



**Request for Proposals for
Magney-Snively Natural Area: Native Plant
Community, Invasive Species, and Special Species
Surveys**

Date Issued: 04/11/2024

Bids Due: 05/07/2024

1. Statement of Need

The Minnesota Land Trust (MLT) is seeking environmental services to map native plant communities (NPC) and invasive species and survey for select Species of Greatest Conservation Need (SCGN) on approximately 1,800 acres of the Magney-Snively Natural Area within the City of Duluth (Map 1).

2. Background

The [Magney-Snively Natural Area](#) was designated as a natural area under the Duluth Natural Area Program in 2003. It is a highly functional, viable ecosystem consisting of a diverse mosaic of wetlands, uplands, and rock outcrop communities. These characteristics, as well as its large size, make Magney-Snively of the highest ecological significance and quality to be found within the urban area of Duluth.

The MLT and the City of Duluth are completing natural resource inventories to document current conditions within the natural area. The overall objective of this work is to characterize natural resources conditions within the natural area to inform site management and restoration objectives that will inform updates to the natural area management plan.

3. Scope of Services

The Minnesota Land Trust seeks a qualified contractor to complete the tasks described below within the Magney-Snively Natural Area in the 2024 spring/summer season.

The contractor shall supply all permits, licenses, transportation, equipment, materials, supplies, safety gear, and personnel to complete the project as described.

Task 1. Verify NPCs and Document Condition

The objective of this task is to update the existing native plant community (NPC) classification data prepared by the Minnesota Department of Natural Resources in 2004 (Map 1), including field-based condition assessment for each mapped polygon using the Minnesota Biological Survey's classification system.

The following activities are required under this task:

- a) Prepare a sampling plan based on Minnesota Biological Survey protocols for verifying NPC mapping and documenting NPC condition. A draft plan must be submitted to MLT for review at least 1 week prior to preparing the final plan.
- b) Conduct field sampling using the releve' protocol used by the Minnesota Biological Survey, Minnesota Natural Heritage and Nongame Research Program, (http://files.dnr.state.mn.us/eco/mcbs/releve/releve_singlepage.pdf) or equivalent. Plant communities within the project areas must be identified to class and type whenever possible according to the *MN DNR Field Guide to the Native Plant*

Communities of Minnesota

(http://files.dnr.state.mn.us/eco/mcbs/lmf_systemsbooklet).

- c) Complete data processing, interpretation and mapping. Accurate and complete GIS data layers must be prepared to integrate with other project data sets. At a minimum, the following spatial data layers are to be prepared:
- Sampling locations
 - NPC extent and type
 - NPC condition

Task 2. Complete Invasive Plant Species Survey

The objective of this task is to map the location and extent of non-native invasive plant species within the natural area to inform future management actions.

The following activities will be completed under this task:

- a) Prepare an invasive species survey plan. A draft plan will be submitted to MLT for review prior to preparing the final plan.
- b) Conduct field survey.
- c) Complete data evaluation and mapping. Accurate and complete GIS layers must be prepared to integrate with other project data sets. At a minimum, the following maps are to be prepared:
- a. Location, type, and extent of invasive species
 - b. Classification of the extent of infestation to inform management actions

Task 3. Survey for Select Species of Greatest Conservation Need

The objective of this task is to survey for select SGCN in the natural area that have been documented in the Minnesota Natural Heritage Information System (NHIS) Biotics database within ¼ mile of the project areas. A search of this database identified the following target species:

Common name	Taxonomic name	Taxonomic class
Eastern hemlock	<i>Tsuga canadensis</i>	Vascular plant
Narrow triangular moonwort	<i>Botrychium angustisegmentum</i>	Vascular plant
Soapberry	<i>Shepherdia canadensis</i>	Vascular plant

The following activities will be conducted under this task:

- d) Prepare a detailed sampling plan for conducting SCGN surveys. A draft sampling plan will be submitted to MLT for review prior to preparing the final plan.
- e) Complete surveys for select SCGN within the project area. Contractors shall use accepted area search or survey methods appropriate to the target species. Field data collected will meet NHIS Biotics Observation form data fields (<http://www.dnr.state.mn.us/nhnrp/nhis.html>). Contractors shall submit a

- complete advanced report with shapefile (found at http://www.dnr.state.mn.us/nhnrp/nhis.html#submit_data) record for all noted occurrences of target species.
- f) Complete data evaluation and mapping. Accurate and complete GIS data layers must be prepared to integrate with other project data sets. At a minimum, the following maps are to be prepared:
- Centroid locations of special species identified

Task 4. Prepare Report

A draft and a final report documenting the results of Tasks 1 through 3 are required in standard format including an executive summary, introduction, methods, results, analysis, recommendations and conclusions. Recommendations must include a discussion of recommended restoration actions, priorities, and/or locations based on the field surveys. A draft annotated outline of the report must be prepared for approval by MLT prior to preparation of the draft report.

