

**REQUEST FOR PROPOSALS FOR FOREST INVENTORY & FOREST  
MANAGEMENT PLAN FOR REEDSPORT CLEAR LAKE WATERSHED AREA**

Requested by:  
City of Reedsport

451 Winchester Ave.  
Reedsport, OR 97423

Published April 2024

**Request for Proposals for a Forest Inventory and Management Plan for Reedsport Clear Lake Watershed Area**

Proposers shall submit their proposal, as a single PDF document, to:  
msalles@cityofreedsport.org  
Subject line: Forest Inventory and Management Plan Reedsport CLWA

Solicitation closing: June 14, 2024 at 5:00pm

Proposers are solely responsible for ensuring that the City of Reedsport receives the proposal.  
Proposers shall familiarize themselves with this entire RFP Document.

Optional pre-proposal site visits will be arranged upon request, between May 6<sup>th</sup> and 31<sup>st</sup>.

All questions and comments about this solicitation shall be directed IN WRITING to Mercedes Salles, City of Reedsport, Project Administrator,  
Email to: msalles@cityofreedsport.org

## INVITATION TO BID

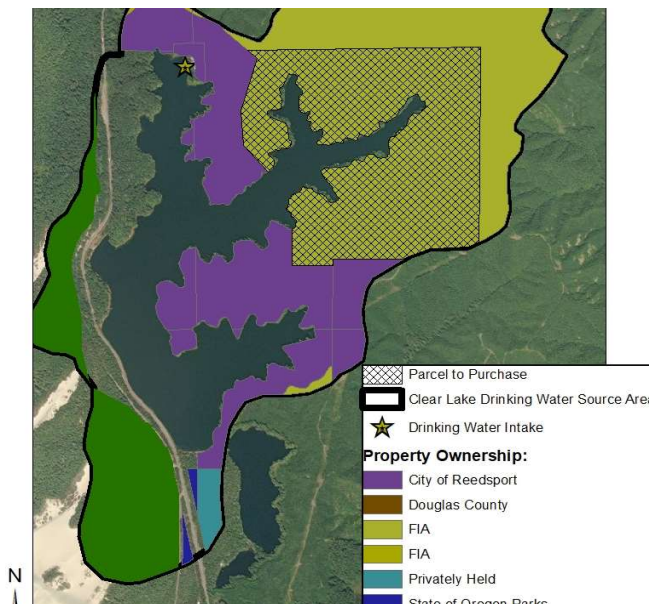
Notice is hereby given of this Request for Proposals (“RFP”) for a Forest Inventory and Management Plan for the Reedsport Clear Lake Watershed Area (“Project”).

Those receiving this RFP who wish to submit a Proposal (“Proposers”) shall furnish labor, materials and equipment necessary for completion of work in accordance with the specifications provided in the Proposal Prospectus and best practices.

Deadline: **June 14, 2024 at 5:00pm.** Proposals received after this date and time will not be considered. Proposals shall be emailed to Mercedes Salles at [msalles@cityoffreedsport.org](mailto:msalles@cityoffreedsport.org)  
Subject line: Forest Inventory and Management Plan Reedsport CLWA

## PROPOSAL PROSPECTUS

**LOCATION:** City and investor-owned watershed surrounding Clear Lake Watershed aka “Drinking Water Source Area (DWSA)” (depicted below)



**OPTIONAL SITE TOUR:** Upon request

**PROPOSAL DEADLINE:** June 14th at 5:00pm

**NOTICE OF INTENT TO AWARD:** July 5th 2024

**PROJECT COMPLETE:** June 20th 2025

### PROJECT BACKGROUND:

The City of Reedsport's sole drinking water source is Clear Lake, which is located within the Umpqua Dunes and Tenmile Frontal Watershed on the Southern Oregon Coast. The City relies on Clear Lake to provide high quality drinking water to the City of Reedsport and the unincorporated communities of Winchester Bay and Gardiner. The City's water treatment plant is one of the few remaining unfiltered systems in Oregon due in large part to the intact condition of forested habitat within the Clear Lake drinking water source area (DWSA). The susceptibility of drinking water sources to contamination is directly related to natural conditions within the watershed, including land uses and associated management strategies, and for this reason it has been a long-standing priority for the City to protect and preserve the Clear Lake drinking water source watershed through land ownership. The City currently owns ~ 281 acres within the

DWSA, and the City continues to pursue additional conservation opportunities in the watershed by working with willing landowners.

