

Request for Proposal (RFP)

Red Cedar Multijurisdictional Clearing Project



I. Introduction

Meridian Township is seeking qualified contractors to submit proposals for the removal of tree branches, logs, and debris from the Red Cedar River located within an approximate 14-mile stretch from the City of Williamston through Meridian Township. The objective of this project is to ensure the safe and efficient opening of fallen trees, branches, and other debris that may obstruct water flow, pose safety risks, and/or prohibit navigation. The U.S. Environmental Protection Agency (EPA) Clean and Open Method of Woody Debris Management will be used to accomplish the river opening.

The purpose of this Request for Proposal (RFP) is to solicit detailed proposals from qualified vendors who can demonstrate their ability to perform the work outlined in this document. This project will be awarded based on the contractor's experience, methodology, pricing, and adherence to safety and environmental guidelines.

II. Project Scope of Work

1. *Site Description and Assessment*

- The work area is located along the Red Cedar River. It is characterized by various tree branches, logs, and other organic debris that have accumulated in the water and along the riparian corridors.
- The logs, branches and debris vary in size and may include both submerged and partially submerged debris. Maps of known logjams and associated photos are in Appendices D and E, respectively.
- Contractors will be required to assess the river's condition before beginning work and identify any areas of concern (e.g., hazardous conditions, sensitive environments). Assessments can be completed in phases based upon the timing of the work of each segment. The work segments and timing will be reviewed and approved by the municipality designee.

2. *Scope of Work*

- **Removal of Debris:**
 - Work will be conducted year-round, depending on the river conditions and safety considerations.
 - Move or cut loose, floating debris to allow a passage for flow. This may include tree branches, fallen trees and debris obstructing the river.

- Whenever possible, place excess woody debris along streambanks and in the adjacent riparian corridor to create habitat.
 - Leave woody debris that is embedded in the stream's banks or bottom undisturbed.
 - Each of the municipalities will assist in determining access to logjams and removal sites (i.e. municipal owned land versus privately owned land)
 - Minimize impact to the riparian corridor at the work site.
 - The contractor shall confine its equipment, storage of materials, and operations to the project site or assigned areas if they are made available.
 - Must obtain a Michigan Department of Environment, Great Lakes and Energy (EGLE) permit as required by law when working within 500 feet of a stream that may cause earth change. See Appendix A: EPA Clean and Open Method for Woody Debris Management for more information.
- **Disposal of Debris:**
 - Transport and dispose of all removed branches and debris that could not be placed along stream banks and adjacent riparian corridors, in compliance with local environmental regulations.
 - Contractors must use methods that minimize soil disturbance within the riparian corridor and adjacent land to avoid damage to any natural habitats.
 - **Safety Measures**
 - The contractor must develop and implement safety protocols for workers, including necessary personal protective equipment (PPE) and safe handling of potentially hazardous equipment.
 - Adherence to all local, state, and federal safety regulations during the execution of the project.

3. *Environmental Considerations*

- Must follow the EPA Clean and Open Method of Woody Debris Management guidance. See copy in Appendix A.
- All work must comply with environmental regulations governing river and waterway activities, including Part 301, Inland Lakes and Streams, of Michigan's Natural Resources and Environment Protection Act, 1194 PA, 451, as amended.

4. *Timeline*

- This contract will be for one year, starting on the award date of February 3, 2025, with the Township option to renew it at the end of each year of the first three years. If renewed, the fee schedule may be increased by an amount not to exceed the rate of inflation or 2.5% per year (whichever is greater).

- Specific milestones or interim deadlines may be outlined based on the river's condition and the scope of work.
- The Contractor will remove log jams and/or debris within seven (7) business days after major storm event.

5. *Inspection*

- All materials and workmanship shall be subject to inspection, examination, or test by the respective municipality at any and all times during removal. Meridian Township has the right to reject workmanship or require its correction. Unacceptable workmanship shall be satisfactorily corrected.

6. *Payment*

- The Contractor will invoice Meridian Township monthly. Meridian Township reserves the right to request payroll documentation for time and material billing. Meridian Township will pay each invoice within 45 days of receiving it.

III. Proposal Requirements

Proposals must include the following:

1. *Company Profile*

- A brief overview of the contractor's business, including years of experience, certifications, and relevant past projects.
- A list of key personnel who will be assigned to the project, including their qualifications and experience.

2. *Approach and Methodology*

- A detailed explanation of the methods and techniques that will be used to remove the tree branches and debris.
- Outline of safety protocols and environmental best practices to be followed.
- Description of equipment that will be used during the project (e.g., cranes, boats, chainsaws, etc.).

