

## **Request for Quotes**

### **J.W. Toumey Nursery Horticulture Programming Consultant**

### **Ottawa National Forest, Michigan**

**Background and Statement of Work:** The National Forest Foundation (NFF), in partnership with USDA Forest Service J.W. Toumey Nursery (Toumey), located on the Ottawa National Forest, is requesting quotes for a Horticulture Programming Consultant for the planning and analysis of future greenhouse and bareroot operations related to seedlings and native plant species.

Toumey was established in 1935 and is the only USDA Forest Service Nursery in the Eastern Region. Toumey is unique among Forest Service nurseries in that its facility houses a nursery with bareroot and greenhouse operations, a seed extractory, and a genetic resource center, all in one site.

After a series of decisions to modernize the nursery, Strategic and Facilities Master Plans were finalized to update and expand operations to increase production four-fold, from approximately 5 million shippable seedlings to 20 million after the transition. This will enhance Toumey's ability to meet current and future planting needs on National Forest System lands in the Eastern Region.

#### **Information Requested**

If interested in submitting a bid for this project, please provide a quote for the above statement of work by providing:

- technical approach
- work experience
- cost
- capacity for this project
- experience in similar projects

Specific requirements are detailed below.

## **I. PROJECT OVERVIEW AND REQUIREMENTS**

### **General Specifications**

- (a) Description of Work – This Request for Quotes is for restoration services related to horticultural programming at J.W. Toumey Nursery for modernization and expansion. The awarded Contractor is responsible for the planning and analysis of future

greenhouse and barefoot operations related to seedlings and native plant species at Toumey Nursery.

The Contractor shall identify what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

- (b) Project Location – J.W. Toumey Nursery is located on 110 acres at E23985 Old US Hwy 2E, Watersmeet, Michigan 49969, Gogebic County.
- (c) Work Schedule – **Work is to be completed no later than January 14, 2028.** The particular work schedule will be determined by the Contractor, in coordination with the NFF and Toumey Nursery representatives. The Contractor will demonstrate continual progress through regular communications and coordination with the U.S. Forest Service & Toumey Technical Lead and the NFF Point of Contact. This will include:
  - Site scheduling and access to the Nursery.
  - Work plan and associated timeline for estimated completion of activities.

#### **Other Project Requirements and Specifications**

- (a) Utilities – In many locations there will be no or limited sanitation, water, electrical or housing services available. The Contractor shall make its own arrangements for temporary facilities if needed.
- (b) Specifications – Project work shall be accomplished in accordance with the following:
  - 1) Duties and Responsibilities: The Contractor shall conduct an assessment and production of the following horticultural programming activities:
    - a) Review of current germination and sowing processes.
    - b) Evaluate and provide recommendations for growth specifications for seedlings during the greenhouse cycle and final goal for out planting.
    - c) Evaluate and provide recommendations for long-term seed storage, containers, temperatures, and other nursery operations.
    - d) Provide an analysis of existing seed processing.
    - e) Evaluate and provide recommendations for staffing levels and formal training needs for anticipated production and species.
    - f) Create a best growing practice manual for all species currently grown at the Nursery and potential species to be grown in the future for partners and other Forest Service Regions. The manual shall include, at minimum:
      - (i) Stratification and seed preparation for sowing.
      - (ii) Best sowing practices.
      - (iii) Composition of soil media for containerized growing.
      - (iv) Supplemental lighting regimen, if needed, and light spectrum.
      - (v) Fertilizer composition and regimen.
      - (vi) Water chemistry and watering regimen.
      - (vii) Temperature and humidity recommendations for key growth stages.

- g) Develop a comprehensive pest management plan for greenhouse operation based planned species to be grown.
- 2) Qualifications:
- a) Degree in Horticulture, plant sciences, or related field; or equivalent experience.
  - b) Experience in horticulture, greenhouse and bareroot operations and production, and greenhouse pest management/IPM.
  - c) Knowledge of the principles, concepts, and practices of horticulture, including all applicable laws and regulations.
  - d) Knowledge of Northeast Region native plant species.
  - e) Project management, greenhouse operational capacity experience.
  - f) Basic skills with Microsoft Word, Excel, and email applications.
  - g) Good written, oral communication, and interpersonal skills.
  - h) Must be able to work independently.
  - i) Must be able to lift  $\geq$ 50 pounds and work outdoors.
  - j) Must have a valid driver's license and be able to provide own transportation.

