



December 12, 2024

County of Newberry

Purchasing Department
Request for Proposals # 2024-11

Forestry Consulting Services for Proposed Timber Sales

Proposals are due January 22, 2025 no later than 3:00 PM, Local Time

**PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE
FOR VERIFYING RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE
PROPOSAL OPENING.**

A. GENERAL REQUIREMENTS

- Specifications, requirements, and inquiry answers may be obtained from the following contact:

Crystal Waldrop, CPPB
Newberry County Procurement Department
1309 College Street
Newberry, S.C. 29108
E-mail: cwaldrop@newberrycounty.gov
Phone: (803) 321-2100

- Proposals will be received at:

Newberry County Courthouse Annex
Procurement Department
Post Office Box 156
1309 College Street
Newberry, S.C. 29108

- Proposals are due January 22, 2025, **no later than 3:00 PM**. Proposals received after this time will be marked “**LATE**” and will not be considered.
- The deadline for submitting questions is January 9, 2025, by close of business at 5:00 p.m. Questions may be emailed to Crystal Waldrop at the email address above.
- Newberry County reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.
- No faxed or e-mailed submittals will be accepted.
- Newberry County will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from vendors who can demonstrate the specified qualifications set forth in this RFP. The failure of any submitting firm to demonstrate that its qualifications are consistent with the County’s requirements and expectations will result in that firm’s proposal being disqualified.
- The County shall not be liable for any expense incurred in connection with preparation of a response to this solicitation. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.

- All requested information should be provided in order for a proposal to be considered responsive. However, any firm submitting information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall, at the County's sole discretion, be disqualified from consideration.
- This request is NOT a Bid; therefore, any alternate solutions that meet or EXCEED the outlined minimum requirements should be submitted for consideration. Newberry County is interested in any and all details of other innovative and original ideas above and beyond those discussed in this Request for Proposals.
- All ideas that meet or exceed the minimum requirements will be considered.
- Addenda to this RFP will be posted on the Newberry County Procurement Department's website (www.newberrycounty.gov/purchasing/solicitations). PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING ITS RECEIPT OF ANY AND ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.
- Feel free to contact Crystal Waldrop via email at cwaldrop@newberrycounty.gov if any questions arise. No interpretations or clarifications of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request for such interpretation should be in writing, addressed to Crystal Waldrop, Procurement and in order to be given consideration must be received at least seven days prior to the advertised date of opening. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

Crystal Waldrop, CPPB
Purchasing Director

B. INTRODUCTION

Newberry County is seeking proposals from qualified South Carolina Registered Foresters to assist with the preparation and sale of timber to be thinned on designated areas of lands owned by the County. There are six parcels that are identified and included in this solicitation (parcel map attached):

Tax Map # 573-15	383.36 acres
Tax Map # 576-12	175.74 acres
Tax Map # 449-2	42.0 acres
Tax Map # 394-7	118.31 acres
Tax Map # 399-39	22 acres

The timber on the proposed areas is to be harvested in compliance with South Carolina Forestry Best Management Practices and in a workman-like manner in so as to reduce the basal area of the residual standing merchantable timber to an aesthetically pleasing forty (40) to fifty (50) square feet per acre.

Responses shall also include a proposed land management plan for these parcels and the cost associated with the services.

All interested persons visiting or viewing the subject property may do so at their own risk and must assume all risk connected therewith, including but not limited to the obligation to indemnify and hold harmless the Owner from any loss it may experience as a result of potential Proposers visiting/viewing the property.

C. QUALIFICATIONS SUMMARY

Each firm responding to this RFP must demonstrate its experience in performing forestry consulting services. Consideration will be given to the following:

- Evidence that Proposer is a South Carolina Registered Forester in good standing.
- Evidence that the Proposer is a member of and subscribes to the Code of Ethics of the Association of Consulting Foresters of America, Inc.
- Experience in preparing timber for thinning to be harvested in compliance with the current *South Carolina's Forestry Best Management Practices*, as promulgated by the South Carolina Forestry Commission and the South Carolina Forestry Association.
- Experience with selling standing timber by sealed bid by the ton for institutions, government entities and individuals.
- Number of years Proposer has been in business.
- Demonstrated regional and local marketing abilities.