3. *Schedule*

- A proposed project timeline, including start and completion dates, along with any key milestones.
- Explanation of how the contractor plans to manage any unforeseen delays or complications.

4. *Cost Proposal*

- Use the Fee Schedule in Appendix B to complete a detailed cost estimate that includes all labor, materials, equipment, disposal fees, and any other expenses.

- Break down the costs by each phase of the project or by specific services (e.g., tree removal, disposal, etc.).
- The cost of work is not to exceed \$40,000 annually without prior written approval.

5. *References*

- At least three references from previous clients who have engaged the contractor for similar tree removal or environmental projects. Include contact information and a brief description of the work performed.

6. *Insurance and Bonding*

The Contractor agrees to maintain, or to cause its personnel providing services under this Contract to maintain, at its sole cost and expense, or the cost and expense of their personnel, the following insurance policies, with the specified coverages and limits, to protect and insure the Owner and Contractor against any claim for damages arising in connection with Contractors responsibilities or the responsibilities of Contractors personnel under this Contract and all extensions and amendments thereto.

- **Commercial General Liability**

| | |
|-------------------|-------------|
| General Aggregate | \$2,000,000 |
| Each Occurrence | \$1,000,000 |

Such insurance shall include, but not be limited to, coverage for comprehensive form, premises-operations, explosion and collapse hazard, underground hazard, products/completed operations hazard, contractual insurance, broad form property damage, independent contractor, and personal injury coverage.

- **Proof of Workers' Compensation & Employer Liability Insurance**

| | |
|---------------------------|-------------------------|
| Medical & Indemnity | Statutory Requirements |
| Bodily Injury by Accident | \$500,000 Each Accident |
| Bodily Injury by Disease | \$500,000 Each Employee |
| Bodily Injury by Disease | \$500,000 Policy Limit |
| Employers Liability | \$500,000 |

- **Automobile Liability**

Including hired and non-owned Automobiles \$1,000,000 (Combined Single Limit). Such insurance shall include, but not be limited to, coverage for comprehensive form, owned vehicles, hired vehicles, and non-owned vehicles

- **Owner's Protective Liability**

The Contractor shall procure and shall maintain during the life of this Contract Owner's Contractor's Protective Liability Insurance, listing the Owner as the named insured. The minimum limit of liability shall be not less than \$1,000,000.00 per occurrence/aggregate.

The Contractor shall not cancel or reduce the coverage of any insurance required by this section without providing 30-day prior written notice to the Owner. All such insurance must include an endorsement whereby the insurer shall agree to notify the Owner immediately of any reduction by the Contractor. The Contractor shall cease operations on the occurrence of any such cancellation or reduction and shall not resume operations until new insurance is in force.

- **Any bonding required for the project, if applicable.**

7. *Non-Discrimination*

The contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination against employees and applicants for employment. The contractor and their subcontractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, including a benefit plan or system or a matter directly or indirectly related to employment, because of race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education, sexual orientation, gender identity or expression, or HIV status. Breach of this section shall be regarded as a material breach of this Contract.

IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** Experience with similar projects, qualifications of personnel, and understanding of the project's scope.
- **Approach and Methodology:** Effectiveness and environmental sustainability of the proposed methods.
- **Cost:** Reasonableness of the proposed cost estimate, along with a clear breakdown of expenses.
- **Safety and Environmental Compliance:** Adherence to safety standards and environmental regulations.
- **Timeline:** Ability to complete the project within the specified timeline.

V. Submission Instructions

All proposals must be submitted by mail in a sealed envelope or by email by 4 pm on January 30, 2025, to:

Charter Township of Meridian
Director Wisinski
2100 Gaylord C Smith Court
Haslett, MI 48840
517-853-4600
wisinski@meridian.mi.us

Proposals submitted after the deadline will not be considered. The proposal submission should be submitted in person or via email (pdf).

VI. Terms and Conditions

- The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFP's, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.
 - Meridian Township is not responsible for any costs incurred by the proposer in preparing the proposal.
 - A contract will be awarded to the selected contractor based on the terms and conditions outlined in the RFP.
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VII. Questions

For any inquiries regarding this RFP, please contact Courtney Wisinski at 517-853-4600 or wisinski@meridian.mi.us. All questions must be submitted by 4pm on January 30, 2025.

