



WASHINGTON STATE DEPARTMENT OF
Natural Resources
Peter Goldmark - Commissioner of Public Lands

Request for Proposals #11-156 NE WASHINGTON FOREST HEALTH STEWARDSHIP PLANNING

Funds for this project are through the American Recovery and Reinvestment Act, made available from the USDA Forest Service.

PERIOD OF PERFORMANCE

Feb. 2011 – Sept. 2012

PROJECT NAME

NE Washington Forest Health
Stewardship Plans

**CONTENTS OF THIS REQUEST
FOR PROPOSALS**

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 - B. Quote Sheet
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BIDDER ELIGIBILITY

This procurement is open to those Contractors who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

RFP CONTACT

Steve Harris
Washington State Department of
Natural Resources

225 S. Silke Road
Colville, WA 99114
Phone: (509) 685-2712
FAX: (509) 684-7484
E-mail: steve.harris@dnr.wa.gov

PROPOSAL DUE DATE & TIME

January 14, 2011
4:30 pm (PST)

1. INTRODUCTION

1.1 Purpose and Background

The Washington State Department of Natural Resources, hereafter referred to as “DNR” is initiating this Request for Proposal (RFP) to solicit proposals from eligible firms interested in developing forest stewardship plans for private non-industrial forest landowners.

The purpose and intent behind this work is to reduce the risk of disease and insect outbreaks by working with private non-industrial forest landowners to develop stewardship management plans that identify mitigating treatments.

1.2 Scope of Work

The apparent successful contractor will be expected to meet with specified private non-industrial forest landowners and develop forest stewardship plans for the landowner’s based upon the individual objectives of the landowners. The first meeting with the landowner shall occur within one month of receipt of landowner’s contact information unless landowner is not available. The forest stewardship plans will be completed within three months after the initial landowner meeting unless another timeline is approved by grant manager. The forest stewardship plans shall address the elements identified in the forest stewardship plan content document, Exhibit C, by inspecting and researching information about the properties in coordination with the landowners. The forest stewardship plans will not be considered complete until approved and signed by DNR Landowner Assistance Staff. The plans will be developed for private, non-industrial forest landowners in the Okanogan, Ferry, Stevens, Pend Oreille and Spokane Counties. Multiple contracts may be issued for these projects. Rates quotes are requested for each of the geographic areas listed above. **Rates must be submitted on the Rate Quote Form, Exhibit B, attached hereto and incorporated herein by this reference.**

1.3 Minimum Qualifications

The Bidder must be licensed to do business in the state of Washington. The contractor must have a minimum of one year of experience writing forest stewardship plans.

1.4 Funding

Any contract resulting from this RFP will be funded with the American Recovery and Reinvestment Act of 2009 (Recovery Fund). Because the contracts will be funded from the Recovery Fund, contractors must meet the additional requirements as specified in the contract attached as Exhibit A.

CFDA #10.688

Fund Title: Recovery Act Funding Wildland Fire Management

1.5 Period of Performance

The period of performance of the contract resulting from this RFP is tentatively scheduled for (2/1/2011) to (09/30/2012). Any amendments extending the period of performance shall be at DNR's sole discretion.

SECTION 2 - GENERAL INFORMATION

2.1 RFP Coordinator

The RFP Coordinator is the sole point of contact in DNR for this procurement. All communication between the Bidders and the DNR shall be with the RFP Coordinator, as follows:

Name	Steve Harris
Mailing address Street Address	225 S. Silke Road
City, State, Zip Code	Colville, WA 99114
Phone Number	(509) 685-2712 wk. (509) 995-4373 cell
FAX Number	(509) 684-7484
E-Mail Address	steve.harris@dnr.wa.gov

Communication with individuals other than the RFP Coordinator will be considered unofficial and non-binding on DNR. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Bidder.

2.2 Estimates Schedule of Activities

Proposals Due	January 14, 2011
Evaluate Proposal	January 17, 2011
Announce Apparent Successful Contractors/Notification to Unsuccessful Bidders	January 20, 2011
Negotiate Contracts	January 21, 2011
Sign Contract and Begin Work	February 01, 2011

DNR reserves the right to revise this schedule.

2.3 Submission of Proposals

Bidders are required to submit four (4) copies of their proposal. One copy must have an original signature and three copies can have photocopied signatures.

The proposal is to be sent to the RFP Coordinator at the address listed in Section 2.1 above. The envelope should be clearly marked to the attention of the RFP Coordinator.

The proposal, whether mailed or hand delivered, must arrive at the DNR no later than 4:30 pm, local time, on the date specified in Section 2.2 above.

Bidders should allow for normal mail delivery time to ensure timely delivery of their proposals to the RFP Coordinator. The Bidder assumes the risk for the method of delivery they choose. DNR assumes no responsibility for delays caused by a delivery service.

Late submittal of a proposal will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the DNR and will not be returned.

2.4 Public Disclosure

Proposals submitted in response to this competitive procurement shall become the property of DNR and are subject to disclosure under the Public Records Act (RCW 42.56). All information in the proposal the Bidder claims is exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as such by the Bidder. The page must be identified and the particular exemption from disclosure relied upon by the Bidder must be identified. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Bidder has marked as exempt, DNR will notify the Bidder of the request and of the date that the records will be released to the requester unless the Bidder obtains a court order enjoining that disclosure. If the Bidder fails to obtain the court order enjoining disclosure, DNR will release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, the DNR shall maintain the confidentiality of the Bidder's information per the court order.