- Detailed outline of the Proposer's recommended method of achieving the County's stated objectives, including a timeline.
- Proposer's payment terms for selling the subject timber, including charges the County should expect to pay if the subject timber does not sell by the proposed sales method.
- Demonstrated depth of the Proposer's ability to implement internet marketing strategies.
- Detailed description of the Proposer's recommended method, including step-by-step account of how the proposed timber sale would be prepared in the field, conducted, and supervised during active harvesting.

D. MANDATORY REQUIREMENTS FOR PROPOSALS

The following items require a response from your firm. If a response is not received, your proposal may be automatically disqualified. Please follow the format below:

Newberry County requires that proposals be easily understood. Include all information requested, but do not include unnecessary or extraneous information. Responses should be concise, and all reasonable care should be taken to limit responses to pertinent information. Additional company/marketing information is welcome and should be presented as attachments to, not in lieu of, the core response.

Section I – Executive Summary

This section should include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services from competitors.

Section II – Profile

This section should include a brief overview and history of your company. Provide information that best illustrates your company's qualifications for marketing the properties, as well as the experience and qualifications of the key personnel who would be involved in relation to the proposed scope of work. Please provide in depth information on those Registered Foresters who would be directly involved in this project, describing the role of each.

Section III – Cost Information

The proposer should provide a not-to-exceed fee for the forestry consulting services identified in this RFP.

Section IV – Additional Information

1. Provide a brief description of your firm's background in selling timber and forest products.
2. Describe the recommended means of advertising and promoting the sale of the subject timber.
3. Supply at least five (5) references, including the names, titles, and contact information, specifically for selling timber for a government entity or other commercial enterprise.
4. Demonstrate the firm's ability to market to a broad pool of perspective buyers.
6. Detail how the proposer will initiate the process and integrate all levels of marketing to produce fair market value and results.
7. Describe the reporting capabilities and format of how sale analytics and statistics will be delivered to the seller.
8. Provide specific recommendations as to a Timber Thinning Sealed Bid Sale for the proposed sale, with proposed sale prospectus attached.
9. Provide timelines for completing the timber sale preparation in the field, communication with the sellers regarding anticipated sale yields, communication of the sale prospectus to prospective buyers, process of determining the high bidder for the sale, communication of and consultation with the seller regarding the bid results, closing process with seller, and requirements of the buyer.
10. Provide a complete list of litigation involving the firms over the past three years, describing the nature of each suit and the firm's involvement.

E. TERMS AND CONDITIONS

Section I – General Requirements

1. Newberry County reserves the right to accept or reject any proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. The County reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.

3. There is no expressed or implied obligation for Newberry County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Nor does this solicitation commit Newberry County to award a contract or to procure any services that may be offered by means of a submission to this request.
4. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, the County will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
5. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firm's qualifications for executing the work.
6. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or board member, or employee of Newberry County, other than the contact listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress in the selection process and its results will be provided.
7. The firm shall provide all equipment required in the performance of this contract as set forth.
8. The selected firm will not discriminate against any person in accordance with Federal and State laws and regulations.
9. Sub-contracting of an awarded contract will not be permitted in part or whole, under any circumstances.
10. In case of default by the firm, the Newberry County Council reserves the right to purchase the services in default in the open market, charging the firm with any additional costs.
11. Newberry County reserves the right to terminate the contract at any time, with 30 days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
12. All firms are hereby placed on formal notice that neither the County Council, nor any employees from Newberry County Government, nor

any members of the Qualifications Review Committee are to be contacted either individually or collectively concerning this project. Firms and their agents who intend to, or have submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the County Council, candidates for County Council, or staff members outside regular County Council meetings relating to the selection process, or other meetings specifically scheduled for negotiations. Dinners, lunches, or any other actions that may be interpreted as contrary to these instructions may result in an immediate disqualification of such firm by the County from further consideration for this project.

13. Indemnity: The Contractor shall indemnify and save harmless Newberry County, its officers, agents, and employees from and against all losses, costs, damages, expenses, and liabilities caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); and against all damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors, or employees.

