



**INVITATION TO BID AND INSTRUCTIONS FOR BIDDERS
BIGFORK HARRELL FOREST COMMUNITY TRAILS
TRAILHEAD CONSTRUCTION PROJECT
March 24, 2023**

Thank you for your interest in the trailhead construction project for the Bigfork Harrell Forest Community Trails. This undeveloped, forested property is located less than a half mile northeast of Bigfork, all of which is 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.

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 for trailhead construction 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 collaborating to create over four miles of new community trails and permanently protect 240 acres of forestland in Bigfork's backyard. Project partners worked together to protect the entire property through a conservation easement, held by Montana Land Reliance. The easement protects the land permanently from future residential development while retaining its open space for recreation and outdoor educational uses. Forestation, Inc. has designed the trail system and trailhead amenities for the project. Construction must strictly adhere to guidelines set forth in the conservation easement, available upon request.

This project is funded by the Montana Trail Stewardship Grant Program, administered by Montana Fish Wildlife and Parks (FWP).

LOCATION & ACCESS

The Project will take place on undeveloped property directly northeast of Bigfork. Access to the project is at 1017 Bigfork Stage Road. The contractor is responsible for inspecting the access route and ensuring that all necessary equipment can access the site.

RFP BID INSTRUCTIONS

Requirements:

Bids must include the following forms included with this RFP (pages 10-13):

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

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 Forestration, 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

The following Scope of Services describes and maps the planned construction and locations. Additional information can be obtained by emailing project manager Keith Schmoll keith@forestation.com.

Harrell Forest Trailhead

Scope of Services and Project Specifications

Parking Lot & Kiosk Area Contractor Bid Package

Project Address: 1017 Bigfork Stage Road Bigfork, MT

March 23, 2023

Thank you for your interest in the construction of the Harrell Forest Trailhead. This trailhead is located on private property and is accessible via Bigfork Stage Road. All contracts run through Flathead Land Trust. Forestration, Inc. will coordinate all construction activities on behalf of Flathead Land Trust.

Important Notes:

This property is protected under a conservation easement held by Montana Land Reliance, which restricts certain uses. Conservation easement terms are available by request. Flathead Land Trust will provide guidance on these restrictions.

HARRELL FOREST TRAILHEAD PROJECT COMPONENTS

This construction project will include the following components (detailed specifications for each component are included). *Please refer to the Harrell Forest Trailhead drawings as a reference:*

1. Parking lot construction.
2. Access/entry road construction.
3. Culvert installation.
4. Vault toilet installation.
5. Dry stack retaining walls.
6. Landscape boulders.
7. Bear proof garbage can installation.
8. Restoration areas.

SPECIFICATIONS FOR PROJECT COMPONENTS

- 1. Parking lot construction.** Refer to the Grading and Drainage Site Plan. All topsoil should be removed down to mineral soil base and stockpiled on site to be used for restoration area after construction. Contractor is to cut, fill, and grade both the parking lot and kiosk area as detailed on the plan. Areas where native mineral soil is used for fill should be compacted in 1' lifts. For parking lot final grade, create an 8" depth of compacted pit run base. Topcoat with 4" of compacted 3/4" crush. For the kiosk area, create a 4" base of compacted 3/4" crush. Topcoat with 2" depth of compacted 3/4" yellow shale. All gravel must be adequately compacted with multiple passes by a vibratory roller.
- 2. Access/entry road construction.** Refer to the Grading and Drainage Site Plan. Contractor is to grade road as detailed to ensure water drainage. Final grade will include an 8" depth compacted pit run base with a 4" topcoat of compacted 3/4" crush. All gravel must be adequately compacted with multiple passes by a vibratory roller.
- 3. Culvert installation.** Refer to the grading and drainage site plan. One 30' long, 12" width steel culvert with flared ends is required beneath the entry road to the trailhead.
- 4. Vault toilet installation.** Exact location will be determined by project managers. The site plan shows approximate location. Specifications for excavation and backfill have been developed by the manufacturer, Missoula Concrete Construction (MCC). These specifications are as follows:
 - a. Excavation and Elevation**
 - i.** Comply with all applicable OSHA Standards for excavation.
 - ii.** The vault toilet requires a hole that is 8' (feet) wide and 16' (feet) long as measured at the bottom of the hole. Depth of the hole should be **4'-9"** below desired finished floor elevation.
 - iii.** Finish floor elevation will be 4-6 inches above natural grade measured at the front (entrance) of the exterior slab unless otherwise approved by the customer. It is very important that the installation provides drainage away from the structure.
 - b. Bedding and Compaction**

