BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE
REQUEST FOR PROPOSALS

FOREST MANAGEMENT TASKS

I. INTRODUCTION

General Information

The Board of Water and Sewer Commissioners of the City of Mobile (the "Board") is requesting proposals from qualified professional foresters, who are licensed to practice in the State of Alabama, to manage its approximately 8,000 acres of forested property, with the option of extending the management of these properties for each of the four subsequent calendar years. This proposal is good for a three-year period only; at which time, a new RFQ will be issued.

There is no expressed or implied obligation for the Board to reimburse responding entities for any expenses incurred in preparing proposals in response to this request.

To be considered, a master and six copies of a proposal must be received by the Engineer over Big Creek Lake at 4725 Moffett Rd, Suite A, Mobile, AL 36618 by 10:00 a.m. on December 8th, 2026. The Board reserves the right to reject any or all proposals submitted.

During the evaluation process, the Board reserves the right, where it may serve its best interest, to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the Board, entities submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Board reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the entity of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board and the firm selected.

It is anticipated the selection of a firm will be completed by January 2027. Following the notification of the selected entity, it is expected a contract will be executed between both parties by the end of January 2027.

Term of Engagement

A three year contract is contemplated, subject to annual review and recommendation of the Engineer over Big Creek Lake. At the end of the three years, the firm will rotate off the engagement partner in order to be eligible to bid on the subsequent three year period. The Board reserves the right to cancel the contract during the three-year period without providing cause.

II. NATURE OF SERVICES REQUIRED

General

The Board is soliciting the services of qualified professional foresters to manage its forested properties for the calendar year ending December 31, 2027, with the option to manage the Board's forested properties for each of the two subsequent years. The management of these properties are to follow the guidelines presented in this request for proposals.

Scope of Work to be Performed

The Board desires the forester to conduct the Board's forestry management for the next three (3) years and to create a report outlining recommended tasks at the beginning of each year.

Reports to be Issued

At the start of the contract and each year within 45 days after contract renewal, the entity will be responsible for completing a report showing the overall condition and recommended actions suggested for each compartment of similar condition strands. Land is currently divided into 51 such compartments. Each section should include at a minimum:

- Timber Age and Type
- Notes of any invasive species found in the compartment
- General condition of the compartment including strand health, access road condition, state of fencing if applicable, undergrowth condition, predicted growth potential, and fit of the timber for the soil conditions present.
- Recommended actions for the next year with estimated costs

Recommended actions should entail any road work, burning, spraying for invasive species, cuts or thins in the area, replanting, or any other work deemed necessary for the management of the strands.

Recommended Tasks

Tasks recommended within the yearly report may be approved for completion or declined at the sole discretion of MAWSS. Tasks will be paid at the rate provided within the proposal packet. Recommended tasks detailing access road activities are understood to cover a variety of size and scope projects. Access road tasks will be approved based on estimated values used as a not to exceed pricing.

Emergency Tasks

Emergency tasks may arise that are not accounted for during the initial management report. Tasks may arise from such events as disease or natural disasters. Tasks may be required at the sole discretion of MAWSS not included in the yearly management report for the rates listed within the proposal packet.

Documentation

All working papers, documentation, photos and reports must be retained, at the forester's expense, for a minimum of three (3) years, unless the entity is notified in writing by the Board of the need to extend the retention period. All reports must consist of at least one (1) sample photograph of the general condition of the strand and further photographs as needed to show the need for recommended actions.

III. DESCRIPTION OF THE BOARD

Background Information

The forester's principal contact with the Board will be Markus Moore, Engineer III, or a designated representative, who will coordinate the assistance to be provided by the Board to the forester.

The Board's property is organized into fifty-one compartments based mostly on condition, timber type, stream management zones, and soil regions. The large majority of these strands are planted with long-leaf

pine. Approximately 80 acres are currently reserved for use as a Gopher Tortoise Habitat and have specific management actions dictated in the original formation documents.

Availability of Prior Management Data

Interested proposers who wish to review the timber strands, timber cruise data or previous management efforts should contact Markus Moore at 4725 Moffett Road, Suite A, Mobile, Alabama, 36618, (251) 721-0828. The Board will use its best efforts to make applicable data available to proposers to aid their response to this request for proposals.

IV. TIME REQUIREMENTS

Draft reports are to be presented within 30 days of notice to proceed or contract renewal with final reports completed no later than 45 total days from notice to proceed or contract renewal. Recommended tasks may be approved at any time within the course of the contract year. Tasks will be approved in writing from the Engineer. Tasks are to be accomplished at the entity's discretion at any time during the course of the contract year. All approved tasks are to be completed before the contract year of the request ends.

A digital copy and two (2) physical copies of the report will be required and should be sent to the Engineer.

V. ASSISTANCE TO BE PROVIDED TO THE FORESTER

Pumping Station Staff

The Galliard Pumping Station department staff and responsible management personnel will be available during the report preparation timeframe to assist the entity by providing information, documentation and explanations. Staff will also be available to assist with access to property as needed for tasks throughout the duration of the contract.

VI. PROPOSAL REQUIREMENTS

General Requirements

Foresters interested in submitting a proposal must submit by 10:00 a.m. on December 8, 2026; their proposal in the format stated below. Failure to do so by the required time and day will disqualify foresters from submitting a proposal.

Inquiries concerning the request for proposals and the subject of the request for proposals may be made to: Markus Moore, Engineer II, (251) 721-0828 or mamoore@mawss.com.

Submission of Proposals

Receipt of the following material is required by December 8, 2026, for a proposing forester to be considered.