Section II – Insurance Requirements

The coverages must be as follows:

Worker's Compensation	Statutory
General Liability	\$1,000,000 per occurrence
- Including bodily injury, property damage and contractual liability	

Automobile liability	\$1,000,000 per occurrence
- Including bodily injury and property damage	

The Certificate of Insurance must list Newberry County, SC as the Certificate Holder as well as AN ADDITIONAL INSURED. The box in the bottom right-hand corner must have the word "Prior" inserted after 30 days so that it reads as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days prior written notice to the certificate holder named to the left.

F. PROCEDURES FOR SUBMITTING PROPOSALS

- Questions about the response to this request for proposal should be directed to:

Mailing Address: Crystal Waldrop, CPPB
Purchasing Director
Newberry County Courthouse Annex
Post Office Box 156
Newberry, SC 29108

E-mail: cwaldrop@newberrycounty.gov

Phone: 803-321-1420

- Proposals shall arrive at the above listed address no later than January 22, 2025, **at 3:00 p.m.** to be considered. It is the sole responsibility of proposers to insure timely arrival of any proposal submitted. Responses received after this time will be unopened and marked **LATE** and returned unopened.
- Three (3) copies and one (1) original of the submitted proposal should be furnished on or before the deadline.
- Responses will be retained as property of Newberry County.
- Responses should generally be less than 20 pages total and shall outline the tasks mentioned.
- Proposals should contain an original manual signature of an authorized representative of the responding firm.
- Newberry County is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.
- The contents of the Proposal of the successful firm may become part of any subsequent contractual obligation.
- Any questions concerning this Request for Proposal should be directed to Crystal Waldrop, Procurement Director at cwaldrop@newberrycounty.gov
- No interpretation or clarification of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request for such interpretation should be in writing, addressed to Crystal Waldrop, Procurement and in order to be given consideration must be received at least seven days prior to the advertised date of opening. Any and all such interpretations and any supplemental instructions will be provided

in the form of written addenda and will become supplemental to this Request for Proposal.

G. SELECTION PROCESS

1. General

The Evaluation Committee will evaluate all qualifying proposals. All requirements of this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from firms who can demonstrate the specified qualifications mentioned in this RFP.

2. References

Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The criteria outlined below and described further hereinafter will be used to evaluate the RFPs. The evaluation is based on a total maximum score of 100, with the following point breakdown per category.

<u>REQUIREMENTS</u>	<u>POINTS</u>
A. Qualifications (Licensure, credentials, experience of staff, etc.)	20
B. Experience (Volume and similarity to RFP requirements)	25
C. References (Last 5 engagements)	20
D. Method (Details for executing RFP requirements)	25
E. Costs (Clarity, completeness of explanation, expenses to the County)	10

Total Points 100

4. Final Selection

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The County Council will make the final decision.

H. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certifies that; (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by Newberry County, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the SC Secretary of State

Type of Organization (check one):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Public Corp.

