



INVITATION TO BID AND INSTRUCTIONS FOR BIDDERS BIGFORK HARRELL FOREST COMMUNITY TRAILS PROJECT September 2, 2022

Thank you for your interest in the trail construction project for the Bigfork Harrell Forest Community Trails. This undeveloped, forested property is located less than a half mile northeast of Bigfork which will soon be protected by a conservation easement. Following the purpose of the easement, public access and recreational opportunities will be provided to the community, including a 4.5-mile non-motorized trail system for hiking, biking, running and enjoyment of the property's unspoiled natural setting.

While The Trust for Public Land is currently the property owner, long-term ownership and management will transfer to Flathead Land Trust (FLT) at the end of 2022. All contracts will run through FLT, the eventual owners and managers of the property. Forestration, Inc. has designed the trails for the property, and will coordinate on-site construction activities on behalf of Flathead Land Trust.

REQUEST FOR PROPOSAL (RFP)

Flathead Land Trust, a Montana non-profit corporation and a Federal 501(c)(3) tax-exempt corporation (EIN 36-3479966), invites qualified bidders to submit bids to construct 4.5 miles of trail on the Bigfork-Harrell Forest property, northeast of Bigfork.

GENERAL INFORMATION

Flathead Land Trust, along with project partners The Trust for Public Land, Montana Land Reliance, and Montana Access Project have been working together to create over four miles of new community trails and permanently protect 236 acres of forestland in Bigfork's backyard. Project partners are currently working towards protection of the entire property through a conservation easement, which will be held by Montana Land Reliance. The easement will protect the land permanently from future residential development while retaining its open space for recreation and outdoor educational uses. Trails will provide recreational opportunities for a variety of users and include viewpoints overlooking Flathead Lake and the Swan Mountains.

An advisory committee that includes stakeholders and Bigfork community members will create a management plan for the property that ensures safety and sustainability remain at the forefront of the overall recreational amenity.

This project is funded by a Recreational Trails Program (RTP) grant. The RTP program is administrated by the Federal Highway Administration (FHWA) at the federal level, and at the state level by Montana Fish Wildlife and Parks (FWP). Since the Recreational Trails Program supporting this project is federally-funded, contractors are required to follow Federal Contracting Regulations found in 2 CFR Part 200 Appendix II (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>).

Details of the Project are included in the Scope of Work on page 4 and in the attached Trails Packet.

PROJECT TIMING

Trail construction will begin by October 10, 2022, and continue until conditions allow. Work should commence again in spring, and the project should be substantially complete by June 1, 2022.

LOCATION & ACCESS

The Project will take place on undeveloped, forested property directly northeast of the northeastern edge of Bigfork. Access to the project is at 1041 Bigfork Stage Road, north of Bigfork. A series of logging roads run through the property, which may be used for access to other portions of the property. The contractor is responsible for inspecting the access route and ensuring that all necessary equipment can access the site.

PROJECT CONTACT

Flathead Land Trust will perform the duties of Contract Officer, project oversight, and processing payments. Forestoration, Inc. will provide construction oversight and final field inspection and approval for the Project prior to final payment. Contact person for the Project is Paul Travis; ptravis@flatheadlandtrust.org or (406)752-8293.

PRE-BID SITE TOUR

A pre-bid site tour will be held Wednesday September 21, 2022 at 9:00 a.m. Attendance is required prior to submitting a bid.

RFP BID INSTRUCTIONS

Requirements: In order to bid, contractor must have previous experience with similar construction projects. Contractor will be required to submit, as part of bid; description, location and dates of similar jobs done in Montana or adjacent states. Bids must include the following forms included with this RFP:

1. Bid Certification Form (signed)
2. Bid Information Form (signature page)
3. RFP Response Form (with bid cost per lineal foot)

The RFP Response Form requests a list of previous experience with similar projects, contact information for professional references, list of key personnel working on the project and summary of their experience, and a proposed project timeline with key milestones.

Evaluation: Flathead Land Trust will evaluate proposals based on past performance, references, personnel and proven experience and cost. Proposals will not be considered if any of the required information is not provided, the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is not within the plans and specifications described and required in the RFP.

Proposal Submission: Bidder must submit a signed bidder information form, and RFP response form with cost per lineal foot. These forms can be found at the end of this RFP. Proposals will not be considered if these forms are not complete. Bids which have no prior relevant experience and reference information will not be considered qualified.

Proposals are due before **5:00 pm on Monday September 26, 2022**. Proposals can be mailed to:

Flathead Land Trust
P.O. Box 1913
Kalispell, MT 59903

or emailed to ptravis@flatheadlandtrust.org.