A charge will be made for copying and shipping records to a requester as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

2.5 Failure to Comply

If the Bidder fails to comply with any requirement of the RFP, DNR will reject the proposal.

2.6 Signatures

Proposals must be signed and dated by a person authorized to bind the Bidder to a contractual arrangement, e.g., President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

2.7 Revisions to the RFP

DNR reserves the right to revise the RFP and/or to issue addenda to the RFP. If DNR finds it necessary to revise any part of the RFP, addenda will be provided to all those who received the RFP.

DNR also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.8 Rejecting Proposals

DNR reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract from this RFP.

2.9 Acceptance Period

Proposals must provide 60 days for acceptance by DNR from the due date for receipt of proposals.

2.10 Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Bidder is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

DNR also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.11 Most Favorable Terms

The DNR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal shall be submitted initially on the most favorable terms that the Bidder can propose. There will be no best and final offer procedure. DNR does reserve the right to contact a Bidder for clarification of the proposal during the evaluation process. In addition, if the Bidder is selected as an apparent successful contractor, DNR reserves the right to enter into contract negotiations with the apparent

successful contractor, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the Bidder's entire proposal. The Bidder is to be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

2.12 Obligation to Contract

This RFP does not obligate the state of Washington or DNR to contract for services described.

2.13 Cost to Propose

The DNR will not be liable for any costs incurred by the Bidder in preparation of the proposal submitted in response to this RFP, or any other activities related to responding to this RFP.

2.14 Commitment of Funds

The Commissioner of Public Lands or his delegate is the only individuals who may legally commit the DNR to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 Indemnity and Insurance Coverage

The contractor must indemnify and have adequate insurance coverage to hold DNR and the State harmless for any claims arising out of or resulting from the contract. See the contract at Exhibit A for the specific requirements.

SECTION 3 – PROPOSAL CONTENTS

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Bidder in preparing a thorough response.

Items marked as "mandatory" must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation committee.

3.1 Qualifications Section

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Bidder's understanding of the types of services proposed, the firm's ability to accomplish them and the ability to meet tight time frames.

3.1.1 Business Information (Mandatory)

- A. State the Bidder's business name, address, e-mail address, principal place of business, telephone number and fax number of legal entity or individual with whom the contract would be made.
- B. Specify the legal status of the business (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- C. Include the Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number issued by the state of Washington Department of Revenue.
- D. If the Bidder has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposal, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Bidder's position on the matter. The DNR will evaluate the facts and may, at its sole discretion, reject the proposal on the ground of the past experience. If no such termination for default has been experienced by the Bidder in the past five (5) years, so indicate.

3.1.2 Qualifications (Scored)

1. Experience (Scored)

- A. Identify the number of years the Bidder has successfully provided the type of service as being requested within this proposal.
- B. Specify the Bidder's level of knowledge and experience in the following areas: 1. Developing forest stewardship plans for private non-industrial forest landowners. 2. General forestry skills including but not limited to planning, project boundary identification, mapping, timber cruising, prescription development and implementation and contractor compliance. 3. Servicing of government contracts.
- C. State Bidder's capacity and ability to complete this scope of work within the period of performance in addition to meeting the administrative reporting and invoicing requirements in a timely manner.
- D. Include a list of contracts the Bidder has had during the last two years that relate to the Bidder's ability to perform the services needed under this RFP. Provide copies of recent stewardship management plans that Bidder has

written, if available. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

2. Staffing (Scored)

Provide a list of the forester(s) or other staff who may be conducting the work related to completion of services, including any subcontractors. Include the experience, education and certification of staff who will be involved with fulfilling the objectives of the contract.

3. Schedule (Scored)

Describe the Bidder's ability to meet deadlines, especially on a short-time frame, and give examples of how past tight deadlines have been successfully met.

4. References (Mandatory)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. The Bidder must grant permission to the DNR to contact the references. Do not include current DNR staff as references. References will be contacted for the top-scoring proposal(s) only.

3.2 Cost Quotation (Scored)

3.2.1 Cost Details

The evaluation process is designed to award this procurement not necessarily based on least cost, but rather to the Bidder who best meets the requirements of this RFP.

The cost details must contain the following information:

- Include in the hourly rate quote all expenses such as supplies, overhead, etc., necessary to accomplish the objectives of the contract. Mileage will be based upon current state per diem rates.
- Any subcontract costs. Costs for subcontractors are to be broken out separately.

The Rate Quote Sheet, Exhibit B, must be utilized to submit quotes for each geographic area you wish to be considered.

3.2.2 State Sales Tax

Bidders are required to collect and pay Washington state sales tax, if applicable.

