

**Request for Proposals**  
**J.W. Toumey Nursery Greenhouse Purchase & Installation**  
**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 proposals to provide and install a fully operational 30-ft by 136-ft greenhouse structure with all associated necessary accessories (heating, electrical, water, irrigation boom, and fan requirements) for the propagation of forestry seedlings at Toumey, located in Watersmeet, Michigan. Construction will occur adjacent to the existing greenhouses on land that is currently used for parking and palletized container storage. Some leveling will be required.

Toumey was established in 1935 and is the only USDA Forest Service Nursery in the Eastern Region. The nursery is undergoing expansion and modernization to increase National Forest System seedling production. This greenhouse structure will be for temporary use to produce approximately 150,000 seedlings annually during modernization efforts. Once modernization is complete, the NFF will coordinate with the U.S. Forest Service to repurpose the structure and its associated components.

**Information Requested**

If interested in submitting a bid for this project, please provide a proposal 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 Proposals is for restoration services related to providing and installing a fully operational greenhouse structure, in accordance with the following:

1. Approximately 30' W x 136' L structure with two-layer poly plastic inflated roof or polycarbonate rated for snow load.
2. Ventilation fans sized for Watersmeet, MI, cooling.
3. Cherry Creek Systems overhead boom irrigation system.
4. Injector system for boom.
5. Benching system for the entire greenhouse.
6. All utilities connected and operational.

The contractor will be responsible for providing all accessories and supplies needed to construct a fully operation greenhouse ready for the propagation of seedlings. This includes sizing and installation of all mechanical, electrical, and plumbing in accordance with the 2024 International Family of Codes, and all 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.

(a) Project Location – J.W. Toumey Nursery is located on 110 acres at E23985 Old US Hwy 2E, Watersmeet, Michigan 49969, Gogebic County.

(b) Work Schedule – **Work is to be completed within three months of contract finalization (date of last signature).** The particular work schedule will be determined by the Contractor, in coordination with the NFF and Toumey 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:

1. Site scheduling and access to the Nursery.
2. Work plan and associated timeline for estimated completion of activities.

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

- I. 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. Additionally:
  - a. The Contractor will make all connections to existing utilities to branch off services to the new greenhouse. In the wellhouse, greenhouses are served both by well water and city water.
    - i. The Contractor is to reconfigure the water service so that the new greenhouse and the adjacent greenhouse (GH4) are supplied by city water, while the remaining greenhouses are supplied by well water. A valve is to be installed to allow for either water system to serve all greenhouses if necessary.
  - b. Approximate distances to utilities are:
    - i. Water Line Distance is 200' (ft)
    - ii. Electric Distance is 80' (ft)
    - iii. Natural Gas Distance is 170' (ft)
  - c. **Please see Appendix A for photos of utility connection points.**

(b) Specifications – Project work shall be accomplished in accordance with the following:

- Ensure a **level base** for the structure with a bed of MDOT 23A crushed gravel. The estimated quantity is 50 cubic yards measured compacted in place. Cover the base with minimum 3oz/yd woven polypropylene weed barrier with minimum 70 % UV resistance and 12 gpm/ft<sup>2</sup> water flow rate. Ensure the weed barrier seams are overlapped minimum 4" and securely anchored to the gravel base with mechanical fasteners.
- The **structure** shall be a 30' W x 136' L Gothic Arch galvanized tubular frame ground anchored green house with 6' side walls. The structure shall be designed by the manufacturer for snow loads and weather conditions found in Watersmeet, MI, as well as a mounted irrigation boom.
- **Side walls** shall be capable of ventilating the greenhouse with 4' tall open area the length of the greenhouse minus end enclosures. The vent shall be thermostatically controlled with a minimum of two (2) stages, with insulating inflated walls when closed. Polycarbonate or other approved solid skirting to be installed below sidewall vents.
- **End walls** are to be minimum 8-mm twin wall polycarbonate. Each end wall shall have a 10' x 8' insulated roll up garage door. The north end walls shall also include an insulated 36"-wide man door.
- The **roof** shall be two (2) layers of 6-mil UV stabilized polyethylene greenhouse cover with minimum four-year service life. Film shall be installed with Wiggle Wire Poly fastening system. The roof system shall come with an inflation system with at least two (2) blower units installed.
- A **ventilation system** is to be included with a minimum of two (2) Schaefer Slantwall 54" 5-Wing Galvanized 1 ½ HP fans controlled by a single stage thermostat for cooling the greenhouse with automatic shutters. For circulation, include eight (8) 12" HAF fans with manual speed control.
- Greenhouse **heating** is to be supplied by two (2) natural gas Reznor UDXC250 Unit heaters located at opposite ends of the structure. The Contractor shall supply all hangers, hookups, and exhaust venting needed for code compliant operation.
- Provide sufficient **grow LED lights** for photoperiod extension with an Intermatic 24-hour mechanical time switch. Grow lights should be capable of providing minimum 8 average PPFd (photosynthetic photon flux density) and 1.5 moles per day 18-hr DLI (daylight light interval) with full spectrum light. Fixtures to be Photobio T 330-Watt S4 full spectrum LED grow lights or approved equal. A lighting analysis showing quantity of fixtures, locations of fixtures, and minimum light levels at table height shall be provided prior to approval of fixture installation.
- Cherry Creek double rail boom **irrigation systems** shall be installed with the following specifications: 32" bench height, 18" stock height, dual water mist upgrade, portable 20 gpm Dosatron injector, center water feed system, and wireless walk switch. No additional pressure regulator is necessary.
- Provide and place **tables for nursery stock** within four (4) bench areas in the finished greenhouse, with each bench area allotted 12' x 60' in space. Tables are to be steel rolling benches with stabilizer bars.

### 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 required, the 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 Proposal, 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 RFP 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 B: Federal Flowdowns).

**II. REQUIRED COMPONENTS**

**Technical Proposal**

Please provide a detailed technical approach to the work.

**Contractor Qualifications**

- I. Past Experience – Please provide a brief explanation of previous work experience with land management agencies.
- II. 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)	Labor & Installation Services	Daily/ Hourly Rate		
(b)	Purchase of Greenhouse Structure	Lump Sum		
(c)	Purchase of Associated Items listed in (b) Project Specifications*	Lump Sum		
			<b>Total Bid</b>	

\*Contractor to include a list of associated items and costs with the Proposal.

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

**Contractor Selection Process**

This is a request for proposals only and bids furnished are not offers from the National Forest Foundation. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

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 May 23, 2025, at the latest, and will prepare a separate contract document.

The NFF may, in its sole discretion, choose not to award a contract based upon received proposals and availability of funding. No work is guaranteed until a separate contract has been signed by all parties.

### **Evaluation Factors and Relative Importance**

The following criteria will be used in the evaluation of submitted proposals, ordered from highest weighting (level 3) to lowest weighting (level 1).

#### Level 3 Criteria

- Price / cost
- Equipment and contractor capability
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and USFS feedback

#### Level 2 Criteria

- Technical proposal / proposed approach to project
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines

#### Level 1 Criteria

- Benefits to the local community
- Relationship to local community

### **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>.

### **Contractor Q/A Session**

**An optional virtual Q/A session will be held for interested contractors on Wednesday, April 23, 2025, at 11:00 am ET.** RSVP to [MPerezWatkins@NationalForests.org](mailto:MPerezWatkins@NationalForests.org) if interested and to receive the meeting link. Site visits may be accommodated per request.

### **Bid Submission**

Submit bids via email to [MPerezWatkins@NationalForests.org](mailto:MPerezWatkins@NationalForests.org) by **Monday, May 12, 2025, at 4:00 pm ET.**