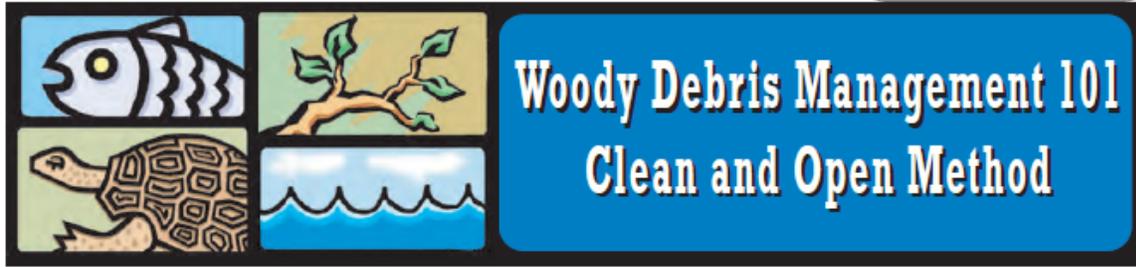
VIII. Attachments

- Appendix A: [EGLE Debris Management Clean and Open Method](#)
- Appendix B: Fee Schedule
- Appendix C: Red Cedar Water Trail Map and Description
- Appendix D: Map of Assessed Log Jams
- Appendix E: Photos

Thank you for your interest in this project. We look forward to reviewing your proposal.

Appendix A: EPA Clean and Open Method for Woody Debris Management

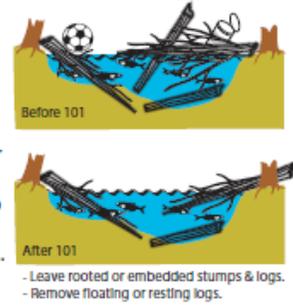
Last Updated : November 15, 2004



In the recent past, logjams were presumed to be a significant problem in urban rivers, such as the Rouge River, and were completely removed from stream channels. New studies have now shown that properly managed logjams help reduce erosion, provide habitat for fish and wildlife, and are an important part of a river system's natural processes. Experts recommend leaving most logjams in place. Woody Debris Management (WDM) is the process of determining whether to move, remove or add woody debris in a river and how best to do that work. The Clean and Open Method of Woody Debris Management has been specifically developed to give guidance on how to manage logjams, preserving the benefits they provide while minimizing the problems they can create. The following method can be used at individual sites effectively and is designed to be part of a larger riparian corridor management plan.

Clean and Open Method

1. PLAN - Address public health, legal access, safety concerns, define point of access to river, determine depth of water, flow and emergency plans.
2. CLEAN - Remove urban rubbish (man-made materials) and dispose properly.
3. OPEN - Move or cut loose, floating debris to allow a passage for flow. Use a handsaw or chain saw to make the opening wide enough to allow flow through logjam.
4. Place excess woody debris along streambanks and in the adjacent riparian corridor to create habitat.
5. Leave woody debris that is embedded in the stream's banks or bottom undisturbed.
6. Minimize impact to the riparian corridor at work site.



Benefits



1. Requires no Michigan Department of Environmental Quality Inland Lakes and Streams Permit.
2. Creates, preserves and enhances fish, aquatic invertebrate and wildlife habitat structure.
3. Reduces localized flooding and erosion while maintaining flow reduction and sediment deposition benefits.
4. Increases and/or maintains the river's aesthetic value.
5. Meets the habitat creation, riparian vegetation preservation and erosive flow reduction requirements of the Michigan General Stormwater permit.
6. Saves money by eliminating the need to use heavy machinery and extensive restorative work.
7. Involves multiple volunteers and activities can be done by hand.

Materials

Some equipment you might need for repositioning, modifying or removing large woody debris are:

1. Hand saws
2. Stout rope
3. Come-alongs, block & tackle
4. Chain saws (to be operated by trained users)

Volunteer Activities

Some activities for volunteers include:

1. Rope teams to move or remove loose, floating woody debris
2. Trash removal teams for man-made materials in stream, on floodplain or riparian corridor
3. Logjam opening team
4. Equipment support team providing equipment to workers in stream
5. Planting teams for native trees, shrubs and grasses in riparian buffer zone

Woody Debris Management Frequently Asked Questions

Why was Woody Debris Management 101 developed?

- To meet Remedial Action Plan goals
- To meet Michigan Department of Natural Resources (MDNR) Fisheries recommendations
- To meet local government and/or riparian property owners needs
- To stop illegal and/or unnecessary logjam removal
- To aid Rouge Rescue (A River Clean-up Day in the Rouge River Watershed in Southeastern Michigan)

Why is NO PERMIT required for this work?

