

STATEMENT OF QUALIFICATION

Note of explanation: Pre-qualification does not guarantee work with the State of Michigan but rather pre-qualifies you to bid on work that is covered by the work statement, terms, and conditions attached in the Request for Information (RFI). Pre-qualification will be based upon the contractor's response to this Statement of Qualifications and the contractor's agreement to the terms and conditions here in. If you are pre-qualified, you will receive a letter indicating so from the Department of Natural Resources (DNR).

Pre-qualified contractors will then receive notice by e-mail of bid items as they become available. Bidders will normally have 2-weeks to review the work and submit their bid form (Appendix 11 & 12) by e-mail for the advertised bid items. Specific questions regarding bid items can be directed to the Unit Manager (Appendix 1 & 13). Bids will be awarded based on the contractor's response to the bid form, the contractor's Statement of Qualifications (on file), and the contractor's past performance. This will insure the 'Best Value' for the State.

Please provide the following information:

1. Identify the name and address of your organization. Please include federal ID or Social Security number.
2. Indicate the name, title, and address of contact person in your organization authorized to negotiate/expedite a bid quotation/contract. Also include telephone number, facsimile number, and e-mail address. This person must have a 2-year forestry degree or a 4-year forestry degree or equivalent education and work experience. This information should be included in Item #6.
3. Identify associates and/or subcontractors that you plan to utilize. Identify associates and/or subcontractors experience. In addition, explain the functions both the prime contractor and subcontractors would perform during any given engagement. Please indicate whether they are certified by the State of Michigan, DNR, FMFM as: pre-qualified to bid, cruiser, hardwood sawlog marker, hardwood pulpwood marker, pine marker, or oak marker. This information must match the **Status of Certified Timber Markers and Cruisers** web page maintained by the DNR. Note that you, your company, your associates and subcontractors will not be permitted to bid on timber sales resulting from work under this contract.
4. Indicate type of ownership of firm:

Partnership _____	Parent Company _____
Corporation _____	Branch Office (of) _____
Individual _____	Other (explain) _____
5. Indicate your understanding and compliance with the requirement to assume responsibility for all contractual activities offered in any proposal resulting from this SOQ whether or not your firm performs them. The State will consider the Primary Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from this SOQ. If any part of the work is to be subcontracted, responses to the SOQ should include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor's organizational abilities. The State reserves the right to approve subcontractors for any projects under this pre-qualification process and to require the Primary Contractor to replace subcontractors found to be unacceptable. The

Contractor is totally responsible for adherence by the subcontractor to all provisions of the process and ensuing contract.

6. The firm must be able to staff the project with personnel who possess talent and expertise in the field of Forestry. Indicate the number of professional and other personnel by skill and qualification presently employed by your firm and/or subcontractors whom you would intend to utilize on State projects. Attach résumés of professional personnel that may be utilized on these projects. Include educational level, training, experience and related certifications.

a. Contractor or his/her representative shall possess the following qualifications:

- 1) a bachelor's, or higher, degree in forestry from an accredited forestry school or a 2-year technical degree in forestry or equivalent education and work experience.
- 2) knowledge of and experience in silviculture of upland and lowland forest types common to Michigan, with special emphasis on northern hardwoods.
- 3) certification as a DNR – FMFM Timber Marker and Cruiser. Instructions for certification are in **Section 1.201**.

b. All on-site field workers shall possess the following qualifications:

- 1) possess an associate's degree in forest technology, OR
- 2) have completed two years of a B.S. in forestry, OR
- 3) have a minimum of two years of technical forestry experience including significant time working in timber marking in northern hardwood, northern red oak and red pine as well as other forest types common to Michigan.

AND, in addition to meeting one of the above requirements:

- 4) be certified as a DNR – FMFM Timber Marker and Cruiser. Instructions for certification are in **Section 1.201**.

c. Above certifications will be maintained by:

- 1) satisfactory performance, And
- 2) annual attendance at the Marking and Cruising Course and passing the written test, And [This procedure is outline in the Timber Marker and Cruiser Task Book. (Appendix 11).]
- 3) passing the field tests every 3 years.

7. List and briefly describe projects (no more than 6) completed by your firms which best illustrate your experience relative to Forestry. These project descriptions should include a customer name, project summary, project cost, cost overruns, start and completion dates, and the name, address and phone number of the responsible official of the client organization who may be contacted. Describe the size and complexity of each project. Indicate the type of organization for which work was performed (governmental, private, nonprofit, etc.).