### **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.

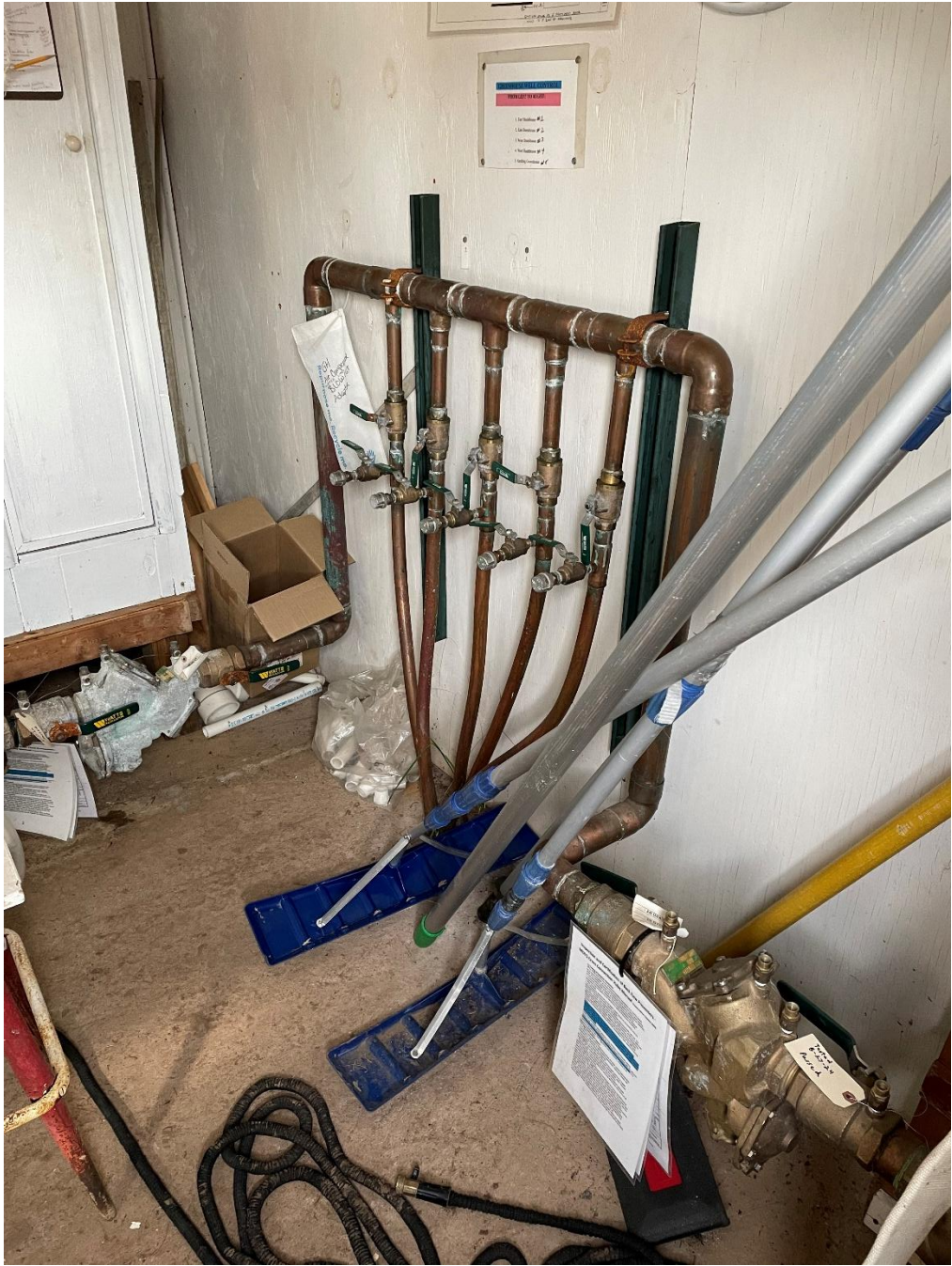


## Appendix A.

### Photos of Utility Connection Points







TECHNICAL SPECIFICATIONS  
1. Distribution #1  
2. Distribution #2  
3. Distribution #3  
4. Distribution #4  
5. Distribution #5

Label on pipe: [Illegible handwritten text]

Label on valve: [Illegible printed text]

Label on valve: [Illegible handwritten text]





Compressor

Evaporator &  
Time Clock

Ent  
Lite  
#5

17  
Alarm

MAIN  
BREAKER  
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TYPE NCO PANELBOARD  
AMPS 120/240 3 4  
VOLTS 240  
SAC 1  
CATALOG NO. SERIES  
602820621 2  
SQUARE D COMPANY

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SQUARE D COMPANY

ELECTRICAL  
EQUIPMENT  
Waterbury Laboratories, Inc.  
ELECTRIC CABINET FRONT  
ISSUE 8-793  
SQUARE D COMPANY  
HAMMINGTON, N.C.  
MADE IN U.S.A.

PANELBOARD V. PH. DATE:  
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SQUARE D COMPANY

M. A. ...

## **Appendix B 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.