SECTION 4 – EVALUATION AND CONTRACT AWARD

4.1 Evaluation Weighting and Scoring

The following weighting and points will be assigned to the proposal for evaluation purposes:

Pricing Details	40 points (maximum)
Qualifications of the Bidder	60 points (maximum)
Experience	35 points (max)
Staffing	15 points (max)
Schedule	10 points (max)
TOTAL EVALUATION POINTS	100 points (maximum)

4.2 Notification to Unsuccessful Bidders

Firms whose proposals have not been selected for further negotiation or award will be notified via e-mail at the e-mail provided in the proposal.

4.3 General Terms and Conditions

The apparently successful contractor will be expected to enter into a contract with the DNR which is substantially the same as the contract attached as Exhibit A, including the DNR General Terms and Conditions.

4.4 Protest Procedure

Bidders who responded to this solicitation may file a protest to the selection of the winning proposals with the RFP Coordinator within three (3) business days after contract award.

Bidders protesting this selection shall follow the procedures described below. DNR will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statement of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests raising one or more factually supportable issues concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document.

When DNR receives a protest, DNR will hold a protest review. The Commissioner of Public Lands or his delegate will consider all available facts and issue a decision in five (5) business days of receiving the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest might affect the interest of other Bidders that submitted a proposal, those Bidders will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold DNR's action; or
- Find only technical or harmless errors in DNR's acquisition process and/or conduct and determine the DNR to be substantially in compliance and reject the protest; or
- Find merit in the protest and provide the DNR options which may include:
 - Correct the errors and re-evaluate all proposals
 - Reissue the solicitation document
 - Make other findings and determine other courses of action as appropriate.

If DNR determines that the protest is without merit, DNR will enter into a contract with the apparently successful contractor.



PERSONAL SERVICES CONTRACT FOR ARRA FUNDED PROJECTS

Personal Services Contract No.:

This Contract is made and entered into by and between the State of Washington Department of Natural Resources, referred to as DNR, and [Click **here** and type contractor's name], referred to as the Contractor, for the express purposes described in the following provisions of this Contract.

The purpose of this Contract is to: (enter description of the contract purpose)

In consideration of the terms, conditions and covenants described below, attached, or incorporated by reference, the parties mutually agree as follows:

1.01 Rights and Obligations. Attachment A contains the General Terms and Conditions governing work to be performed under this Contract, the nature of the working relationship between DNR and the Contractor, and specific obligations of both parties. All rights and obligations of the parties to this Contract shall be subject to and governed by Attachment A and other attachments each incorporated by reference, and by the following Special Terms and Conditions.

SPECIAL TERMS AND CONDITIONS

2.01 Scope of Work.

(1) The Contractor will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work as set forth below: [Click **here** and type]

(Be sure your write-up include all the elements below)

(Description of all project requirements);

(Description of plan to accomplish tasks, study, project, etc);

(Project schedule for conduct of work);

(Deliverables and Timelines)

The Contractor shall be responsible for submitting the following reports and a final report on the dates specified as follows:

1. [Click **here** and type due date]
2. [Click **here** and type due date]

Acceptance Criteria for Deliverables

[Click **here** and type criteria]

DNR reserves the right to request additional reports relating to various aspects of the project.

- (2) The Contractor shall produce the following: [Click **here** and type]

All required products must be delivered to the DNR Project Manager. All oral reports must be presented at the location requested by DNR.

- (3) Attachment B contains the Contractor's Proposal dated: _____

The Contractor shall complete all specified Contract work including submission of reports, and/or other required documentation (collectively referred to as “products”) within the time periods set forth in the Contract subject to the requirements of section 8.01 below.

3.01 Source of Funding. This Contract is funded with the American Recovery and Reinvestment Act of 2009 (Recovery Fund), Catalogue of Federal Domestic Assistance # 10.688 - Recovery Act Funding for Wildland Fire Management.

4.01 American Recovery and Reinvestment Act (ARRA) Contract Requirements.

A. Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act.

Contractor acknowledges and agrees that the American Recovery and Reinvestment Act of 2009, hereinafter “Recovery Act” places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website--Recovery.gov--to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

DNR, as a recipient of Recovery Act funds, must comply with the Recovery Act's extensive reporting requirements, including quarterly financial and programmatic reporting due within 10 calendar days after the end of each calendar quarter. DNR will require periodic reports from its sub-recipients in order to fulfill its reporting obligations. Contractors receiving Recovery Act funds may expect that a standard form(s) and/or reporting mechanism will be made available at a future date.

Contractor agrees to provide to DNR all reports, documentation, or other information, as may be required by DNR to meet reporting obligations under the Recovery Act. Contractor's receipt of funds is contingent on Contractor meeting the reporting requirements of Section 1512.

Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, Contractors receiving Recovery Act funds should be aware that Recovery Act section 1512(c) provides:

Recipient Reports - Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains:

1. The total amount of recovery funds received from that agency;
2. The amount of recovery funds received that were expended or obligated to projects or activities; and
3. A detailed list of all projects or activities for which recovery funds were expended or obligated, including: The name of the project or activity;
 - a. A description of the project or activity;
 - b. An evaluation of the number of jobs created and the number of jobs retained by the project or activity; and
 - c. An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - d. For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under the Recovery Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
4. Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

B. Protection of Whistleblowers.

Prohibition on Reprisals: An employee of any non-Federal employer receiving covered funds under the Recovery Act may not be discharged, demoted, or otherwise discriminated against as a

reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Accountability and Transparency Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or other person working for the employer who has the authority to investigate, discover or terminate misconduct,) a court or grant jury, the head of a Federal agency, or their representatives information that the employee believes is evidence of:

- Gross mismanagement of an agency contract or grant relating to covered funds;
- Gross waste of covered funds;
- Substantial and specific danger to public health or safety related to the implementation or use of covered funds;
- Abuse of authority related to the implementation or use of covered funds; or
- Violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to covered funds.