To fully understand why NO PERMIT is required, one must understand what work REQUIRES a permit. Please review Part 301, Inland Lakes and Streams, of Michigan's Natural Resources and Environment Protection Act, 1994 PA, 451, as amended. Any work within 500 feet of a stream, that may cause an earth change and/or may alter or install a structure could require a permit from the Regulatory agency (MDEQ). There is a fine line between what work needs a permit and what does not. If proposed work significantly alters soil or water flow, impedes navigation, or secures structure to the bank or bottom of the watercourse, it will require a permit. Under these conditions, if the proposed work includes only moving/removing tangled-up floating wood, cutting back wood that is secured to banks or bottom, keeping impact to the streambanks and river light, and not securing anything to the banks or bottom of the watercourse, then it does not need a permit. The WDM 101 method was created in partnership with Michigan Department of Environmental Quality (MDEQ) and the MDNR to help create proper direction through these WDM 101 guidelines. If still unsure whether proposed work will need a permit, please contact the local State regulatory district office for further clarification.

Who can do this work?

Anyone (including public entities and private citizens) can implement WDM 101 techniques in a watercourse if they follow the basic guidelines outlined in this document. For safety reasons, one person efforts are discouraged. Two people can accomplish useful improvements safely. We recommend partnership and teamwork to reduce workload and to accomplish more complete projects.

Where can this work be done?

WDM 101 can be implemented in any river system where logjams are present. Some woody debris buildups will not be causing any negative impacts and therefore are unnecessary to work on. However, some may be causing 'excessive' flooding (flooding that is directly damaging property,) extreme bank erosion and may be trapping urban rubbish. These types of logjams could benefit from CLEAN and OPEN work. Some jams may only be trapping rubbish but not causing flooding or erosion. These logjams can benefit from the CLEAN process but really do not require any OPEN work. There are some logjams that may be causing problems that can directly impact human safety or causing real property damage (an example is an eroding building foundation.) In this case, the WDM 101 method may not apply and other WDM methods could be considered.

How is this work done?

Determine what you want to accomplish. If the goals of the activity are to remove the man made trash and improve the flow through an existing logjam or to alleviate localized flooding and erosion, then WDM 101 is the proper method. Know your work site. Determine how safe the watercourse is to work in. Define a point to get in and out of the river. Locate where you will place excess woody debris along the streambank and in the riparian corridor. Develop a work plan that is focused on safety and teamwork. If there are questions, ask for assistance. Make sure that the work team understands scope of work and assignments. One common issue during projects is that, due to enthusiasm of the work crews, the logjam is completely removed through the course of the work. Provide necessary tools and materials and remember to take your time and work safely. Remember, if you only Clean a portion and Open a portion, you have done some useful work. Every effort helps and the accumulative effects of this work over time will make a difference.

Who can provide assistance?

The Riparian Corridor Management Work Group involves individuals, communities and community groups in protecting riparian corridors in Southeastern Michigan. By participating in this program, you will learn about riparian corridors and their importance to our urban/suburban environment. For more information call Wayne County Department of Environment at (888) 223-2363 or Friends of the Rouge at (313) 792-9621 for more information.



Clean and Open Method: Woody Debris Management 101

Developed by the Riparian Corridor Management Technical Advisory Committee, which was made possible by a partnership between Friends of the Rouge, the Rouge River Advisory Council's Habitat Committee, the Michigan Department of Environmental Quality and the Wayne County Department of Environment. For more information, please contact Friends of the Rouge at (313) 792 - 9621, U of M - Dearborn, 4901 Evergreen Road - 220 ASC, Dearborn, Michigan 48128.

Funded, in part, by the Rouge River National Wet Weather Demonstration Project, EPA Grant #XP9955743, 01 - 09 and C995743-01.

Appendix B: Fee Schedule

FEE SCHEDULE

Red Cedar Water Trail Clearing Multi-jurisdictional Project

(Provide pricing for all listed items and any other items that may be needed and not included)

Lump Sum

| Item Description | Cost per Unit |
|----------------------------|---------------|
| Rental equipment costs | |
| Heavy equipment costs | |
| Tree debris disposal costs | |
| Mobilization fee | |
| Other | |
| Other | |
| Other | |

