

Request for Proposals

Maine Forest Economy Growth Initiative

Maine Wood Supply Projections

Issue Date: May 18, 2017

Closing Date: June 9, 2017

Part 1. Background

1.1 Committee Overview

We are a consortium of forest industry organizations that are working together to develop a long-term Vision & Roadmap for Maine's Forest products sector, including the:

- Maine Forest Products Council
- Professional Logging Contractors of Maine
- Maine Woodland Owners
- State of Maine
- University of Maine, led by the Center for Research on Sustainable Forests
- Maine Development Foundation.

This consortium will help industry and government leaders work together to develop a common long-term vision for the sector by identifying the key opportunities that must be captured, key challenges that must be met, and key obstacles that must be overcome to develop greater economic prosperity in the forest products sector across the State.

The Maine Forest Products Council (MFPC) has been awarded a federal grant from the U.S. Economic Development Administration for the project. The Maine Wood Supply Projections study is a critical component.

1.2 Background

Rapid change in marketplace demand for paper has led to the recent closure of five pulp and paper mills and two biomass electric facilities. Between 2014 and 2016, the total economic impact of the forest products industry fell from \$9.8 billion to \$8.5 billion, and more than 5,000 jobs were lost. Maine has lost 50 percent of its softwood pulp market in the last two years.

1.3 Purpose of the RFP

The purpose of this Request for Proposals (RFP) is to solicit competitive bids for a **Maine Wood Supply Projections** study.

1.4 Project Scope

The project will produce modeled statewide and megaregion forest growth and harvest volumes. The project will provide fifty years of projections in five year increments.

The projections will be separated by the following species groups: spruce/fir, cedar, pine, other softwood, hardwood and aspen.

The contractor will supply yield curves for the model that incorporate the management regimes used in Maine. These will focus on naturally managed forests, using both even aged and uneven aged silvicultural regimes. The committee will review and approve the yield curves.

The contractor will use FIA data for inventory and yield curve calibration.

Projections will include current and several alternative wood consumption levels. Wood consumption scenarios will be based on the Maine Forest Service Wood processor report, with input from the committee. Other potential scenarios to be vetted by the committee include potential spruce budworm outbreaks and regional wood flow variations due to ownership patterns.

Possible optional model constraints may include differing management regimes between woodlots and the industrial forest, and acres that are inoperable or have regulations that restrict timber harvests.

Deliverables will include projected forest inventories, harvest levels, growth rates and silvicultural activity over the projection period.

Part 2. Instructions

2.1 Key Dates

Any questions regarding the RFP should be submitted to the committee contact email address **no later than June 1, 2017.**

All responses to this RFP are due **no later than June 9, 2017 by 5 pm.** Any proposals received after this date and time will not be considered.

The project will be awarded by July 1, 2017. Initial projections are due by July 31, and final reports are due August 31.

2.2 Committee Contact

The following individual is the contact for the RFP:

Sarah Curran, Program Director for the Maine Forest Economy Growth Initiative

Phone: (207) 622-6345

Email: scurran@mdf.org

2.3 Questions

Suppliers are to direct any questions regarding the RFP content or process to the RFP contact. All questions should be submitted to the nominated email address during the RFP question period indicated above. The Committee may choose to convey responses to submitted questions to all suppliers so that each is equally informed.

2.4 Proposal Methods

Suppliers must submit their response in the following method:

- a) By email to: scurran@mdf.org. The subject heading of the email shall be **Maine Forest Economy Growth Initiative Maine Wood Supply Projections RFP**. Only electronic copies are to be submitted in PDF format and suppliers may submit multiple emails (suitably annotated – ex. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.
- b) **Size of emailed tender not to exceed 15MB.**
- c) MFEGI will confirm receipt of bids as they arrive with a confirmation email to sender.

2.5 Proposal Requirements

This request for proposals represents the requirements for an open and competitive process under federal guidelines for procurement by competitive proposal. In competitive proposal procurement, the proposal that is most advantageous to the program is selected, considering both price and other factors.

Proposals will be received until June 9. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Proposals must include the timeframe for deliverables and overall completion of this project.

If the organization submitting the proposal must outsource or contract any work to meet the requirements herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracted work must include a name and description of the organizations being contracted. All costs included in the proposal must be itemized to include an explanation of all costs and fees.

Contract terms will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to legal review by MFPC's attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

Bidders must return a completed copy of form CD-512, available at http://ci.noaa.gov/sites/lci/Documents/Forms/funding_forms_CD-512.pdf with their bid.

2.6 Project Budget

All proposals must include proposed costs to complete the tasks described in the scope of work. All costs and fees must be clearly described in the proposal. Contracts will consist of time and materials budgets with a not-to-exceed ceiling price. Proposals should include a breakdown of cost and hours for each task of the scope of work.

2.7 Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of relevant experience
- List of full-time, part-time and contractor staff in your organization
- Examples of three previous similar projects successfully completed to the satisfaction of a client
- References for the three successful projects described above
- Anticipated personnel you will assign to this project (name, title, brief summary of their academic background and professional experience) and description of what their role in this project will be

2.8 Suppliers to Inform Themselves

The Committee has taken all reasonable care to ensure that the RFP is accurate; however the Committee gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.9 Costs of Preparing the Response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. The Committee shall not pay the supplier, wholly or in part, for its response.

2.10 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without the Committee's prior written consent, disclose to any third party any of the contents of the RFP documents. Suppliers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

2.11 Acceptance of these Conditions

Suppliers, by submitting a response to this RFP, are deemed to have acknowledged and agreed to the conditions set out in this RFP.

