

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Timber Management Services / The Forestry Company	Cost: Revenue Gen.
Solicitation No: RFP No. 21-11-42001	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 42001

Attached / Supporting Documents

- Exhibit "A"** – Evaluation Matrix and SPIS Form
- Exhibit "B"** – The Forestry Company Price Form
- Exhibit "C"** – Payment Summary

BACKGROUND:

JAA utilizes a forestry consultant to manage timber on airport properties, the current contract for which ended April 14, 2021. As such, JAA issued a Request for Proposals (RFP) to provide timber management and forestry on-call support for three of its four airports (JAX, JaxEx, and Herlong). These services include, but are not limited to, updating the current Timber Management Plan and coordinating forestry activities with the St. John’s River Water Management District, Army Corps of Engineers, Florida Department of Environmental Protection, and the City of Jacksonville.

Only one proposal was received in response to this solicitation and, inasmuch as JAA considers re-solicitation unnecessary under the circumstances, the proposal was evaluated, scored and found to meet all criteria set forth in the RFP. As such, the evaluation committee unanimously recommended beginning negotiations with the sole proposer, which resulted in the potential payment summary attached as Exhibit "C".

RECOMMENDATION:

Planning and Engineering recommends that JAA make an award to The Forestry Company (TFC), the sole respondent to RFP No. 21-11-42001, for forestry management, on-call forestry support, and related services, in an initial three-year term, with renewals of up to two years. This contract is revenue generating, minus payments to TFC made from the gross receipts hereof.

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Verification of Funding	
Title:	David Jones, Director of Engineering & Facilities
Signature:	

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Lauren Scott
Senior Manager of Aviation Planning & Development

Signature and Date

PROCUREMENT REVIEW:

Samantha Smid
Procurement Administrator

Signature and Date

Devin J. Reed
Chief Legal Officer

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, June 28, 2021

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075, Florida Statutes*):

EXHIBIT "A"

**Timber Management
RFP No. 21-11-42001
Evaluation Matrix**

Description	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Points Awarded
The Forestry Company					
Proposed Fees and Revenue Percentage (Maximum 30 Points)	28	28	25	26	26.75
Professional Qualifications and Experience (Maximum 20 Points)	19	18	18	18	18.25
Professional Management (Maximum 10 Points)	10	9	9	9	9.25
Certifications / License(s) (Maximum 10 Points)	10	10	9	10	9.75
References (Maximum 30 Points)					30.00
Local Business (Maximum 5 Points)					0.00
Total Points Awarded					94.00

SOLICITATION PROCESS INFORMATION SHEET

Description of Solicitation: Timber Management

RFQ Number: 21-11-42001

Issuing Department: Planning and Engineering

DBE Participation Goal Established by DBE Office: Yes No N/A

**Dates Legal Notices Placed: April 9, 2021 and April 16, 2021
In: Jacksonville Daily Record**

Website Posting Date: April 9, 2021

Number of solicitations issued: 20

Pre-Bid/Proposal Meeting Date: April 15, 2021

**Mandatory: Yes No NA
Number of firms attended: 3**

Number of Bids/Proposals Received: 1

**Conforming: 1
Non-Conforming: NA**

Evaluation Public Meeting: May 20, 2021

**Evaluation Committee Member(s): David Dunkley
Sarah Matson
Pat Spakausky
Roger Studenski**

Attach Evaluation Matrix.

Budgeted Funds: Yes No NA

**Capital: Yes No NA
Operating: Yes No NA**

Attach Budget Transfer if Required.

Submitted for the Awards Committee Meeting on June 28, 2021.

Comments:

Issuer: Samantha Smid, Procurement Administrator

EXHIBIT “B”

The Forestry Company (TFC) Proposed Fees and Revenue Percentage

SECTION 1: Proposed Fees and Revenue Percentage (Maximum 30 points)

1. For clear cuts, Contractor shall receive 8 percent (8%) of clear-cut revenues actually received by the JAA.
2. For marked thinning, Contractor shall receive 12 percent (12%) of marked thinning revenues actually received by the JAA.
3. JAA will authorize Contractor to bill for the supervision of site preparation and reforestation services based upon a per acre rate. Such rate shall not exceed \$ 65.00 per acre, and will be negotiated, reduced to writing and approved in an instrument referencing this Agreement and signed by the representatives of the parties hereto.
4. Payment, including timber sales, site preparation and reforestation as specified above shall not exceed 12 percent (%) of the total gross monetary proceeds, actually received by JAA, from any timber sale, unless agreed to and authorized, by JAA, in writing.
5. Proposed Hourly Rates – Contractor may be reimbursed for other services as discussed in the Forestry Plan which include all incidental costs including but not limited to travel and other reimbursable costs:

1.	Principals	\$130.00
2.	Graduate Foresters	\$97.50
3.	Forest Technicians	\$78.00
4.	Secretarial/Office	\$45.50

EXHIBIT “C”

Supplement to Award Submission No. AC2021-06-03
Forestry Consultant Payment Summary

Based upon negotiations resulting from RFP No. 21-11-42001, the forestry consultant, The Forestry Company, will be paid the following fees based on the gross monetary proceeds of revenue timber sales actually received by the Authority:

- a. eight percent (8%) for Clear Cuts
- b. twelve percent (12%) for Marked Thinning.

The supervision of site preparation and reforestation services shall not exceed \$ 65.00 per acre.

Payment, including timber sales, site preparation and reforestation as specified above shall not exceed 12% of the total gross monetary proceeds.

Consultant may be reimbursed at the following hourly rates for timber cut supervision, site preparation, re-seeding activities, and management of specific timber-related tasks as requested by the Authority:

- | | |
|-------------------------------|----------|
| a. Principals | \$130.00 |
| b. Graduate Foresters | \$97.50 |
| c. Forest Technicians | \$78.00 |
| d. Secretarial/Office Support | \$45.50 |

The actual services will be authorized by Invoice Costing Proposals approved by JAA. Services will be provided per the agreements under the contract for services in accordance with the original solicitation.