C. ARRA – Listing Recovery Act Jobs with the Employment Security Department.

This agreement is funded with federal stimulus funds (under the American Recovery & Reinvestment Act), which has strict reporting requirements for funds spent and jobs created or retained are attached as Attachment C and incorporated herein. All job openings created by the Contractor for this project must be listed with the WorkSource system (an affiliate of the Employment Security Department) before hiring; all hiring decisions also must be reported to WorkSource. In addition, all Sub-Contractors hired by the Contractor also must be required to list jobs and report hiring results to WorkSource. Existing Contractor or Sub-Contractor employees who are retained using funds from this project also must be reported to WorkSource.

WorkSource will pre-screen and refer qualified job candidates for the Contractor's consideration. The Contractor also has the discretion to use other, additional recruitment systems and retains the right to make all hiring decisions.

To begin the listing and reporting process, contact the ARRA Business Unit at 877-453-5906 (toll-free), 360-438-4849 or ARRA@esd.wa.gov.

D. Office of Management and Budget (federal) Guidance.

This award is subject to all applicable provisions of implementing guidance for the American Recovery and Reinvestment Act of 2009 issued by the United States Office of Management and Budget, including the Initial Implementing Guidance for the American Recovery and Reinvestment Act (M-09-10) issued on February 18, 2009 and available on www.recovery.gov, and any subsequent guidance documents issued by the Office of Management and Budget.

E. Government Accounting Office/Inspector General Access.

The Contractor/ agrees to comply with the requirements as described in the Access of Government Accountability Office, Section 902, of the American Recovery and Reinvestment Act of 2009. This section gives the Comptroller general and his representatives' authorization:

1. To examine any records of the Contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
2. To interview any officer or employee of the Contractor or any of its subcontracts, or of any State of local government agency administering the agreement, regarding such transactions.

F. Certification Regarding Suspension, Debarment, and Other Responsibility Matters.

Federal Executive Order 12549 provides that Executive departments and agencies shall participate in a government-wide system for monitoring suspended, debarred and excluded parties. These departments and agencies have further passed this requirement onto their Contractors and have provided pertinent regulations in the Code of Federal Regulations. The Contractor, by signing this agreement, certifies that it is not suspended, debarred or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Contractor is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot. The web site for checking suspended, debarred or excluded parties is www.epls.gov.

5.01 Conduct of Work. The Contractor shall furnish all necessary qualified personnel, material, and equipment, and manage and direct the same to timely complete the work described in this Contract.

6.01 Period of Performance. Commencement Date: Subject to its other provisions, the period of performance under this Contract shall commence on _____.

Under the provisions of chapter 39.29 RCW, this personal services contract is required to be filed with the Office of Financial Management (OFM). No contract required to be so filed is effective and no work thereunder may be commenced nor payment made therefore until ten (10) working days following the date of filing, and, if required, until approved by OFM. In the event OFM fails to approve the contract, the contract shall be null and void.

Completion Date: This contract shall terminate on _____ or when all of its terms and conditions have been satisfied, whichever is earlier, unless sooner terminated as provided herein.

7.01 Compensation and Payment.

- (1) Amount of Compensation: Total compensation including expenses payable to Contractor for satisfactory performance of the work under this Contract shall not

exceed [Click **here** and type amount in words]
(\$[Click **here** and type amount in numerals] including all applicable Washington State taxes and permit fees, Contractor's compensation for services rendered shall be based on the following rates or as follows:

[Click **here** and type compensation details]

(2) Time of Payment: Payment for work performed shall be made in accordance with the following.

[Click **here** and type payment schedule]

Payment is timely if DNR pays within 30 days after receiving properly completed invoice vouchers. Payments shall be sent to the address designated by the Contractor. DNR may terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

(3) Invoices: Payment for services rendered shall be payable when the Contractor submits properly completed invoice vouchers. The Contractor shall submit invoices monthly/quarterly, or [Click **here** and type]

The Contractor shall make requests for payment on state invoice voucher forms prepared as DNR prescribes. Invoice vouchers shall include information necessary for DNR to determine the exact nature of all expenditures and shall identify all personnel for whom compensation is sought, the amount of hours each individual worked, and the rate of compensation for each. The rate of compensation for each of the Contractor's personnel shall not exceed the amount agreed to. Each voucher will clearly indicate that it is for the services rendered in performance under this Contract. Requests for payment shall be submitted to DNR Project Manager.

- (4) Expenses: Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by DNR as reimbursable. The maximum amount is to be [Click **here** and type amount in words] (\$[Click **here** and type amount in numerals]). This amount is included in the contract total in Paragraph 7.01(1). Expenses are limited to: air fare (economy or coach class only), lodging and subsistence necessary during periods of required travel, and expenses incurred during travel for telephone, copying and postage. Contractor shall receive compensation for travel expenses at current State travel reimbursement rates. Receipts must be attached for any expenditure of \$25.00 or more.