Authorized Contact Name Printed

Title

Authorized Signature

Date

Mailing Address

Physical Address

City/State/Zip

City/State/Zip

Phone Number

Fax Number

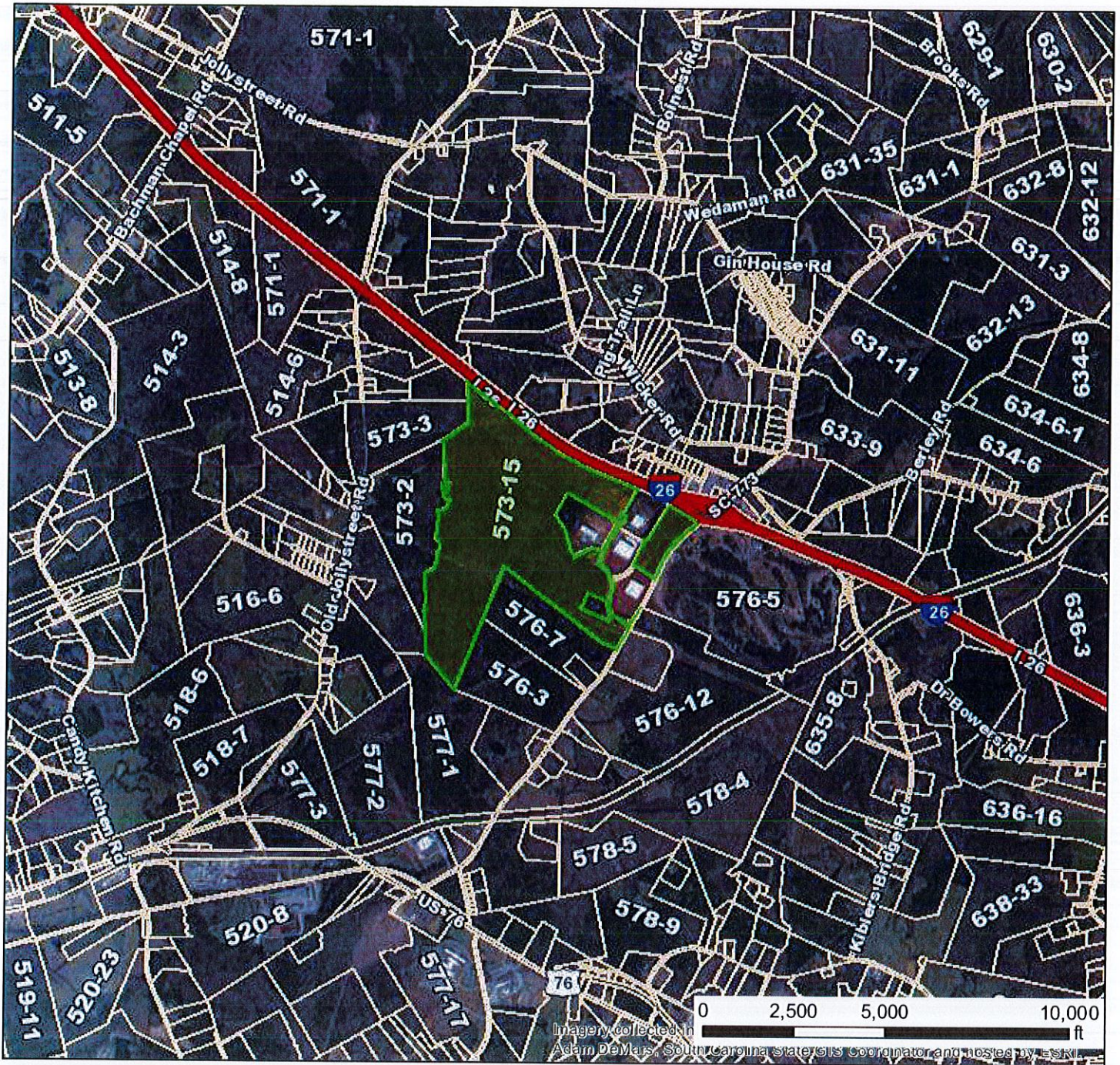
Company Website Address

E-Mail

Tax I.D. Number

Newberry County GIS

Parcel Number: 573-15



OWNER INFORMATION

Name: COUNTY OF NEWBERRY

Mailing Address:
P O BOX 156

Mailing City, State, ZIP:
NEWBERRY, SC 29108

LEGAL

Grantor: n/a
Sale Price: \$0.00
Sale Date: 2020-06-08
Deed Book: 2208
Deed Page: 211
Plat Book: D131
Plat Page: 9

PROPERTY INFORMATION

Card Number: 1
Property Address:
SW OF I-26
Land Code:GXI
Land Use: Government Exempt Improved
School District:70S
Fire District: 188
Fire Code: n/a
Acres / Lots: 383.36 / null

THIS MAP IS PREPARED FOR THE INVENTORY OF PROPERTY PARCELS FOUND WITHIN THIS JURISDICTION, AND IS COMPILED FROM RECORDED DEEDS, PLATS, AND OTHER PUBLIC RECORDS AND DATA. USERS OF THIS MAP ARE HEREBY NOTIFIED THAT THE AFOREMENTIONED PUBLIC PRIMARY INFORMATION SOURCES SHOULD BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE COUNTY AND MAPPING COMPANY ASSUME NO RESPONSIBILITY FOR THE INFORMATION CONTAINED ON THIS MAP.