- i. Compact the natural ground at the bottom of the vault excavation with a minimum of three passes with a whacker-type mechanical compactor or equivalent approved by the customer.
- ii. Install sand or aggregate bedding material for leveling course. Bedding material to be **sand, pea gravel, or 3/8" minus** crushed or screened aggregate. Compact leveling course with one pass with a whacker-type mechanical tamper or equivalent approved by the customer. Grade leveling course so there will be no high spots in the middle of the vault bottom. Compact with a second pass with a tamper or approved equivalent tamper.
- iii. Set vault in place (vault set by MCC). Backfill around structure. Use excavation material for backfill except that rocks larger than six inches in maximum dimensions shall not be placed within six inches of the exterior vault walls.
- iv. Fill, adjacent to the building entry, will have excavated material placed in eight inch loose lifts and compacted with a minimum of two passes with a whacker-type mechanical compactor or equivalent approved by the customer.

c. Finish Grading

- i. Spread excess excavated material from the vault around structure. Intended final grade is flush with the top of the front slab. Allow for placement of topsoil to reach that grade. Grade backfill away from structure at a maximum slope of five (5) percent unless otherwise approved by the customer.
- ii. Areas disturbed by excavation, backfilling and stockpiling of excavated materials will be hand raked to remove exposed rocks over one inch in diameter. Oversized rocks removed from the surface shall be disposed of in a designated area within 200 feet of the site. Excess fill material must be removed from the site.

5. Dry stack retaining wall. See Harrell Forest Trailhead Site Plan for details. One wall will retain the uphill slope of the kiosk area in the southeast corner behind the vault toilet. Use Chief Cliff stone. Individual rocks should be approximately 2'-3' per side. Walls should be backfilled with filter fabric and drain rock.

- 6. Landscape boulders.** Landscape boulders will be utilized to separate the kiosk area from the parking lot. Forestoration, Inc. will work with contractor on exact placement of all boulders. Boulders should be 2'-4' long on each edge. Boulders should be Chief Cliff stone with a natural edge. When possible, stones should be placed with flat surfaces up, so they can also be utilized as seat rocks.
- 7. Bear proof garbage can.** Install a Back Alley Metals bear proof garbage can. Garbage can to be set on a natural stone base (Chief Cliff stone). Set stone on a tamped gravel base. Attach garbage can to stone. Stone must be a minimum of 32" x 32" x 6". Attaching the can to the stone will require the following: drill four 1/2" diameter holes in the stone, epoxy short pieces of 3/8" all-thread into holes, then use 3/8" nuts and washers to tighten down the can. Can will be provided. Contractor does not need to purchase can.
- 8. Restoration area.** All cut slopes and other disturbed areas outside the gravel footprints will have topsoil (salvaged from parking lot) distributed and must be seeded with Lolo C Forest Mix from Westland Seed in Ronan, MT. Seed should be lightly raked into surface soil.
- 9. Hourly rates for machinery and laborer work.** Additional machine work and hand labor, beyond what is detailed in this document, may be necessary throughout the course of this project. Please provide hourly rates for machinery and labor that is anticipated to be utilized on this project.

Mandatory Walk Through:

Interested contractors must attend a mandatory site visit with Forestoration at 9am on Tuesday, April 11, 2023. It will be possible to schedule alternative dates if necessary. Contractors are responsible for arranging alternatives.

Due Date:

Quotations are due no later than 5:00 pm on Wednesday, April 19, 2023

Quotations may be submitted via email to Paul Travis (ptravis@flatheadlandtrust.com) or via hard copy to:

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

Please write on the envelope "Harrell Forest Trailhead Quotation."

Quotations will be opened at 9:00 am on Thursday, April 20th.

