



**Request for Proposal  
GRCA-01-17 Tree Planting**

Issued: July 13, 2017  
Closing: August 11, 2017  
At 12:00 PM

# **Ganaraska Region Conservation Authority Request for Proposal – Tree Planting**

## **1.0 Purpose**

The Ganaraska Region Conservation Authority (GRCA) requires the services of an established tree planting contractor to complete tree planting on private and public properties over the next 3 years (2018, 2019, 2020). The successful bidder will work directly with the GRCA Stewardship Technician to prepare planting sites, plant nursery stock, and perform post-planting site maintenance (tending).

## **2.0 Background**

The GRCA has been planting trees on private and public properties within local watersheds since its formation in 1946. Currently, the GRCA offers tree and shrub planting services through over the counter sales; GRCA coordinated plantings; volunteer events; and roadside plantings. Since 2010, 12,500 to 46,000 trees and shrubs have been planted annually across the GRCA jurisdiction through these various programs. In addition to undertaking planting projects, the GRCA also supports landowners through funding programs administered by the GRCA (Clean Water-Healthy Land Financial Assistance Program) or through partnerships with other agencies (Forest Ontario).

The GRCA will assist a landowner in planting trees through the use of a contractor when the planting volume is a minimum of 500 trees in an upland setting, or fewer in a riparian stream setting. The majority of the planting sites are 2.5 acres or 1,750 trees or greater.

## **3.0 Scope of the Project**

Work will be completed between September 1, 2017 and December 31, 2020. Work may be performed outside of the regular work week, when deemed necessary by the Stewardship Technician. Work will be performed under direction of the Stewardship Technician.

The GRCA engages with private and public landowners to plant trees and shrubs on productive and marginal lands that are favorable to either machine or hand planting through the following steps:

- Site visit (GRCA task)
- Soil sampling and data collection to appropriately select species (GRCA task)
- Planting plan creation outlining species, plant spacing, and pre and post tending methods. (GRCA task)
- Meeting with contractor to review sites (GRCA, contractor and landowner task)
- Planting site preparation (e.g., mowing, spraying, scribing, nothing) (contractor or landowner task)
- Stock pick-up at nursery and storage of stock (contractor task)
- Planting of seedlings, transplants, potted stock, whips (contractor task)
- Post-plant tending (e.g., spraying, much mats, guards) (contractor task)

- Planting quality and survival assessments (GRCA task)

The successful bidder will be required to complete planting projects following site preparation, planting, and tending plans created by the GRCA and further refined by the GRCA and/or landowner on site. Work schedules and properties to be planted will be at the discretion of the GRCA Stewardship Technician in consultation with the contractor. Specific contractor tasks will include:

- Pre-plant site preparation;
- Planting; and
- Post-plant tending.

The successful bidder will be paid by submitted invoice upon completion of contractor tasks as approved by the GRCA.

## **4.0 The Process**

### **4.1 Bidder Qualifications**

The bidder shall provide qualified staff with demonstrated related knowledge and experience in the following areas:

- Silviculture and reforestation in southern Ontario,
- Proper stock handling and storage,
- Proper stock planting techniques,
- Integrated pest management and vegetation control methods (pre and post plant), and certification,
- Experience in planning, execution, and follow up of similar planting projects,
- Professional rapport with landowners, and
- Comprehensive records management.

### **4.2 Questions during Proposal Process**

Enquiries regarding this Request for Proposal (RFP) should be directed to:

Pam Lancaster, B.Sc.  
Stewardship Technician  
905-885-8173 x 247  
plancaster@grca.on.ca

By August 11, 2017 at noon.

Bidders finding apparent discrepancies or omissions in the RFP should notify Ms. Lancaster as soon as possible. Bidders may, during the bidding period, be advised by addendum, of any additions, clarification, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addendum will not be considered as valid or official.

### 4.3 Submission of Proposal

Bidder's submissions should include the following:

- A description of the bidder's understanding of the project;
- A description of the approach to be taken by the bidder, including a proposed work plan and detailed methods of tasks;
- A description of the bidder's qualifications to undertake the project including the number of individuals performing the work and their qualifications;
- A description of how the bidder proposes to work/communicate with GRCA staff in completion, or on-site changes of tasks;
- A description of the bidder's use of sub-contractors; and
- Cost, including all applicable duties and taxes, to complete the project, broken down as follows:
  - Cost specified on a per tree rate for each of the methods used to undertake the following tasks:
    1. Site preparation
      1. Mowing
      2. Band Spraying
    2. Planting (Hand Plant versus Machine Plant)
      1. Bareroot Seedlings
      2. Transplant Stock – please define the size
      3. Potted Stock
    3. Post plant tending
      1. Shielded Spray
      2. Mulch Mat Installation
      3. Tree Guard Installation
  - Harmonized Sales Tax (HST), if applicable, as a separate item per task.

Submit one copy of the proposal, in a sealed envelope clearly marked "RFP Response – Tree Planting" addressed to:

Ganaraska Region Conservation Authority  
2216 County Road 28  
Port Hope, ON L1A 3V8  
Attention: Pam Lancaster, B.Sc., Stewardship Technician

Alternatively, a PDF submission may be made by email, with the subject line "RFP Response – Tree Planting" to [plancaster@grca.on.ca](mailto:plancaster@grca.on.ca). The file size cannot exceed 10MB. If a confirmation email of receipt is not received by the bidder by the end of the next business day, please contact Ms. Lancaster directly at 905-885-8173 x 247. Fax submissions are not acceptable.

Proposals will be received at the Ganaraska Region Conservation Authority during regular business hours up until 12:00 noon on August 11, 2017. Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

The Gananaska Region Conservation Authority will not be responsible for any costs incurred by bidders associated with the preparation of responses to the RFP.

Proposals will not be opened in public.

All proposals will remain in force and will be irrevocable for ninety (90) days after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

#### **4.4 Evaluation Criteria**

Submissions from bidders will be evaluated against the following criteria:

- Demonstrated related knowledge and experience of the bidder;
- Understanding of the project, including description of approach and methodology for providing service; and
- Cost.

The Gananaska Region Conservation Authority is not obliged to accept the lowest quote or any quote.

Proposals submitted should include a minimum of two (2) references that staff can contact regarding similar projects, conducted by the bidder.

#### **4.5 Contract Award**

The Gananaska Region Conservation Authority reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the discretion of the GRCA.

All consultants identified as finalists shall make themselves available to attend an interview, if required.

It is anticipated that the successful provider will be notified by August 31, 2017.

#### **4.6 Termination of Contract**

The GRCA reserves the right to terminate the agreement with 30 days' notice to the contractor subject to the following:

- a) the contractor fails to perform in accordance with the specified service requirements as set out in the Request for Proposal
- b) the consultant fails to achieve a continuous planting quality of less than 90 percent per site.
- c) the consultant fails to execute the required projects within a planting season.
- d) the consultant otherwise violates the provisions of the Request for Proposal to a substantial degree.

#### **4.7 Liability**

GRCA will not be held liable for any action of the consultant and/or its employees.

In conformity with the Workplace Safety and Insurance Board (WSIB), the successful bidder must provide a WSIB Clearance Number prior to the contract commencing.

#### **4.8 Confidentiality**

All information supplied by the GRCA to the bidder in connection with this RFP (i) is the sole property of GRCA and must be treated by the bidder as confidential; (ii) is to be used by the bidder only to reply to this RFP and perform any subsequent Agreement; (iii) must not be disclosed by the bidder without prior written authorization from GRCA; and (iv) shall be returned by the bidder to GRCA immediately upon request.