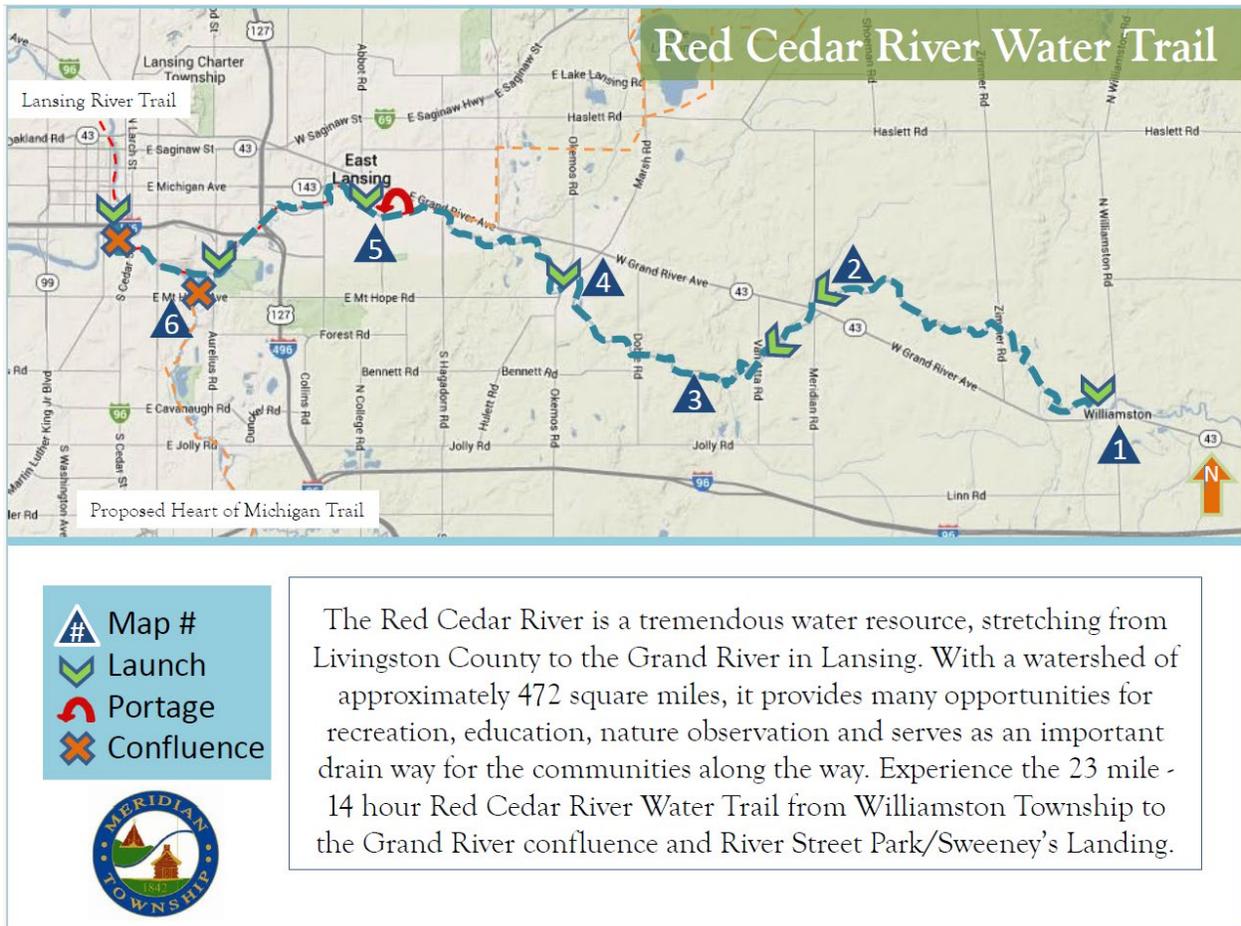
Billable Hourly Rate by Position

| Position Description | Cost per Hour |
|--------------------------|---------------|
| Supervisor | |
| Laborer | |
| Power equipment operator | |
| Heavy equipment operator | |

Attach additional pages to include the information requested in the Scope above [available personnel and rates, services offered by your company, etc.]

| |
|-----------------------|
| Company Name: |
| Address: |
| Phone Number: |
| Email Address: |
| Authorized Signature: |
| Printed Name: |
| Title: |
| Date: |

Appendix C: Red Cedar Water Trail Map and Description



The Red Cedar River is a tremendous water resource, stretching from Livingston County to the Grand River in Lansing. With a watershed of approximately 472 square miles, it provides many opportunities for recreation, education, nature observation and serves as an important drain way for the communities along the way. Experience the 23 mile - 14 hour Red Cedar River Water Trail from Williamston Township to the Grand River confluence and River Street Park/Sweeney's Landing.