Expenses. No additional costs or expenses are allowable. All costs and expenses associated with the Contractor fulfilling the terms and conditions of the contract are included in the amount of payment stated in Section 7.01(1) and no additional payment shall be made under this Contract.

- (5) Biennial Closures: Under biennial closing procedures, the Contractor must submit all invoices and/or billings for services or material supplied under this Contract through June 30, 20[Click **here** and type], to DNR no later than July 10, 20[Click **here** and type]. If DNR does not receive invoices and bills by July 10, a considerable delay in payment may result.

8.01. Acceptance. If applicable, progress payments shall become due and payable when the Contractor delivers each product and DNR favorably accepts the product. If a product is not acceptable to DNR, DNR shall within ten (10) working days from receipt, notify the Contractor in writing of the nature of defects in the product and any proposed remedy. The Contractor shall respond to this notice in writing within ten (10) working days specifying the action to be taken to make the product acceptable to DNR.

9.01 General Insurance Requirements At all times during the term of this contract, the Contractor shall, at its cost and expense, buy and maintain insurance of the types and amounts listed below. Failure to buy and maintain the required insurance may result in the termination of the contract at DNR's option.

All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best 's Reports unless otherwise approved by DNR. Any exception must be reviewed and approved by the DNR Risk Manager or in the absence of, the DNR Contracts Specialist, before the contract is accepted. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.

Before starting work, Contractor shall furnish DNR, with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in the bid/proposal, if applicable, and Contract. Said certificate(s) shall contain the Contract number [Click **here** and type contract number], name of DNR Project Manager, a description, and include the State of Washington, DNR, its elected and appointed officials, agents, and employees as additional insured on all general liability, excess, umbrella and property insurance policies.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish separate certificates of insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of subcontractor(s) to comply with insurance requirements does not limit Contractor ' s liability or responsibility.

All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by DNR. Contractor waives all rights against DNR for recovery of damages to the extent these damages are covered by general liability or umbrella insurance maintained pursuant to this Contract.

DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

- (1). Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give DNR 45 days advance notice of cancellation or non-renewal. If cancellation is due to nonpayment of premium, DNR shall be given 10 days advance notice of cancellation.
- (2). Insurers subject to Chapter 48.15 RCW (Surplus lines): DNR shall be given 20 days advance notice of cancellation. If cancellation is due to nonpayment of premium, DNR shall be given 10 days advance notice of cancellation.

In lieu of the coverages required under this section, DNR at its sole discretion, may accept evidence of self-insurance by the Contractor, provided Contractor provides the following:

Contractor shall provide a statement by a CPA or actuary, satisfactory to DNR, that demonstrates Contractor's financial condition is satisfactory to self-insure any of the required insurance coverages.

DNR may require Contractor to provide the above from time to time to ensure Contractor ' s continuing ability to self-insure. If at any time the Contractor does not satisfy the self insurance requirement, Contractor shall immediately purchase insurance as set forth under this section.

By requiring insurance herein, DNR does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor ' s liability under the indemnities and reimbursements granted to DNR in this contract.

The limits of insurance, which may be increased by DNR, as deemed necessary, shall not be less than as follows:

- (1) Commercial General Liability (CGL) Insurance: Contractor shall maintain general liability (CGL) insurance, and, if deemed necessary as determined by DNR, commercial umbrella insurance with a limit of not less than \$1,000,000 per each occurrence and \$2,000,000 for a general aggregate limit. The products-completed operations aggregate limit shall be \$2,000,000.

CGL insurance shall be written on ISO occurrence form CG 00 01 (or substitute form providing equivalent coverage). All insurance shall cover liability arising out of premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) conditions.

- (2) Employers Liability (Stop Gap) Insurance: If Contractor shall use employees to perform this contract, Contractor shall buy employers liability insurance, and, if deemed necessary as determined by DNR, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

- (3) Business Auto Policy (BAP) Insurance: Contractor shall maintain business auto liability and, if deemed necessary as determined by DNR, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "any Auto". Business auto coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense" as provided in the 1990 or later editions of CA 00 01.

Contractor waives all rights against DNR for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

- (4) **Workers' Compensation Insurance:** Contractor shall comply with all State of Washington workers' compensation statutes and regulations. Workers' compensation coverage shall be provided for all employees of Contractor and employees of any subcontractor or sub-subcontractor. Coverage shall include bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this contract. Except as prohibited by law, Contractor waives all rights of subrogation against DNR for recovery of damages to the extent they are covered by workers' compensation, employer's liability, commercial general liability or commercial umbrella liability insurance.

Contractor shall indemnify DNR for all claims arising out of Contractor's, its subcontractor's, or sub-subcontractor's failure to comply with any State of Washington worker's compensation laws where DNR incurs fines or is required by law to provide benefits to or obtain coverage for such employees. Indemnity shall include all fines, payment of benefits to Contractor or subcontractor employees, or their heirs or legal representatives, and the cost of effecting coverage on behalf of such employees. Any amount owed to DNR by Contractor pursuant to the indemnity may be deducted from any payments owed by DNR to Contractor for performance of this Contract.