City ownership of land within the Clear Lake watershed is an important first step to protecting the City's drinking water source. It is equally important to manage these lands in a way that promotes drinking water quality and increases watershed resiliency. Active management of the City's forestlands to promote an ecologically resilient landscape will reduce risks related to natural phenomena such as climate change, wildfire, drought and severe storms. Naturally occurring threats to coastal watersheds (i.e. wildfire, storms, drought) can negatively impact source water quality, and the ongoing impacts of climate change are making the magnitude of these threats even more severe. It is projected that coastal areas of Oregon will continue to experience longer, drier summers balanced by more intense storms in the winter.

The City needs an assessment of and management plan for the City-owned forestlands in the Clear Lake DWSA to ensure that they are managed in an ecologically sustainable way that will reduce risks from naturally occurring threats. In particular, the goal of this plan will be to reduce the risk of contamination into Clear Lake that would result in the City having to invest significant resources into upgrading the treatment technology at their drinking water treatment plant. The primary contaminants of concern listed in the public water system's 2003 Source Water Assessment included both sediments/ turbidity and nutrients. Clear Lake was identified by the Oregon DEQ as being at high risk for harmful algal blooms, and the City actively samples for this contaminant of concern during the summer months. While Clear Lake has been non-detect for harmful algae thus far, this potential risk will continue to pose a threat into the future due to the impacts of climate change (i.e., longer periods of drought in the summer and higher temperatures).

The primary goal of this project is to develop a forest management plan for the Clear Lake DWSA. The City currently does not have any inventory data on forest conditions in the DWSA and therefore is also seeking a forest inventory to provide critical information on tree size, density, stand health, and species composition on City-owned lands. Forest inventory data should be used to help develop a high quality and accurate forest management plan to achieve water quality goals in the watershed. The goal of the forest management plan is to protect the Clear Lake DWSA by reducing or preventing nonpoint sources of pollution from entering surface waters (i.e., turbidity/sediments, nutrients, and other potential contaminants). By following the management strategies recommended in the forest management plan the City hopes to also reduce risks from catastrophic fire, severe storms, and other natural threats to the watershed.

The City is also seeking a forest management plan to support its efforts to implement land conservation strategies on a parcel of land in the DWSA that is of high conservation value because it directly encompasses the entire northeastern finger of Clear Lake. This ~333 acre parcel is owned by Forest Investment Associates (FIA) and currently managed for intensive

timber production. Industrial timber management land use represents a potential threat to source water quality in Clear Lake because road-building, logging, and post-harvest treatments all have the potential to negatively influence water quality through the delivery of nonpoint sources of pollution (i.e. sediments, pesticides, fertilizers) into surface waters. The City is interested in pursuing conservation on this parcel through fee simple acquisition and is in the process of obtaining an appraisal-level inventory and Yellow Book appraisal for the parcel. The inventory and appraisal of the FIA parcel will happen concurrently to this project. In addition to completing a Forest Management Plan for City-owned property, the City requests that management strategies be developed for the FIA parcel using inventory data. Written products for the FIA parcel, including management recommendations, will be kept separate from the forest management plan until the City successfully acquires the parcel. .

### **SCOPE OF WORK:**

The Proposer will complete a forest inventory for City-owned parcels and prepare an ecologically based forest management plan for the Clear Lake DWSA for the benefit of water quality and quantity as the primary beneficial uses of the land. This includes:

- Site evaluation: Characterize the entire Clear Lake DWSA in terms of terrain, slope, geography, historical context, and ecological services provided; summarize current forest conditions and ownership.
- Create forest inventory for City-owned parcels to document critical baseline information on forest conditions including tree size, density, stand health, and species composition (including assessment of invasive species).
- Identify risks to water quality (especially those pertaining to nonpoint sources of sediment/ turbidity and nutrients). Categorize risks as high, medium, or low risk.
- Develop management objectives for the Clear Lake DWSA:
  - Outline management strategies that the City should follow to reduce risks over time to protect water quality and quantity in Clear Lake:
    - Specify management strategies to reduce risks from nonpoint sources of contamination (in particular, for sediment and nutrients) in the DWSA;
    - Address landslide and flood risk reduction strategies that includes an assessment of landslide-prone slopes and flood risk areas;
    - Specify management policies for stream/ lake buffers that will promote water quality and quantity goals and reduce risks from potential nonpoint sources of contamination.
  - Outline best management practices for maintaining roads, stream crossings, culverts, and other drainage structures in the watershed;
  - Address possibilities for carbon storage in the watershed and other methods of income generation from City-owned parcels that are consistent with water quality goals.

- Outline best management practices for any timber harvest activities that may be planned in the future in addition to post-harvest management strategies to maintain high water quality in Clear Lake
- Complete a forest management plan that incorporates information listed above. The forest management plan should be developed in accordance with requirements of the Oregon Forest Practices Act and the Forest Stewardship Council (FSC) Pacific Standard Certification.
  - Present the draft plan for review and comment, in the following order:
    - City of Reedsport Staff and City-Identified Partners
    - Funding partners (Department of Environmental Quality and Oregon Business Development Department)
    - City Council (in a public hearing for vote on adoption)
  - The draft forest management plan will be made available to the public on the City's website and announced on Facebook. The Council will consider the adoption of the forest management plan in a publicly-noticed public meeting, held in person and via Zoom. If adopted, the plan will be available on the City's website, along with other master planning documents. Notification of the plan's adoption (and direction as to how to view the plan) will be included on the City's annual Consumer Confidence Report the year following adoption, which is mailed to all Reedsport water users/ratepayers.
- Develop management recommendations for the ~333 acre privately owned FIA parcel using inventory data obtained by the City. Describe whether FIA parcel can be managed similarly to other City-owned lands in the DWSA to achieve water quality goals, or whether forest conditions necessitate using alternate strategies.

### **PROJECT FUNDING:**

This project is funded by a grant from the State of Oregon Safe Drinking Water Revolving Loan Fund (Source Water Protection Grant Contact number U24005), in the amount of:  
Forest Management Plan including Inventory: \$30,000.00

### **EXAMINATION OF SITE, PROPOSAL DOCUMENTS, PERMITS, ETC.:**

Before submitting a Proposal, each Proposers shall be responsible for: (i) becoming fully acquainted with the project site and the conditions relating to the work, in order to understand fully the facilities, difficulties, and restrictions attending the execution of the Work; (ii) carefully examining each component of the Proposal Documents and any other available supporting data, in order to become thoroughly familiar with all of the requirements; and (iii) obtaining for itself, at its own cost and expense, copies of all agency and association guidelines necessary to perform the Work. No failure or omission of any Proposers to receive or examine any such information or to visit the Site and become acquainted with the conditions existing at the Site shall in any way relieve such Proposers from obligations with respect to its Proposal, any Proposal entered into with such Proposers, or the Work, and the submission of a Bid shall be taken as *prima facie* evidence of compliance by the submitting Proposers with the requirements of this paragraph.

**SELECTION AND EVALUATION CRITERIA:**

Proposals will be evaluated by a Selection Committee that, after a review of written proposals, may choose to also conduct a personal interview. The Selection Committee will include at minimum the City of Reedsport's Project Administrator, Public Works Director, and City Manager. Proposal evaluation will be based on the ability of the Proposers to meet the specifications for the tasks described in this RFP in a timely fashion. Selection will also be based on the ability of the Proposers to work in a cooperative manner with City of Reedsport staff and project partners on the Project. The City reserves the right: (i) to award multiple Proposals for parts of the Work; (ii) to consider such criteria as it may deem appropriate with respect to the Project; (iii) to reject any or all Proposals; and/or (iv) not to proceed with the Work and/or the Project (or any part thereof); all in the exercise of its sole and absolute discretion. The City will provide a written notice of its intent to award a Proposal to the successful Proposers(s) (in each case, a "Notice of Intent to Award Proposal"). The actual award shall, however, be dependent on submission by the successful Proposal or letter of engagement.