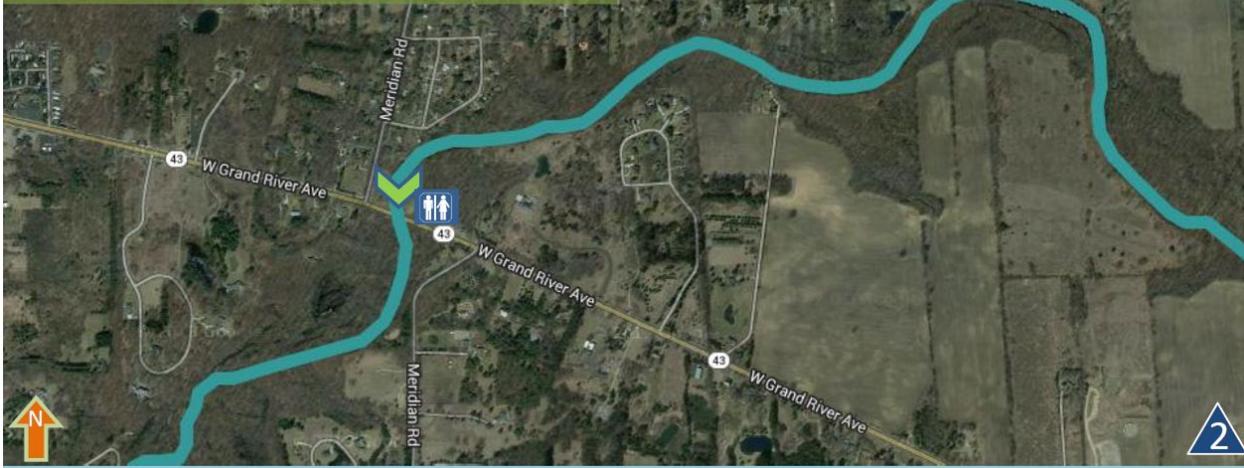
-  Map #
-  Launch
-  Portage
-  Confluence
-  Restroom



Williamston

Launch above or below rapids.
 Parking at McCormick Park.
 To MDOT Red Cedar Roadside Park: 6 miles - 2 hours.
 Points of Interest: McCormick Park and
 Downtown Williamston.

Red Cedar River Water Trail



-  Map #
-  Launch
-  Portage
-  Confluence
-  Restroom



MDOT Red Cedar Roadside Park

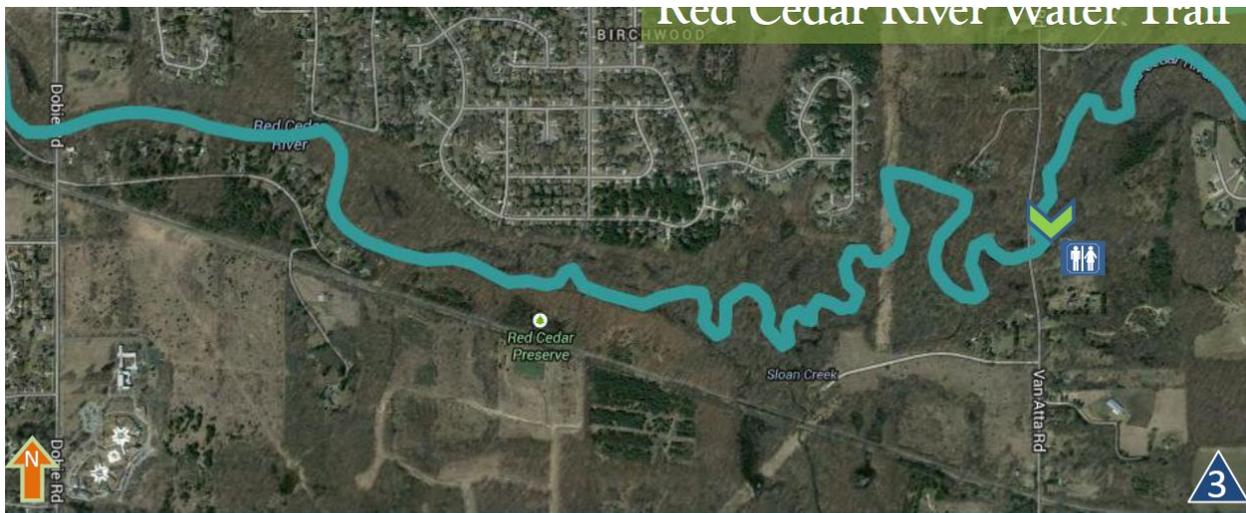
Launch and parking.

To Harris Nature Center: 1.8 miles - 1 hour.

Bridge over river at M43 W Grand River Ave.