- (5) **Professional Liability Insurance:** Professional liability insurance is required if services delivered pursuant to this agreement, either directly or indirectly, involve or require providing professional services. Such coverage shall cover injury or loss resulting from Contractor's rendering or failing to render professional services.

Contractor shall maintain minimum limits no less than \$1,000,000 per incident, loss, or person, as applicable. If defense costs are paid within the limit of liability, Contractor shall maintain limits of \$2,000,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall be at least two times the incident, loss or person limit.

10.01 Project/Contract Manager.

The Project Manager for each of the parties shall be the contact person for all communication and billings regarding the performance of this agreement.

Contractor Project Manager	DNR Contract Manager
Name:	Name:
Address:	Address:
Phone:	Phone:
FAX:	FAX:

11.01 Assurances.

DNR and the Contractor agree that all activity pursuant to this Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

12.01 Approval.

This Contract shall be subject to the written approval of DNR's authorized representative and shall not be binding until so approved. The Contract may be altered, amended, or waived only by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract.

This Contract, including referenced attachments, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

This Contract is executed by the persons signing below, who warrant they have the authority to execute this Contract.

CONTRACTOR

**Washington State
Department of Natural Resources**

Signature

Signature

Title

Title

Date

Date

Approved as to form only
By the Assistant Attorney General
June 9, 2010

Attachment A

GENERAL TERMS AND CONDITIONS

1.01 Identification. The Contract number must appear on all documents, correspondence, invoices and all other written material submitted or prepared in conjunction with this Contract.

2.01 Independent Capacity of Contractor.: The Contractor and its employees or agents performing under this Contract are not employees or agents of DNR. The Contractor will not represent itself nor claim to be an officer or employee of DNR or of the State of Washington by reason hereof, nor will the Contractor make any claims of right, privilege or benefit which would accrue to an employee under Washington law.

3.01 Deductions. DNR shall make no deductions from the stated amount of compensation for income tax, social security taxes, medical insurance, industrial insurance, license fees or deductions of any other kind. Contractor is responsible for all deductions for which the Contractor may be liable.

4.01 Retention of Records. The Contractor shall maintain books, records, documents and other materials which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. At no additional cost, these materials shall be available at all reasonable times for inspection, review, or audit by personnel duly authorized by DNR, and State or federal officials so authorized by law, rule, regulation or contract. The Contractor will retain these materials for six (6) years after the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

5.01 Right of Inspection. The Contractor shall provide right of access to its facilities to DNR, any of its officers, or to any other authorized agent or official of the State of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

6.01 Treatment of Assets. Title to all property furnished by DNR shall remain property of DNR. Title to all property furnished by the Contractor, the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in DNR upon delivery of such property by the Contractor.

Any property of DNR furnished to the Contractor shall, unless otherwise provided herein or approved by DNR, be used only for the performance of this Contract.

The Contractor shall be responsible for any loss or damage to DNR property resulting from the contractor's negligence or which results from the contractor's failure to maintain and administer that property according to sound management practices. If there is loss or damage to DNR property, the Contractor shall notify DNR of the loss and shall take all reasonable steps to protect that property from further damage.

The Contractor shall surrender to DNR all property of DNR prior to settlement upon completion, termination or cancellation of this Contract.

7.01 Close-out. The Contractor must submit all requests for reimbursement for work performed under this Contract to DNR so that they are received no later than thirty (30) days following the termination of this Contract. If an earlier date is specified in this Contract, the earlier date shall take precedence.

8.01 Non-discrimination. During the performance of this Contract, the Contractor shall comply with all federal and State nondiscrimination laws, regulations and policies. In the event of the Contractor's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with DNR.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

9.01 Assignability. This Contract, and any claim arising under this Contract, is not assignable or delegable by the Contractor either in whole or in part.

10.01 Subcontracting. - Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of DNR. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to DNR for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this Contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known

to unauthorized persons personal information without the express written consent of the agency or as provided by law.

11.01 Changes/Extras. DNR may at any time, by written order, make changes within the general scope of this Contract. No payment for changes or extras shall be made unless such changes or extras and the price have been authorized in advance in writing by the DNR Contract Manager. No extension of time because of changes or extras will be allowed, unless such extension has been authorized by the DNR Contract Manager.

No contract work shall be commenced nor any payment rendered for any work or services to be performed in connection with this Contract until a contract amendment has been signed by both parties.

12.01 Disputes. The DNR Contract Manager shall decide disputes concerning questions of fact that are not resolved by agreement. The DNR Contract Manager shall furnish the Contractor a written, signed copy of the decision. The DNR Contract Manager's decision is final unless the Contractor appeals in writing to the DNR Contract Manager within thirty (30) days of receiving the latter's decision. The Commissioner of Public Lands or his authorized representative will decide the appeal. The decision will be final.

This dispute resolution process shall precede any action in a judicial or quasi-judicial tribunal. The Contractor does not waive any right to seek review of DNR's decision. The Contractor may seek review only in the Superior Court of Thurston County. Pending final decision, the Contractor shall proceed diligently to perform according to the contract and to DNR's decisions. Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

13.01 Conflict of Interest. DNR may, by written notice to the Contractor, terminate this Contract if it is found that there is a violation of the State Ethics Law, chapter 42.52 RCW or any similar statute involving the Contractor in the procurement of, or performance under this Contract.

