervisor/ managing staff to be a Certified Forester with the Society of American Foresters, limited sources in this geographic region of the state exist to perform the specified services.

The benefit of requiring the supervisor/managing staff to be a Certified Forester is that those individuals have demonstrated that they have the experience, educational background and have been recognized and recommended by their fellows in order to successfully conduct, plan and supervise silvicultural activities. This certification provides assurance that the contractor will follow a set of standards that are recognized within the forestry management field to result in the community's forest resources of a community being managed in a sustainable manner.

The work under this contract requires the contractor to be knowledgeable with the types of merchantable timber (pulp, chip and saw, pole and other categories of timber products) that a particular strand of pine will yield, market pricing of the product, and timber harvesting companies qualified to perform ecological timber harvests.

Another activity covered under this contract is the reforestation of areas on Green PLACE properties in order to restore and enhance the natural communities that occur on these properties. This type of work requires the contractor to have knowledge, expertise and equipment to conduct these activities. The contractor needs to have knowledge and experience to determine the type of site preparation and planting methods that will ensure the successful reforestation of areas on Green PLACE properties.

This company also has the personnel, equipment and knowledge to conduct urban tree canopy analysis. Conducting urban tree canopy analyses requires the contractor to be able to identify both native and horticultural tree species, growth rate of those species, a determination as to the health and vitality of the trees being surveyed, and recommendations on sustaining or improving a community's urban tree canopy.

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to the only other known source who declined to compete on this project resulted in the following finding:

1. The Forestry Company indicated that staffing capacity was not available to submit a timely bid.

Recommendation for award is therefore made to National Resource Planning Services, Inc.

The bid tabulation is below:

Natural Resource Planning Services, Inc.	\$412,893.75
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