Points of Interest:

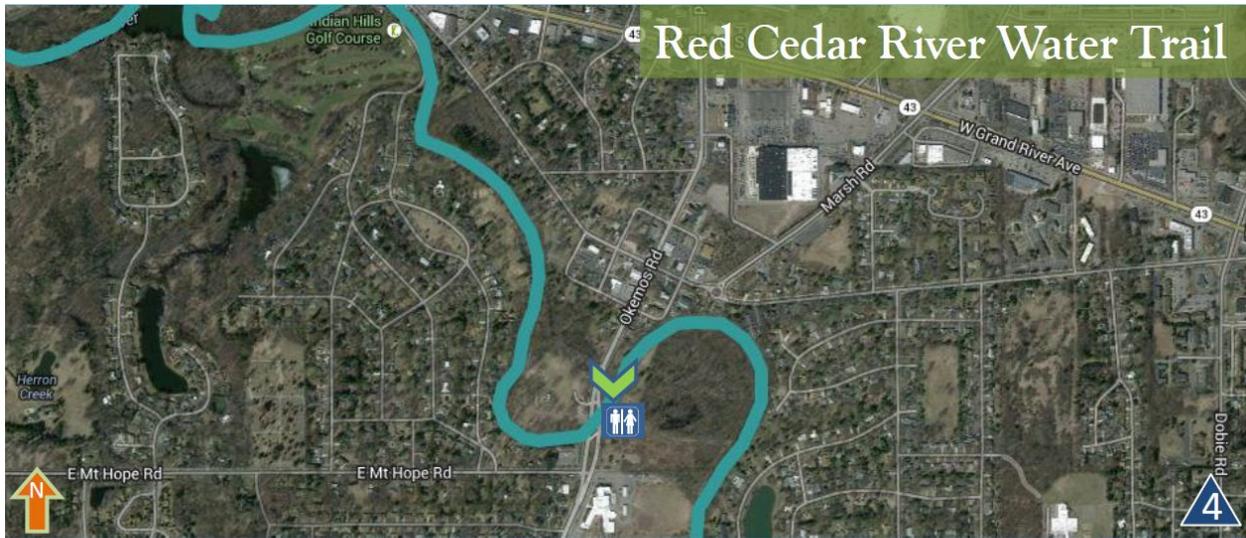
Williamston Township Community Park



-  Map #
-  Launch
-  Portage
-  Confluence
-  Restroom



Meridian Riverfront Park
 Launch and parking at Harris Nature Center.
 To Ferguson Park: 4.8 miles - 3 hours.
 Bridge over river at Dobie Road.
 Points of Interest: Meridian Riverfront Park, Harris
 Nature Center, Red Cedar Glen Preserve.