In the event this Contract is terminated as provided above, DNR shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the Contract by the Contractor. The rights and remedies of DNR provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.

14.01 Termination of Contract for Cause. DNR may terminate this Contract in whole, or in part, at any time after thirty (30) days' notice whenever it is determined that the Contractor has failed to comply with the terms and conditions of the Contract. DNR shall promptly notify the Contractor in writing of the termination and the reasons for termination, together with the effective date of termination.

In the event of termination for cause, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

15.01 Termination for Funding Reasons. DNR may unilaterally terminate this Contract in the event that funding from federal, State or other sources becomes no longer available to DNR, or is not allocated for the purpose of meeting DNR's obligation hereunder. Such action is effective immediately upon receipt of DNR written notification of termination.

16.01 Termination for Convenience. Except as otherwise provided in this Contract, DNR may, by ten (10) calendar days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, DNR shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination.

17.01 Trafficking in Persons . You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:

1. Engage in severe forms of trafficking in persons during this period of time that the award is in effect;
2. Procure a commercial sex act during the period of time that the award is in effect;
or
3. Use forced labor in the performance of the award of subawards under the award.

18.01 Hold Harmless and Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend (with counsel acceptable to DNR) and hold harmless DNR, its officials, agents and employees, from and against all claims arising out of or resulting from the performance of the Contract. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by contractor's agents, employees, representatives, or any subcontractor or its employees. Contractor expressly agrees to indemnify, defend, and hold harmless DNR for any claim arising out of or incident to contractor's or any subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless

DNR shall not be eliminated or reduced by any actual or alleged concurrent negligence of DNR or its agents, agencies, employees and officials. Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.

19.01 Publication Rights, and Rights to Data, Patents and Inventions. The Contractor shall not publish any of the results of the contract work without the advance written permission of DNR. DNR will not be unreasonably withhold permission and will respond to publishing request within thirty (30) days.

Unless otherwise provided, data which originates from this Contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DNR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes and sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

Data which is delivered under the Contract, but which does not originate therefrom, shall be transferred to DNR with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided, that such license shall be limited to the extent which the Contractor has a right to grant a license.

In accordance with Chapter 39.29 RCW, Contractor shall not charge additional costs to DNR, the Joint Legislative Audit and Review Committee (JLARC) or the Office of the State Auditor for access to data generated under this Contract. Contractor shall provide access to data generated under this Contract to DNR, the Joint Legislative Audit and Review Committee (JLARC), and the Office of the State Auditor during the term of this Contract and thereafter. For purposes of this section, data includes all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and the methodology for those models.

20.01 Licensing, Accreditation and Registration. The Contractor shall comply with all applicable local, State, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

21.01 Confidentiality. Contractor shall not disclose to any third party any proprietary or confidential information received from DNR, or acquired during the course of work under this Contract and shall not use for its own benefit or that of others, any such information, whether developed in the course of this Contract or derived from DNR, except as may be authorized by DNR in writing. All information developed in the performance of this Contract shall be considered DNR's proprietary information.

22.01 Governing Law. This Contract shall be governed by the laws of the State of Washington. In the event of an inconsistency in this Contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- (1). Applicable federal and State statutes and regulations;
- (2) The Special Terms and Conditions as contained in the main contract instrument;
- (3) The General Terms and Conditions contained in this Attachment A;
- (4). Any Statement of Work attached hereto and incorporated by reference herein; and
- (5) Any other provisions or attachments of the Contract whether incorporated by reference or otherwise.

23.01 Jurisdiction/Venue. This Contract shall be construed and interpreted under the laws of the State of Washington and the venue of any action brought under this Contract shall be in the Superior Court for Thurston County. The Contractor, by execution of this Contract, acknowledges the jurisdiction of the courts of the State of Washington in this matter.

24.01 Waiver. A failure by DNR to exercise its rights shall not constitute a waiver of any rights under this Contract unless Stated to be such in writing signed by an authorized representative of DNR and attached to the original Contract.

25.01 Entire Contract. This document contains all covenants, stipulations and provisions agreed by both parties. No agent or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement representation, promise or agreement not set forth herein except for extension of the completion date. No changes, amendments or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this Contract.

26.01 Severability. If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable

Contractor's Proposal

Attachment B



Department of Natural Resources

Attachment C

CERTIFICATION OF COMPLIANCE WITH LISTING RECOVERY ACT JOBS WITH Employment Security Department

I certify that the following jobs have been created and listed with the WorkSource system (an affiliate of the Employment Security Department) in accordance with the terms and conditions of this contract:

DNR Contract Number

Name of Worker	Workers Job Title/Position	Wage Rate	# of
Hrs this invoice			

Signature of Contractor
(mm/dd/yyyy)

DATE

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Forest Health Contractor
Northeast Region ARRA Forest Health Stewardship Planning
Quote Sheet – June 2010

Contractor Name, Address, E-mail and Contact Phone Numbers:

Contractor Name: _____
Address: _____
E-Mail: _____
Contact Phone Number: _____

Availability: _____

Rate Quote (**per hour**):

Area	Cost Per Hr
Okanogan County	
Ferry County	
Stevens County	
Pend Oreille County	
Spokane County	

Submitted By: _____
Signature: _____ Date: _____

FOREST STEWARDSHIP PLAN CONTENT

Note: Forest Stewardship Plans must include all of the following essential components unless identified as optional.