**EVIDENCE OF RESPONSIBILITY:**

Upon the request of the City, a Proposers who's Proposal is under consideration for the award of the Proposal shall submit promptly to the City satisfactory evidence showing the Proposers' financial resources, experience, and organization available for the performance of the Work.

**RIGHT TO AWARD OR REJECT:**

This RFP does not obligate the City to award a Proposal. The City reserves the right to reject any and all proposals and to further amend or refine a proposal and negotiate a Proposal with one of the proposers. The City reserves the right to offer a Proposal to other than the lowest cost Proposers based on other evaluation criteria.

**PROPOSAL REQUIREMENTS:**

It is the desire of the City to enter into a Proposal that includes all of the services necessary to achieve the goal of the project, whether or not those services are specifically outlined or described in this RFP.

**WAIVER OF INFORMALITIES:**

The City reserves the right to waive minor informalities contained in proposals, when in the City's sole judgment; it is in the best interest of the City to do so. The City reserves the right to waive minor informalities in the Proposals received. The City may also reject any Proposal not in compliance with all prescribed requirements, including the requirement to demonstrate the Proposers' responsibility and may reject for good cause any or all Proposals upon a finding by the City that it is in the public interest to do so, in accordance with OAR 137-049-0440.

**PROPOSAL ERRORS AND WITHDRAW:**

A Proposer may withdraw its Proposal at any time prior to the date and time that Proposals are due, by means of written notice which is given to the City before the date and time that Proposals are due, at the address for submission of Proposals which is given above. A Proposer may also



modify and/or resubmit it's Proposal at any time prior to the date and time that Proposals are due.

**Proposers INTERESTED IN MORE THAN ONE PROPOSAL:**

No person, firm, or corporation shall be allowed to make, file, or be interested in more than one Proposal for the Work. However, a person, firm, or corporation which has submitted a sub-proposal to a Proposers, or which has quoted prices of materials to a Proposers, is not thereby disqualified from submitting a sub-proposal or quoting prices to other Proposers or making its own Proposal.

**COSTS INCURRED:**

The City accepts no liability for any costs incurred by respondents in the preparation or presentation of proposals.

**INQUIRES:**

Questions concerning this request for proposals should be directed in writing to:  
Mercedes Salles, [msalles@cityoffreedsport.org](mailto:msalles@cityoffreedsport.org)

Each Proposer shall promptly notify the City of any discovered conflicts, ambiguities, or discrepancies in or between, or omissions from, the Proposal Documents. Proposers should note that questions received less than two calendar days prior to the date scheduled for opening of the Proposals may not be answered. Any interpretation or correction of the Proposal Documents will be made only by Addendum, and a copy of such Addendum will be sent directly to each Proposer. No oral interpretations of any provision in the Proposal Documents will be made to any Proposers.

**MILESTONES**

Pre-proposal site tour	Upon request
Proposal due date	June 14, 2024
Notice of intent to award	July 5, 2024
Forest inventory due	October 18, 2024
Draft forest management plan due	January 24, 2025
Forest management plan due	April 11 2025
City's project completion / grant reporting deadline	August 29, 2025

**PROPOSAL INSTRUCTIONS:** Proposals must be received on or before **5:00pm on June 14, 2024**. Proposals shall be emailed to Mercedes Salles at [msalles@cityoffreesport.org](mailto:msalles@cityoffreesport.org)  
Subject line: Forest Inventory and Management Plan Reedsport DWSA

Proposals shall include, at a minimum, the following items:

- A. Please **provide a work plan** to accomplish the Project goals as described in the RFP, including a description of the work product, time estimates for each task, personnel to be assigned (where possible, individual staff members and titles should be provided), and costs, taking into account the proposed timeline for completion of the Work indicated in the RFP.
- B. A written statement affirming your ability to undertake and complete specific phases of this work in a timely fashion.
- C. A signed statement that you can and shall provide the Insurance requirement as listed.

In order for a Proposal to be considered responsive, it must contain all of the documents and information which are required by this RFP, with signatures as indicated, and it must: (i) cover the complete scope of work as defined in the RFP; (ii) not include any exclusions or qualifications and (iii) include not-to-exceed cost(s).