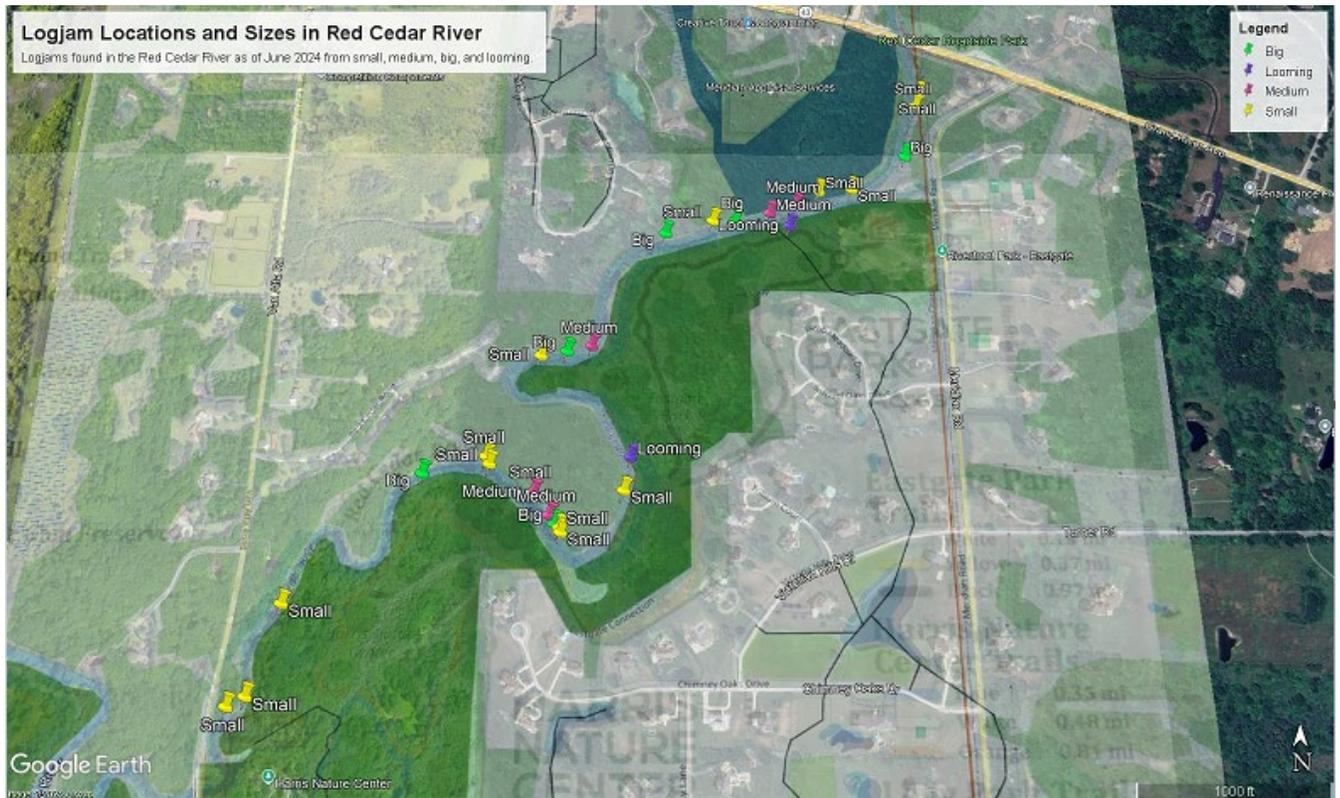


-  Map #
-  Launch
-  Portage
-  Confluence
-  Restroom



Ferguson Park
 Launch and parking.
 To MSU Campus: 4.8 miles – 3 hours.
 Bridge over river at Okemos Road, Nakoma Drive,
 Railroad Crossing, S Hagadorn, Bogue, and Farm Lane.
 Points of Interest: Downtown Okemos, Wonch Park

Appendix D: Map of Assessed Log Jams (MDOT Roadside Park to Harris Nature Center)



Appendix E: Photos





Red Cedar East Preserve_Eastgate - Passable



Red Cedar East Preserve_Eastgate - Passable



Red Cedar East Preserve_Eastgate - Passable



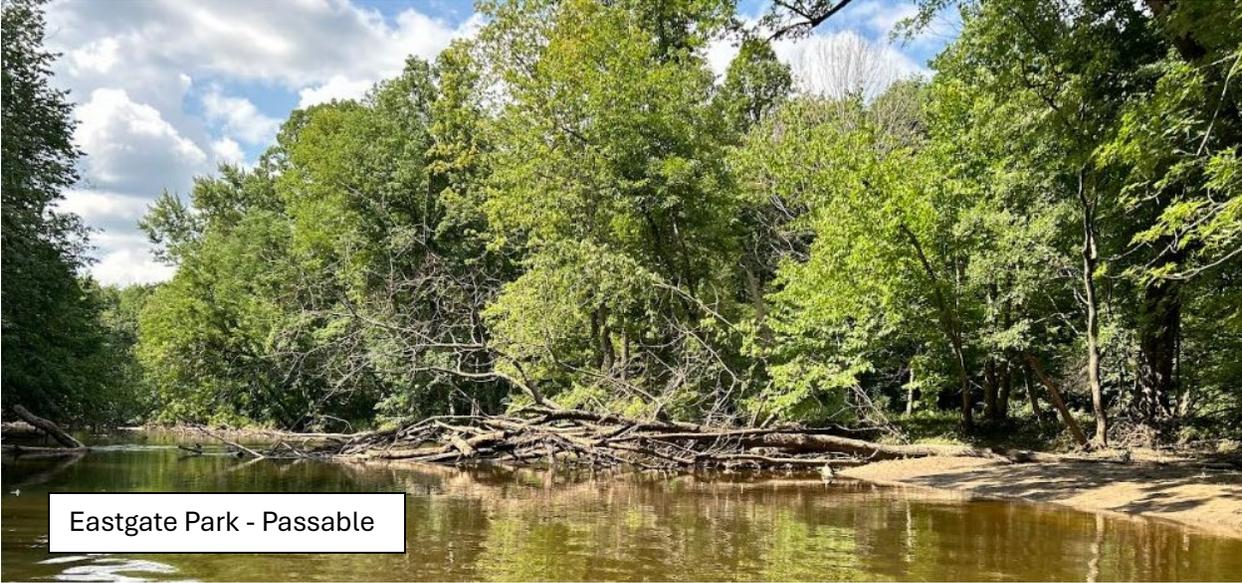
Eastgate Park - Passable



Eastgate Park – Not Easily Passable



Eastgate Park - Passable



Eastgate Park - Passable



Harris Nature Center – Not Passable



Harris Nature Center – Not Passable



Harris Nature Center – Not Passable



Harris Nature Center – Not Passable



Harris Nature Center - Passable