1) COVER PAGE

- * Landowner description: name, address, telephone number
- * Property location: acres, legal description, description of location
- * Plan preparer information: name, title, agency/firm, address, telephone number
- * Month and year plan was prepared

2) TABLE OF CONTENTS

3) DESCRIPTION OF LANDOWNER'S OBJECTIVE(S)

Describe landowner's objective(s) (short and long term) for the property. Further discussion of objectives may be appropriate under specific resource categories later in the plan.

4) GENERAL PROPERTY DESCRIPTION

An overview of the property including: acreage, location, accessibility, topography, land use history, current conditions, surrounding land use, and other factors which may relate to resource opportunities, needs, or problems.

5) RESOURCE DESCRIPTIONS/RECOMMENDATIONS

For each resource category (I-VII) the plan should describe:

- a) Existing resource conditions.
- b) Resource protection measures. This **MUST** be addressed as a minimum for each resource category.
- c) Resource management/enhancement recommendations. (Describe which resource categories the landowner wishes to enhance.)

Attach a Forest Stewardship Plan Resource Summary Checklist (DNR Provided). Federal guidelines require that all categories be addressed in a Forest Stewardship Plan. The considerations listed under each category are provided as a brief synopsis of resource concerns which should be addressed, if applicable for the property's resource and the landowner's objectives. If any are not applicable, or insignificant, note with a brief explanation. Specific resource protection measures and/or resource enhancement practices should be described with accompanying rationale. Detailed practice specifications are not required as a part of the plan but may be included as the discretion of the planner. Detailed specifications can be provided when the landowner plans to implement specific practices.

Resource Category I: Forest Health

Considerations: Insects, diseases, fire protection, environmental factors, animal damage potential.

Resource Category II: Timber and Wood Products

Considerations: Species composition, age, size, quality, site class, competing vegetation, density/stocking, economic considerations, operability, silvicultural alternatives.

Resource Category III: Soils

Considerations: Soil types, slope stability, erosion, productivity, compaction, displacement, and engineering considerations (road construction). (Some information is available on NRCS website.)

Resource Category IV: Water Quality, Riparian and Wetland Areas

Considerations: Stream types, sedimentation potential, stream bank stability, riparian conditions, water temperature, floodplains, wetland locations, domestic water sources, chemical applications, groundwater contamination potential. (Some information is available in Forest Practice Illustrated booklet)

Resource Category V: Fish and Wildlife Habitat

Considerations: Species use (by season), food, water, resting and hiding cover, thermal cover, nesting and rearing habitat, travel corridors, habitat on surrounding properties.

Resource Category VI: Threatened and Endangered Species and Cultural Resources

Considerations: Considerations from category V apply and legal protection requirements. Specific expertise may be necessary.

Resource Category VII: Aesthetics and Recreation

Considerations: View seen by passing public, neighboring land uses, recreational opportunities, scenic view enhancement.

Resource Category VIII: Agro-forestry/Special Forest Products

(Note: This category is optional and is not required in a Forest Stewardship Plan. However, discussion of these resources may be an important part of some plans.)

Considerations: Requirements of other species (floral greenery, mushrooms, forage species, etc.).

6) MANAGEMENT TIMETABLE:

Include a suggested timetable of management practices for a minimum of the next 10 years.

7) SUMMARY CHECK LIST AND SIGNATURE PAGES:

* Resource Summary Check Sheet (provided by DNR)

- * Signature Page (provided by DNR)

Three signatures are required: landowner, plan preparer, plan approver.

Attach these pages at the end of the plan.

8) PHOTO OR MAP:

Attach an aerial photo (or good quality photocopy). A scale of 1:12,000 or larger is preferred. (If a photo is not available, a map may be substituted.) The photo (or map) should have a “north arrow” and accompanying legend. The following should be indicated on photo or map (or on a clear acetate overlay):

- * Property boundaries
- * Forest stands/vegetative cover types
- * Soil types (on NRCS website)
- * Improvements (buildings, bridges, roads, trails, etc.)
- * Streams, ponds, wetlands
- * Other features (existing or proposed) of significance to resource protection or management

9) SUPPLEMENTAL MATERIALS (optional, not required for plan approval):

Enclose materials which support the plan, such as:

- * University Extension bulletins, fact sheets, “how to do it” handouts, Fish & Wildlife publications, and other similar materials
- * Forest Practices and TFW information
- * Guide to sources of Technical, Financial, and Educational Assistance
- * Directories of natural resource consultants, contractors, and loggers
- * Sources of planting stock, forestry and wildlife equipment supplies, etc.
- * Information about landowner organizations, American Tree Farm program, Washington Farm Forestry Association, etc.
- * Copies of newsletters or magazines containing useful information
- * Bibliography of useful references
- * Guide to common natural resources terminology