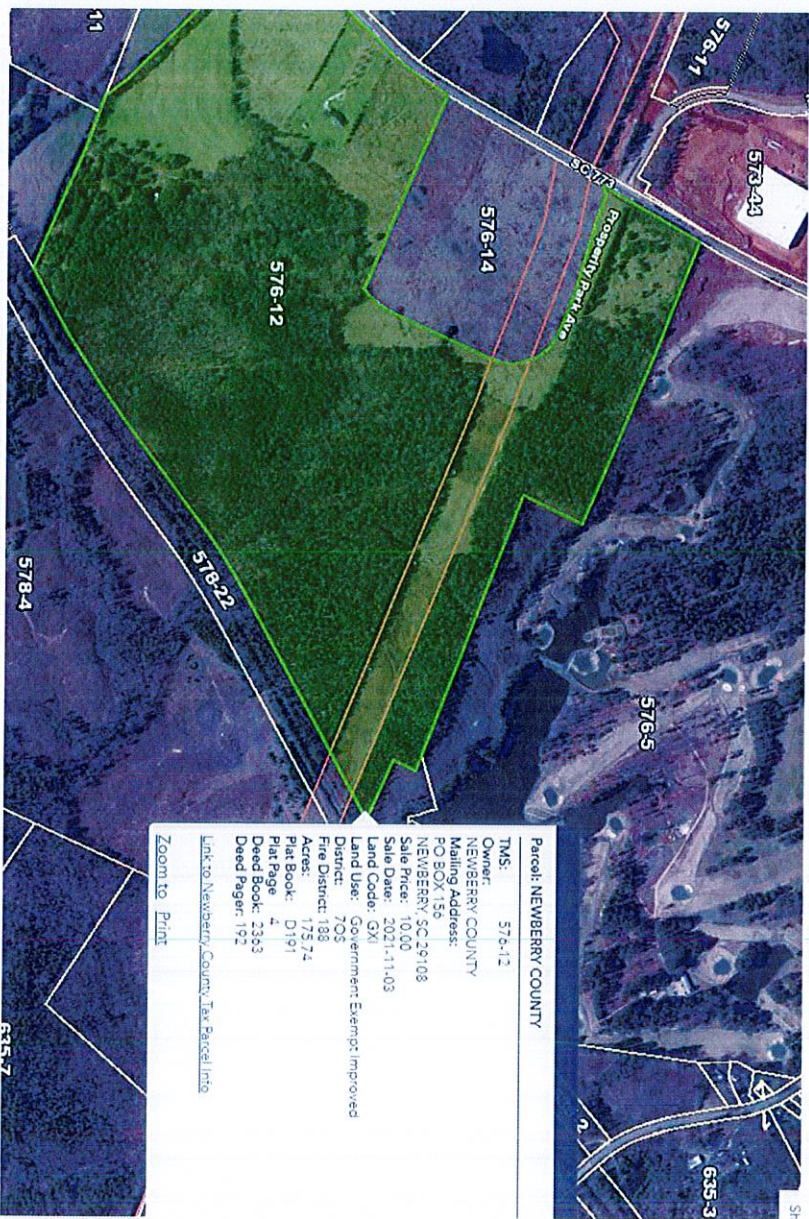
* THIS MAP IS NOT TO BE USED AS A PLAT *