SELECTION OF CONTRACTOR

Flathead Land Trust has a finite amount of money to construct the Project and reserves the right to award all or a portion of the contract, to reject any or all proposals received, to waive informalities, to postpone the award of the contract and to accept the lowest responsive and responsible bid that is in their best interest.

Contractors who do not provide the required information on prior experience on similar construction projects will not qualify. Contract award is contingent upon successful negotiation of a contract between Flathead Land Trust and Contractor.

INSURANCE

Contractors bidding or doing work on this project will be required to be registered with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, PO Box 8011, Helena MT 59604-8011 (located at 301 S. Park Avenue, Helena, MT). Information on registration can be obtained online at: mtcontractor.mt.gov, or by calling (406) 444-7734. The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

All contractors must carry current workers compensation and general liability insurance. Contractor must maintain general liability insurance, with a minimum coverage of \$1,000,000 per event, and \$2,000,000 cumulative. Liability insurance certificate(s) shall be provided to Flathead Land Trust. Certificates of insurance need to name Flathead Land Trust, The Trust for Public Land and Forestoration, Inc. as additional insured. If the contractor is legally exempt from workers comp, proof must be provided by the state of Montana.

Any subcontractors utilized by the contractor must also be fully insured as described above. Names of subcontractors and required paperwork must be submitted prior to construction activity.

PLANS AND SPECIFICATIONS

A trails packet is attached to this RFP, mapping the planned trail design and location. Additional information can be obtained by emailing ptravis@flatheadlandtrust.org.

Scope of Work:

Forestry Guidelines

Some forestry work will be required along the trail corridor prior to trail excavation. The corridor for forestry work is 15 feet wide. Within this corridor some trees will have to be removed, some pruning of branches will occur, and some dead and down material will need to be removed. Depending on concentrations of material, all woody debris will either be piled for burning or lopped and scattered. *The majority of material can be expected to be lopped and scattered and the likelihood of slash piles being needed is limited.* The following criteria will be applied to trail-related forestry:

- Burn piles must be placed in locations as approved by Project Managers. Piles must be placed a minimum of 20' (feet) downhill from the trail and must be located at least 12' (feet) from live trees.
- Piles shall be constructed to facilitate full consumption when they are burned. Any trees larger than 4" diameter at breast height must be individually approved by Forestation, Inc. (Project Designer and Onsite Construction Coordinator) prior to cutting.
- Branches overhanging the trail must be pruned to a minimum of 10' (feet) above the ground. Pruning must not damage the trunk of the tree. Branches must be cut within 1" (inch) of the trunk of the tree.
- All stumps must be flush-cut prior to completion of the project.
- As many trees as possible will be left standing within the trail corridor. Only remove those trees necessary for trail construction. If significant root damage occurs during trail construction, some trees may need to be removed after trail construction.
- Trees within the trail prism may be more easily removed with mechanized equipment. These trees should be cut 3' (feet) above the ground to make excavator removal easier. *(All high stumps that remain after trail excavation must be flush-cut prior to project completion. This will require an additional pass through the entire trail corridor after trail excavation is completed.)*

Natural Surface Trail Construction Guidelines

The Bigfork Harrell Forest Community Trails will be primarily natural surface trails, meaning that there will be no imported materials for the majority of the trail. The final trail tread will consist of compacted mineral soil. As a recreational trail, the trail must be aesthetically pleasing and have enjoyable "flow" as it travels through the forest. In addition, specific design features such as grade reversals and climbing turns will be utilized throughout the trail system. It is highly recommended that all trail contractors purchase and read two trail design and construction

manuals: 1) **USDA Forest Service Trail Construction & Maintenance Notebook**, 2007 edition. This manual can be found online at <https://www.americantrails.org/resources/trail-construction-and-maintenance-notebook>; and 2) **Trail Solutions**, produced by IMBA (International Mountain Bicycling Association). All contractors must be familiar with terminology such as backslope, outslope, trail tread, grade reversal, climbing turn, switchback, running grade, hinge, fall line, and others.

All trail segments will be designed and pin-flagged by Forestoration, Inc. *All contractors must work closely with Forestoration staff to achieve their specifications for trail construction.* The most important feature of natural-surface trails is controlling the flow of water. This is achieved through proper outslope and placement of drain dips (grade reversals) throughout the trail system. The contractor must demonstrate a clear understanding of surface hydrology and flow of water prior to beginning the project. The following criteria apply to all natural surface trail segments:

- **Trail Construction must follow pin flag line as placed in the field by Trail Designers.** Entire outer edge of trail will be pin-flagged every 4'-6'. *Do not reroute any portion of trail without consultation and approval by Trail Designers.*
- **Natural Surface Trails must be constructed 39" wide.** This is typical minimum track width for small mini-excavators and other trail-designed mechanized equipment. *All mechanized equipment used may not exceed the width of the trail.*
- **Full-Bench Construction.** The trails must be constructed full-bench on native soils. Partial-bench (cut/fill) construction may be accepted in some locations but must be specifically approved by Forestoration, Inc.
- **Backslopes blended with natural slope.** Backslopes must be cut at a stable angle, typically a minimum of 1:1 ratio, and blended with the natural slope. Top edge should be rounded.
- **Clearly defined hinge.** The hinge is the point where the backslope meets the tread. The hinge must be clearly defined along the entire length of the trail.
- **Trail tread outsloped 3%-6%.** All trail segments must be properly outsloped 3%-6% to ensure drainage of surface water.
- **Strip and reuse native plant material.** When possible, strip native "sod" and place on uphill side of trail. Then excavate the under-lying mineral soil. Finally, replace native sod chunks right side up on the downhill fill slope with excavator. This is an important technique that improves aesthetics, retains the native vegetation of the area and reduces erosion.
- **On flat ground and low-angle slopes, frequent and appropriately-placed drains must be constructed.** *Drains may be as close together as every 10' (feet) in some locations.* Trail

Designers will work with contractor to identify proper locations. Drains must move water a minimum of 4' away from the trail tread.

- **Passing and/or Rest Areas at 1000' intervals.** Passing areas up to 48" (inches) in width will be constructed roughly every 1,000' (feet) along the trail. Passing areas must be built in locations designated by Trail Designers.
- **Insloped (banked) turns.** Banked turns will be constructed where appropriate, based on topography and trail flow. *Banked turns must accommodate a full 39" tread width for pedestrians and uphill bike traffic.* The toe of the banked turn should start on the outside edge of the 39" tread.
- **Waste material dispersed.** All organic and mineral material must be raked out and dispersed on the downhill side of the trail. Berming of waste material will not be accepted. Waste material should not exceed 1.5 inches in depth, so that native plant material can grow up through the material. When possible, hide waste material in holes or low areas.

Clip all protruding roots from trail tread and backslope. All roots (regardless of size), must be cut or clipped within 1" of ground surface. *On gravel trails, roots must be clipped prior to placement of gravel.*

Additional Information

1. Contractor (not employees) must attend the pre-bid meeting Wednesday, September 21, at 9:00 a.m., and be available to walk the trail with Project Managers before, during, and after construction. This level of coordination is imperative for a successful finished product.
2. Bids must be on a per lineal foot basis. Please submit the exact cost per foot of completed trail.
3. Contractor should assume there will be final touch-up work required before completion and final invoicing. All work will be clarified by Construction Managers.
4. Final payment is based on the completed length of trail. Length is determined with a measuring wheel. Forestration, Inc. will measure and approve the final length. Contractors are encouraged to also wheel the trail length. Any discrepancy between lengths must be resolved before final payment.
5. All invoices must be submitted to Paul Travis of Flathead Land Trust. Address for mailing invoices: Flathead Land Trust., PO Box 1913, Kalispell, MT 59903: Email address for emailing invoices: ptravis@flatheadlandtrust.org.

6. Additional excavator work may be requested by Project Managers. Please include an hourly rate for additional excavator work (based on machine hour meter), as well as hourly rates for hand labor.
7. Trail work should be completed by June 1, 2023.

**BID CERTIFICATION FORM FOR
BIGFORK-HARRELL FOREST COMMUNITY TRAILS
TO FLATHEAD LAND TRUST:**

The below named bidder, in submitting this proposal for consideration on the above-named project confirms and certifies that:

A. PRIOR TO SUBMITTING A BID. Bidder has read and understands the bidding requirements, general requirements, and all other conditions of this project.

B. EXAMINATION OF BID DOCUMENTS & SITE OF WORK. Bidder has attended the pre-bid walk through Wednesday, September 21, at 9:00 a.m. examined carefully the site of the proposed work, the proposal, plans, and general requirements, and is satisfied as to the project's requirements and the conditions to be encountered in performing the work in accordance with those requirements. Bidder had sufficient time to make the examination, prepare the bid and assents to all provisions and requirements of the Contract. Bidder is aware of, and agrees to comply with, all applicable laws, regulations and rules.

C. QUANTITIES OF WORK IN THE BID PROPOSAL. Submit unit bid prices for the estimated length of trail to be built. The Owner may increase or decrease estimated length under the Contract as long as the total project price does not differ from the total Contract price by greater than 10 percent as a result. The Contractor shall not deviate from the proposal quantities unless expressly directed to do so by the Contract Officer (or the Project Designer/Field Manager). Payment is made for the actual quantities of work performed and accepted or materials installed under the Contract.