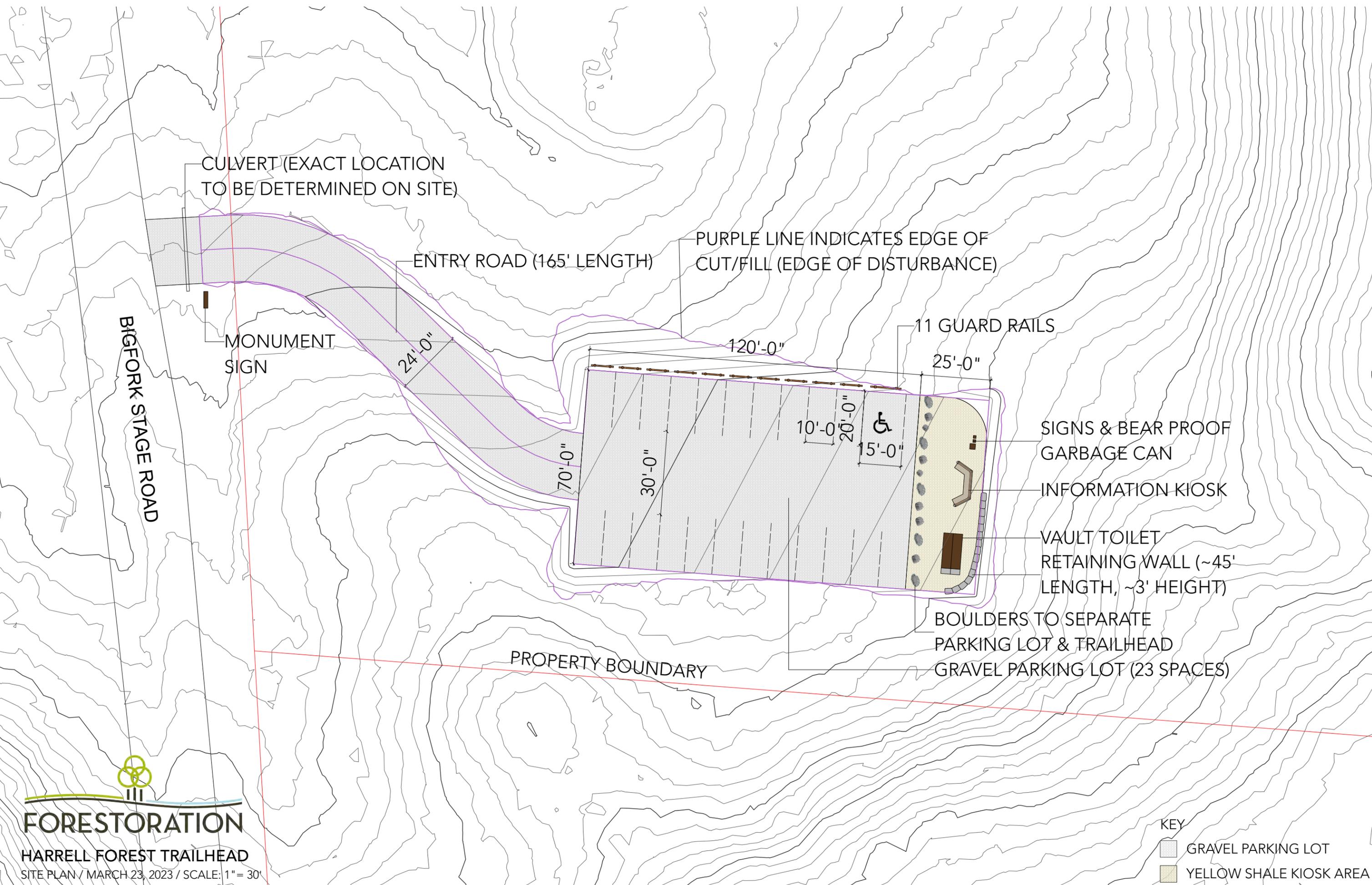
Project Completion Date:

All components of this project must be completed by August 31, 2023.

Contact Information:

Paul Travis, Contract Holder, Flathead Land Trust
ptravis@flatheadlandtrust.com // (406) 752-8293

Keith Schmoll, Project Manager, Forestoration
keith@forestoration.com // (307) 690-2166



CULVERT (EXACT LOCATION TO BE DETERMINED ON SITE)

ENTRY ROAD (165' LENGTH)

PURPLE LINE INDICATES EDGE OF CUT/FILL (EDGE OF DISTURBANCE)

MONUMENT SIGN

11 GUARD RAILS

BIGFORK STAGE ROAD

SIGNS & BEAR PROOF GARBAGE CAN

INFORMATION KIOSK

VAULT TOILET
RETAINING WALL (~45' LENGTH, ~3' HEIGHT)

BOULDERS TO SEPARATE PARKING LOT & TRAILHEAD
GRAVEL PARKING LOT (23 SPACES)

PROPERTY BOUNDARY



FORESTORATION
HARRELL FOREST TRAILHEAD

SITE PLAN / MARCH 23, 2023 / SCALE: 1" = 30'

- KEY
- GRAVEL PARKING LOT
 - YELLOW SHALE KIOSK AREA



CULVERT (EXACT LOCATION TO BE DETERMINED ON SITE)

ENTRY ROAD (165' LENGTH)

PURPLE LINE INDICATES EDGE OF CUT/FILL (EDGE OF DISTURBANCE)

BIGFORK STAGE ROAD

MONUMENT SIGN

24'-0"

120'-0"

11 GUARD RAILS

25'-0"

10'-0"

20'-0"

5'-0"

SIGNS & BEAR PROOF GARBAGE CAN

INFORMATION KIOSK

VAULT TOILET
RETAINING WALL (~45'
LENGTH, ~3' HEIGHT)

BOULDERS TO SEPARATE
PARKING LOT & TRAILHEAD
GRAVEL PARKING LOT (23 SPACES)

PROPERTY BOUNDARY

**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 on Tuesday, April 11, 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 bid prices for the estimated construction. The Contractor shall not deviate from the proposal quantities unless expressly directed to do so by the Contract Officer (or the Project 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. 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 will be based on actual quantities, as measured in the field and approved by Forestration, 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)