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383.36 mCCP

Tax Map # 576-12

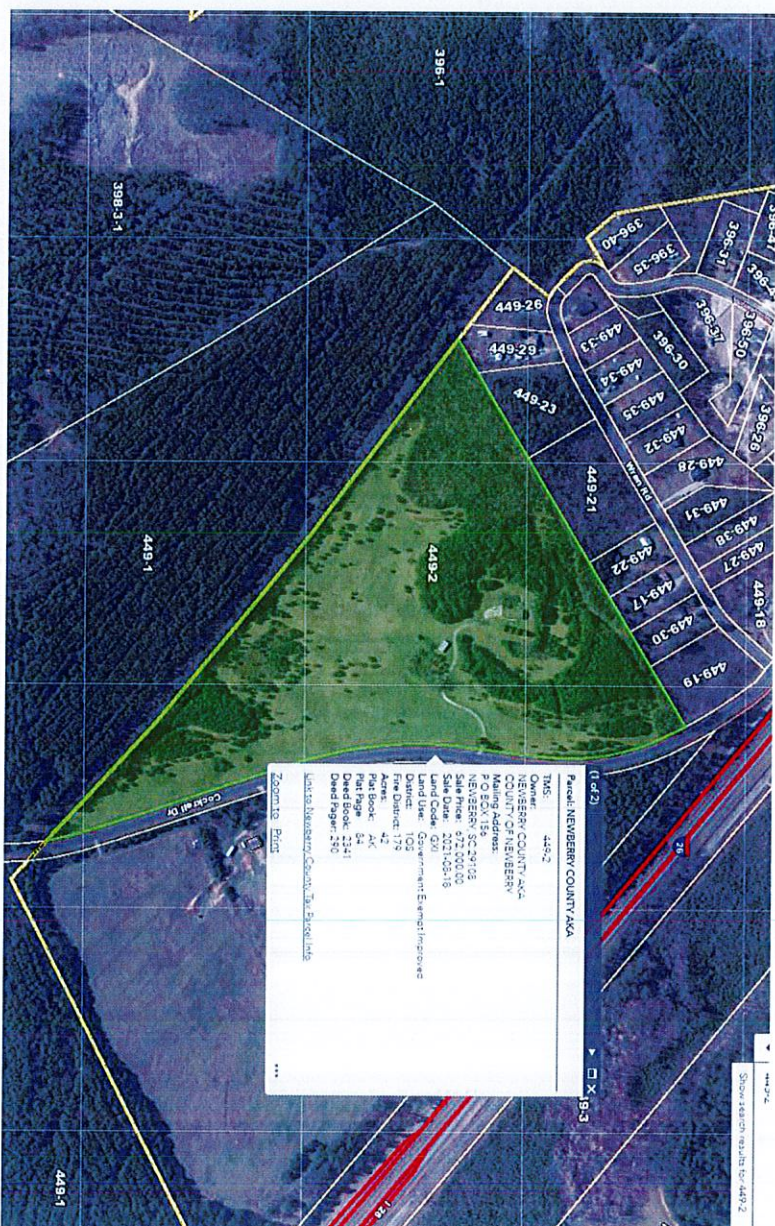
175.74 acres



Tax Map # 449-2

42.0 acres

**Approximately
10 Ac +/- of
Timber**



Newberry County GIS

Parcel Number: 394-7



OWNER INFORMATION

Name:
NEWBERRY COUNTY
COUNTY HOME

Mailing Address:
P O BOX 156

Mailing City, State, ZIP:
NEWBERRY, SC 29108

LEGAL

Grantor:
NEWBERRY COUNTY

Sale Price: \$5.00

Sale Date: 1997-05-12

Deed Book: 463

Deed Page: 12

Plat Book: C291

Plat Page: 1

PROPERTY INFORMATION

Card Number: 1

Property Address:
11494 HWY 34

Land Code: GXI

Land Use: Government Exempt Improved

School District: 10S

Fire District: 179

Fire Code: n/a

Acres / Lots: 118.31 / null

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118.31

Public Works

Parcel Number: 399-39

Name: NEWBERRY COUNTY

PO BOX 156

NEWBERRY, SC 29108

Plat Page: CARD

Fire District: 183



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THIS MAP IS PREPARED FOR THE INVENTORY OF PROPERTY PARCELS FOUND WITHIN THIS JURISDICTION, AND IS COMPILED FROM RECORDED DEEDS, PLATS, AND OTHER PUBLIC RECORDS AND DATA. USERS OF THIS MAP ARE HEREBY NOTIFIED THAT THE AFORMENTIONED PUBLIC PRIMARY INFORMATION SOURCES SHOULD BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE COUNTY AND MAPPING COMPANY ASSUME NO RESPONSIBILITY FOR THE INFORMATION CONTAINED ON THIS MAP. *Public Safety*

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Public Safety Training Grounds

Parcel Number: 399-69

Name: NEWBERRY COUNTY

PO BOX 156

NEWBERRY, SC 29108

Plat Book: AC

Acres / Lots: null / null



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