8. **Define the approach and techniques applicant intends to apply for internally managing and controlling a typical project, including the following:** Please note that it is up to the applicant to define their approach. There are a broad range of options which are acceptable, but bid items may be awarded based upon a contractor's ability to manage their project. Your response to this section is as least as important as your bid price, past history, and certification. The State is not responsible for supervising contractor work, contractor work crews, insuring bid item progress, or quality assurance/quality control. It is the contractor's responsibility to manage the project, keep the DNR updated, and to guarantee the quality of the work. If the State does not know the status of a project or finds problems in performance, then the contractor has not fulfilled their responsibility under this contract. The Compliance and Inspection Procedures defined in Section 1.104 are for the benefit of the State; their purpose is to insure the State 'gets what they paid for'. They are not for the benefit of the contractor. The contractor needs to institutionalize their own compliance and inspection procedure so that the contractor can insure that the State 'gets what they paid for.' If the State inspectors' find unacceptable work as defined in Section 1.104, then the contractor has not fulfilled their obligations under Item 9 of the SOQ.

Progress Tracking and progress reporting. What process do you use to track your progress? Do you record your progress on a map, spreadsheet, graph, electronic, hardcopy, Microsoft Project software, etc? How often do you update? What information do you include on your progress report? How do you track your quality assurance/quality control? Do you keep a daily log by person, project, bid item, etc? How and when will you update the DNR of your progress?

Issue resolution and change management process. If a problem arises, what will you do? If the prescription says to 'only mark red maple' and there is no red maple, what is your company process? How will you document? What format will you use for documentation? Who is responsible? Who has the final say? How and when will you contact the DNR? What if a sub-contractor finds a problem? What formal process will your company use to track and resolve issues? How will your company deal with changes, either from you or from the DNR, which occur after the bid item is awarded?

Work Schedule including: hours per week, daily schedule and weekly schedule. It is understood that weather is a factor. In fact, if it's raining, you probably shouldn't be marking timber. But what is your normal work schedule? When will we find you on the sale? Your work schedule is your company business, we only want to know when you'll be working on our jobs. Your application won't get rated higher if you tell us you work 7-days a week and 16-hours per day. Once you start a bid item, will you have a crew work every day until complete, or do you do other jobs at the same time? When do you normally take lunch? Do you take off on State or Federal holidays?

Project staff transition or replacement. If you are a single person company and you have no employees and work alone, then this item is not applicable. If you have any employees or use sub-contractors, then this item is applicable. If someone on your current staff quits, will you replace them and how? If that person was working on a bid item, how will you handle the transition to another person? Who handles the transition? Who checks the work – in the field and in the office? How and when will you contact the DNR? How do you document what has been done regarding the transition to insure quality?

Quality assurance/quality control (QA/QC). Document, document, document! The State is contracting timber sale preparation work to save time. This will not be a benefit, though, if the field work does not meet standards. It is the contractor's responsibility to meet State standards as defined in the contract and to prove to the State that those standards have been met. It is not the State's responsibility to check the contractor's work for the benefit on the contractor. The State checks the contractor only for the benefit of the State, though this information is shared with the contractor. The contractor must have a QA/QC plan in place that insures quality work. This must include documentation that can be shown to the DNR when requested. Experience, certified markers, a good work ethic, and education do not guarantee quality work. What does your company do to insure quality work? What does your company do to show the State inspector that you have done quality work? Note that the cost of doing QA/QC should be considered in your bid.

How do you inspect and document the quality of your hardwood marking? How do you inspect and document the accuracy of you 100% sawtimber tally? How do you inspect and document the accuracy of your pulp tally or pulp cruise? How do you inspect and document the accuracy of your point cruise? What instruments do you have and use? When do you use your instruments? How do you document the use of your instruments? How do you determine upper stem diameters? For GPS, do you have a Trimble GEO 2 or 3 or similar unit of another brand that can record PDOP's? Who does your GPS? Is your GPS person trained? How have they been trained? Who checks paint lines? How do you document and insure the accuracy of your paint lines?

9. Identify any other relevant data (limit to one page please). Do not include marketing materials.
10. Indicate applicant's unconditional acceptance of the terms and conditions as contained herein and agreement not to file an appeal on an awarded project resulting from this process.
11. Provide signature, title, and telephone number of the person authorized by the vendor to attest to the validity of the information provided by the vendor on this SOQ and who can answer questions relative to the SOQ.
12. Vendors must provide liability insurance in accordance with the limits referenced in Section 2.181.