A. A master copy (so marked) of a Technical Proposal and six (6) copies to include the following:

   i. Title Page - Title page showing the request for proposal's subject, the entity's name, the name, address and telephone number of a contract person, and the date of the proposal.

   ii. Table of Contents

iii. Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement as to why the entity believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the three-year contract period.

iv. Detailed Proposal - The detailed proposal should follow the order set forth in "Technical Proposal" of this request for proposals.

v. Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposals. (See attachment following the Request for Proposal).

B. The proposer shall submit an original and six copies of a dollar cost bid in a separate envelope marked as follows:

DOLLAR COST BID
PROPOSAL FOR BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE
FOR PROFESSIONAL FORESTER SERVICES

C. Proposers should send the completed proposal to:

Mobile Area Water & Sewer System
Engineer III
4725 Moffett Road, Suite A
P. O. Box 180249
Mobile, AL 36618

Technical Proposal

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the entities seeking to undertake the management of the Board's forested properties in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the entity and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposal's requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items B. through G., must be included. They represent the criteria against which the proposal will be evaluated.

B. License to Practice in Alabama

An affirmative statement should be included indicating that all assigned key professional staff are properly licensed to practice in Alabama.

C. Firm Qualifications and Experience

The proposal should include the following:

- The size of the entity,
- The number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis as well as the office location of all staff to be employed on this engagement,
- The size of the entity's support staff,
- The entity's headquarters location and location of the office from which the work on this engagement is to be performed,
- A list of subcontractors used to preform recommended tasks and proof of licensure for those tasks where applicable.

In addition, the entity shall provide information on the circumstances and status of any disciplinary action taken or pending against the entity and any involved professional staff during the past three (3) years with state regulatory bodies or professional organizations.

D. Partner, Supervisory and Staff Qualifications and Experience

The entity should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a forester in Alabama. The entity also should provide information on any subcontractors that will be licensed for specific tasks as well, such as burning.

The entity should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The entity also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the entity, are promoted or are assigned to another office. Management personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

E. Similar Engagements with Other Government Entities

For the entity's office that will be assigned responsibility for the report and tasks, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should indicate total assets, revenues, and staff hours needed to complete the engagement.

Indicate the scope of work, date, engagement partners, and the name and telephone number of the principal client contact.

F. Specific Management Approach

The proposal should set forth a work plan, including an explanation of the management methodology to be followed, to perform the services required in this request for proposals. In developing the work plan, references should be made to such sources of information as the Board's property zones, expected subcontracting, and overall approach to management of the property.

Proposers will be required to provide the following information on their management approach:

- Level of direction for recommended tasks
- Typical subcontractors and their qualifications used in completion of tasks
- Approach to be taken to develop the yearly management plan report
- Approach to optimizing funds generated

G. Identification of Anticipated Potential Problems

The proposal should identify and describe any anticipated potential management problems, the entity's approach to resolving these problems and any special assistance that will be requested from the Board.

Dollar Cost Bid

A. Report Cost

The dollar cost bid should contain all pricing information relative to developing the management plan report as described in this request for proposals. The Report Cost price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Board will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- Name of Entity
- Certification that the person signing the proposal is entitled to represent the entity, empowered to submit the bid and authorized to sign a contract with the Board.
- A Total Report Cost for each year of the three-year engagement. NOTE: please provide two costs: (1) the cost for a management report alone and (2) the cost for a management report along with a timber cruise.
- Total Cost per acre for burning activities
- Total Cost per acre for buying seedlings and replanting.
- Total Cost per gallon of chemical for spraying invasive species as well as anticipated blend mix and appropriate SDS information
- Total % requested of profits for managing timber cuts and thins
- Total % requested of profits for any other fund generating activities proposed

B. Hours Anticipated by Forester

The second page of the dollar cost bid should include a schedule of the anticipated number of hours by individual to be spent on the developing the report.

VII. EVALUATION PROCEDURES

Proposals submitted will be evaluated by the review committee.

A. Review of Proposals

The review committee will use a point formula during the review process to score proposals. Each member of the committee will first score each technical proposal by each of the criteria described in Section VII B below. The full committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, entities with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the dollar cost bid will be opened and additional points will be added to the technical score based on the price bid.

The Board reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Entities meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process:

1. Mandatory Elements
    a. The entity has at least one (1) forester licensed to practice in Alabama.
    b. The entity's professional personnel have received adequate continuing professional education within the preceding two years.
    c. The entity submits proof of similar work with reference contacts.
    d. The entity adheres to the instructions in this request for proposals on preparing and submitting the proposal

2. Technical Qualifications
    a. Expertise and Experience
        (1) The entity's past experience and performance on comparable engagements
        (2) The quality of the entity's professional personnel to be assigned to the engagement and the quality of the entity's subcontractor pool
    b. Management Approach
        (1) Adequacy of proposed staffing plan for various segments of the engagement
        (2) Adequacy of management plan

3. Price

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION.

C. Oral Presentations

During the evaluation process, the review committee may, at its discretion, request any one or all entities to make oral presentations. Such presentations will provide entities with an opportunity to answer any questions the review committee may have on a entity's proposal. Not all entities may be asked to make such oral presentations.

D. Final Selection

The review committee will make their final selection and present their recommendation to the Board.

Following notification of the entity selected, it is expected that a contract will be executed between both parties by February 2027.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board and the firm selected.

The Board reserves the right without prejudice to reject any or all proposals.

APPENDIX A

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to obtain an insurance policy providing a prudent amount of coverage for the willful or negligent acts of any officers, employees or agents thereof.

B. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Board of Water and Sewer Commissioners of the City of Mobile.

C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____