### **Insurance Requirements**

Upon selection of the winning bid, the Contractor agrees that it has and shall maintain the following insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers' compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.
- c. If the Scope of Services includes professional services as identified herein, Contractor shall also provide professional errors and omissions liability insurance. Professional services for purposes of this section include, but are not limited to performing architecture, engineering, landscape architecture, land surveying or planning, preparation and signing or stamping of drawings, maps, surveys or construction specifications, or design and development of computer software, programs or websites by the Contractor or by subcontractors on behalf of the Contractor, for which professional liability insurance would typically be required. The minimum coverage limits required are \$1,000,000 for each claim and \$1,000,000 annual aggregate.

### **Prohibited Telecommunications Services and Equipment**

If applicable, Contractor is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

## **Payment/Performance Security**

Contractor shall post cash, a letter of credit, bond, or other financial security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination, to assure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons supplying or furnishing to the Contractor or Contractor's subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to perform the work. Contractor may incorporate required associated costs into mobilization costs or other approved expenses.

- a. Work that is classified as construction in accordance with the Miller Act or Little Miller Act or if required per conditions of the funding source, payment and performance bonding will be required in the full amount of any Agreement. For the purposes of this Request for Quote, construction is defined as "any contract greater than \$100,000 for the construction, alteration, or repair of any public building or public work where the federal government is the owner", or
- b. If Contractor is not self-performing at least 85% of the total contract value or if the cost of materials is in excess of the larger of \$100,000 or 50% of the contract total, payment and performance bonding will be required in the full amount of the agreement, or
- c. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

## **Federal Exclusion Verification**

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

## **Federal Flowdown Provisions**

Flowdown Requirements: Any Agreement associated with this RFQ may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference (see Appendix A: Federal Flowdowns).

## **Competitive Range**

The expected competitive range for bids to this solicitation is approximately \$150,000 to \$200,000.

## **II. REQUIRED COMPONENTS**

### **Technical Quote**

Please provide a detailed technical approach to the work.

### **Contractor Qualifications**

- (a) Past Experience – Please provide a brief explanation of previous work experience with land management agencies.

(b) References – Please provide three professional references that can speak to past performance.

**Pricing Schedule**

Contractor shall price work according to the schedule below.

	<b>Task/Item</b>	<b>Units</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
(a)	Horticultural Programming Services (Hourly Rate)	Hours		
			<b>Total Bid</b>	

**III. SUBMISSION, EVALUATION, AND CONTACTS**

**Contractor Selection Process**

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by **Friday, February 7, 2025**, and will prepare a separate contract document.

- Price
- Previous Work History
- References
- Contractor availability / Project timeline

**Point of Contact**

Please submit any questions about the project in writing to the Point of Contact.

Monica Perez-Watkins  
National Forest Foundation, Reforestation Program Manager  
[mperezwatkins@nationalforests.org](mailto:mperezwatkins@nationalforests.org)

Responses will be shared with known interested parties by email or otherwise posted at <https://www.nationalforests.org/rfp>.

**Bid Submission**

Submit bids via email to [mperezwatkins@nationalforests.org](mailto:mperezwatkins@nationalforests.org) by **Friday, January 31, 2025**.

**Equal Opportunity Provider**

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

## **Appendix A Flowdown Provisions**

**NFF Funding Code: 1593171**

**NFF Funding Name: CCS SPA Toumey Nursery Modern Suppt**

**Funder Agreement ID: 24-CS-11090700-026**

### **U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA.**

Award Recipient or Contractor shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

### **COPYRIGHTING.**

Award Recipient or Contractor is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement. No original text or graphics produced and submitted by the U.S. Forest Service must be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.

This provision includes:

- The copyright in any work developed by Award Recipient or Contractor under this agreement.
- Any right of copyright to which Award Recipient or Contractor purchase(s) ownership with any Federal contributions.

### **PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS.**

All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.

3. The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
4. If the Government determines that the recipient is not in compliance with this award provision, it:
  - a. Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
  - b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.