D. AUTHORIZED AGENT. The undersigned is a responsible individual or official of the firm legally authorized to execute documents binding the firm or individual to the extent of this Proposal.

E. DEBARMENT. The undersigned by signing this proposal acknowledges that he is not listed on the State of Montana Debarment List.

F. CONTRACT TIME. The work begins on the effective date as authorized by owner and the contract time will run for 9 months. Consideration will be given for weather delays.

G. FEDERAL REGULATIONS. Contractor acknowledges and will comply with Federal Contracting Regulations including but not limited to Buy America Requirement and provisions of 2 CFR Part 200 described herein.

H. CONTRACT EXECUTION. This Bid Proposal, after being executed by an authorized representative of the Contract Officer will constitute the Contract Agreement.

I. CANCELLATION OF AWARD. The award of the Contract may be canceled at any time before the execution of the Contract by all parties without liability against the Contract Officer.

***Bidder understands that FLT reserves the right to reject any and all proposals, to waive irregularities, or to advertise for new proposals, and Bidder consents to that reservation by FLT.**

***Bidder agrees to furnish all equipment, labor, and materials and do all work necessary in the time specified and in substantial conformity with the contract, for the prices set forth in the bid items contained herein. The Bidder agrees to perform all of the work described at the prices shown on his bid.**

***Bidder acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of bids, and final payment for all unit price bid items will be based on actual quantities, as measured in the field and approved by Forestoration, Inc. and FLT.**

Signature: _____

Bidder Information Form (Must be signed)

This bid is submitted by:

Name: (typed or printed): _____

Signature: _____

Name of Business: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Date Submitted: _____

State Contractor License Number: _____

If this bid is filled out by a Partnership, Corporation or Joint Venture, fill out the following:

Partnership:

Partnership Name: (typed or printed): _____

Signature of General Partner: _____
(Please attach evidence of authority to sign)

Name: (typed or printed): _____

Corporation:

Corporation Name: _____

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

Signature of General Partner: _____
(Please attach evidence of authority to sign)

Name: (typed or printed): _____

Title: _____

Witness: _____

Date of Qualification to do business in Montana: _____

Joint Venture:

Name of Joint Venture: _____

First Joint Venturer Name: _____

Signature of First Joint Venture Partner: _____
(Please attach evidence of authority to sign)

Name: (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____

Signature of Second Joint Venture Partner: _____
(Please attach evidence of authority to sign)

Name: (typed or printed): _____

Title: _____

(Each joint venture must sign. The manner of signing for each individual ,partnership and corporation that is a part to the joint venture should be in the manner indicated above)

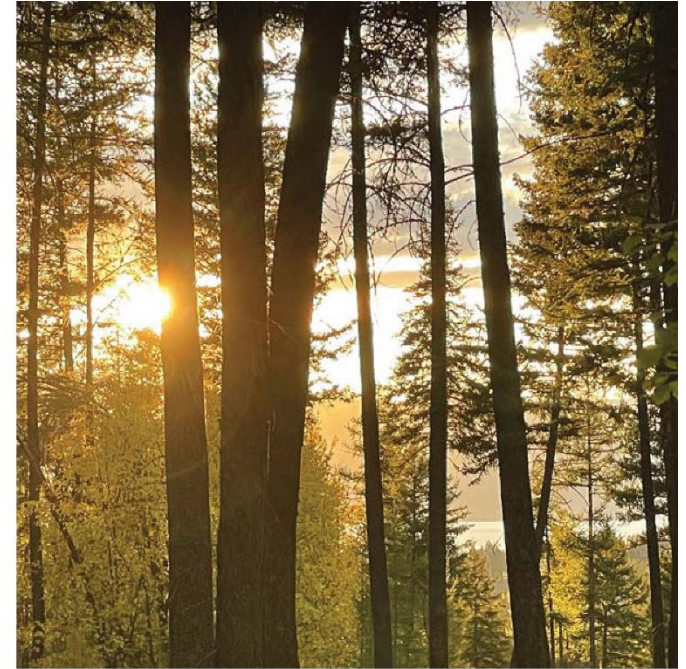
RFP RESPONSE FORM

Use Additional Sheets as Necessary

- 1. List of previous experience with similar past trail building projects (include project name, location, owner, date, description/scope)**
- 2. Provide contact information for professional references**
- 3. List key personnel that will be working on the project and resume/summary of experience**
- 4. Provide proposed project timeline with key milestones**

TOTAL PRICE OF BID (in \$ / lineal foot): _____

TRAILS PACKET



BIGFORK HARRELL FOREST COMMUNITY TRAIL PROJECT

Flathead Land Trust | September 2022