Part 3. Proposal Evaluation

3.1 Proposal Evaluation Criteria

All proposals received in advance of the solicitation deadline will be evaluated based on the following criteria:

- Overall proposal suitability (20 points): Proposal must meet the scope and needs included here and be presented in a clear and organized manner
- Organizational experience (20 points): bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work (20 points): bidders will be evaluated on the examples of previous projects completed successfully and the references of past clients of these projects
- Value and cost (20 points): bidders will be evaluated on the cost of their analysis based on the work to be performed in accordance with the scope of this project
- Expertise and experience (20 points): bidders will be evaluated on the documentation of their staff's expertise and experience
- Additional consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources or accessibility to other resources to ensure successful project completion (10 points)

Non-response bids or proposals (i.e. those with material deficiencies, omissions, errors, or inconsistencies) will not be considered.

No contracts shall be made with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs. All necessary steps will be taken to solicit participation of locally-owned, minority-owned, female-owned and small businesses.

A contract will be made in writing to the proposal which is most advantageous to the program considering the evaluation criteria specified. This will be the finalist with the highest score assigned by the review committee.

Appendix: Maine Forest Products Council Non-Construction Federal Contracting Terms for the EDA Award

For all contracts:

General terms:

1. Language that allows the Maine Forest Products Council the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to): demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with laws, failure to keep accurate and timely records of the job, or failure to make those records available to the Maine Forest Products Council (on request) or any other documented matter which could cause a hardship for the organization if a claim should arise or the work not be completed on schedule at the specified cost. Contracts shall specify the process for cancellation and the basis for settlement.
2. Provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions, sanctions, and penalties as may be appropriate.
3. Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
4. Provision that the Maine Forest Products Council shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for audits, examinations, excerpts and transcriptions.

Specific Terms:

- A. Maine Forest Products Council is making this agreement utilizing funding awarded under project number 01-69-14749 from the Economic Development Agency of the United States Department of Commerce under its Economic Adjustment Assistance Program (CDFA 11.307). *Contractor* is considered a contractor under this Federal award.
- B. This agreement is subject to Subpart C of Title 2, Code of Federal Regulations (CFR), Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as well as the Department of Commerce's implementing regulations at 2 CFR 1326. *Contractor* warrants it and its principals are not currently disbarred, suspended, or otherwise restricted (including but not limited to inclusion on restricted foreign entities or terrorism watch lists) from accepting federal funds or funds from the State of Maine or any locality within the State of Maine. *Contractor* will adhere to the

requirements of 2 CFR 180 and 2 CFR 1326 in any subcontracts issued to complete this Agreement.

- C. *Contractor*, a non-Federal entity receiving a DOC financial assistance award must, in addition to the assurances made as part of the application, comply and require each of its contractors and subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders (E.O.s), Office of Management and Budget (OMB) circulars, provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) (OMB Uniform Guidance), provisions of these Standard Terms, any other incorporated terms and conditions, and approved applications.”
- D. *Contractor* will comply with the provisions of the Fly America Act (49 U.S.C. § 40118) and it’s implementing regulations at 41 C.F.R. §§ 301-10.131 through 301-10.143.
- E. This agreement is NOT for construction and will NOT involve the employment of mechanics or laborers and is therefore exempt from the requirements of the Davis-Bacon Act and Related Acts.
- F. It is the intention of the parties that this work will NOT result in inventions or innovations that would be eligible for patents. In the event that appears possible, the parties will negotiate in good faith additional terms and adhere to the requirements of 37 CFR 401 and relevant regulations promulgated by the Department of Commerce.
- G. This work will NOT involve Human Subject Research as defined in 15 CFR Part 27 and will NOT involve research with vertebrate animals.
- H. The Copeland “Anti-Kickback” Act (18 U.S.C. § 874), prohibits a person or organization engaged in a federally supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract. The Copeland “Anti-Kickback” Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145.
- I. *Contractor* must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus areas firms are used for subcontracts under this award when possible. The Minority Business Development Agency within the DOC will assist entities in matching qualified minority business enterprises with contract opportunities. For further information visit MBDA's website at <http://www.mbda.gov>.
- J. *Contractor* agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Department of Commerce and the Regional Office of the Environmental Protection Agency (EPA).
- K. Pursuant to E.O. 13043 (62 FR 19217, 1997), non-Federal entities should encourage employees and contractors to enforce on-the-job seat belt policies

and programs when operating company-owned, rented, or personally owned vehicles.

- L. This agreement is subject to a pilot program for whistleblower protection in accordance with National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. No. 112-239, enacted January 2, 2013 and codified at 41 U.S.C. § 4712).

In accordance with 41 U.S.C. § 4712, an employee of a non-Federal entity or contractor under a Federal award or subaward may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward. These persons or bodies include:

- a. A Member of Congress or a representative of a committee of Congress.
- b. An Inspector General.
- c. The Government Accountability Office.
- d. A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e. An authorized official of the Department of Justice or other law enforcement agency.
- f. A court or grand jury.
- g. A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Non-Federal entities and contractors under Federal awards and subawards shall inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

For contracts greater than or equal to \$10,000:

General term: Must contain language allowing the Maine Forest Products Council to cancel for its convenience, and specify the mechanism for settlement.

For contracts greater than to equal to \$100,000:

Specific Terms:

- A. *Contractor* is subject to 31 U.S.C § 1352, as implemented at 15 C.F.R. Part 28, "New Restrictions on Lobbying." *Contractor* certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. *Contractor* shall submit a completed Form SF-LLL, "Disclosure of Lobbying Activities," regarding the use of non-Federal funds for lobbying upon execution of this agreement. Additional Form SF-LLL shall be submitted within 15 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. This provision must also flow-down to and apply to any subcontractors receiving \$100,000 or more.