All raw and processed data, including digital photographs, GPS locations, and GIS files must be submitted to MLT.

Task 5. Participate in Site Team Meetings

The Contractor will participate in up to four one-hour meetings with MLT, the City of Duluth, and other partners to discuss survey results and inform management actions.

4. Schedule

Surveys are to be conducted during the 2024 field season to the extent possible. If necessary, additional survey may occur in the 2025 field season. The final report must be submitted by December 1, 2024, if survey work is complete in 2024, or by December 1, 2025 if survey work in the 2025 field season is necessary. Please note that the project schedule could be delayed to the required National Environmental Policy Act review.

5. Submission of Proposals

Proposals should include the following, at a minimum:

- Proposed project team and short resumes – qualifications meeting the requirements listed in Evaluation Criteria below must be demonstrated
- Demonstration of experience with three similar projects with client references
- Proposed Scope of Work that includes the proposed sampling approach
- Proposed project schedule
- Cost proposal and 2024 rate sheet

Proposals should include sufficient information regarding the Contractor's ability to perform the services sought to enable the MLT to make a judgment about the Contractor's ability to perform the work indentified in the Scope of Services. Proposals must not exceed 25 pages.

The contract will be a reimbursable time and materials with a maximum amount based on the selected contractor's cost proposal. Contractors interested in providing these services should submit a proposal to: **Minnesota Land Trust** 394 Lake Ave. S. Suite 404A Duluth, MN. 55802. Attn: Gini Breidenbach. Proposals may be submitted by email in PDF format to gbreidenbach@mnland.org.

Proposals must be delivered or postmarked no later than 4:00 pm CST on May 7, 2024. Any proposal received or postmarked after the deadline will not be considered. If no suitable proposals are received another solicitation may be advertised. Any questions can be directed to Gini Breidenbach at 218.481.3010. Please note that Gini will be unavailable from April 15 through April 19.

6. Evaluation Criteria

The Minnesota Land Trust reserves the right to reject any or all Proposals and reserves the right to issue a subsequent Request for Proposals or cancel the entire Request for Proposals process. Minnesota Land Trust reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Minnesota Land Trust. The Minnesota Land Trust reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in Minnesota Land Trust's best interest. Minnesota Land Trust reserves the right to negotiate with any, all, or none of the Respondents.

Proposals will be reviewed by the Minnesota Land Trust. The MLT will consider all information provided in the proposal when making its decision and may consider relevant information from other sources. The MLT in its sole discretion will award the contract to the Contractor submitting the best proposal. Criteria for determining the best proposal includes, but is not limited to:

- 1) Qualifications – Minimum qualifications for the Principal Investigator include a Master's of Science in relevant fields of study to conduct the requested work, as well as the following:
 1. Expertise in field identification of upland, wetland, and emergent aquatic plant species expected to be found in northeastern Minnesota
 2. Special training in mapping and classifying Minnesota NPC
 3. Specifically trained or qualified to identify invasive vascular plant species of Minnesota in the field
- 2) Expertise –Localized expertise in northeast Minnesota, the Great Lakes environment, and the St. Louis River is valued.
- 3) Experience – The proposed team should have experience planning, conducting, and reporting field studies using the methods required for these investigations.
- 4) Capacity – The business must have the capacity to conduct this work on a cost-reimbursable basis, have the staff and access to equipment to complete the work within the required timeframe, and to meet the administrative requirements

associated with State and Federal funding, including carrying professional liability insurance. See Source of Funds below.

- 5) Cost -Overall cost estimate and cost rates will be considered. The proposed budget should reflect a realistic work effort to complete the work products.
- 6) Schedule: Proposals that maximize expediency without compromising environmental and worker protection will be evaluated more favorably

The Land Trust uses a negotiated bid format. Cost is an important consideration, but the lowest price proposal is not necessarily the best proposal. The Land Trust will select the proposal that best meets the stated criteria.

Source of Funds: The funds provided to the Contractor are subject to certain legal restrictions and requirements including the following:

Subject to Audit: Contractor shall comply with State of Minnesota Statute 16C.05, subdivision 5 requiring all records pertaining to this project be retained for a period of 6 years following completion of contracted work.

Equal Employment Opportunity: Contractor shall comply with E.O. 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR, 1964–1965 Comp., p. 339), as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

No Kickbacks: Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c) —The contractor shall comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).

Wages: Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) —The contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”).

Standard Work Week: Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333) —Contractor shall comply with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5).

Clean Air Act: (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended —all parties shall comply with all applicable standards, orders or regulations issued pursuant

to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

Lobbying: Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) — Contractor shall file the required certifications against use of contract funds for lobbying purposes.

Debarment And Suspension: (E.O.s 12549 and 12689)—Contractor, by submitting a bid, shall certify that it is not a listed on the government-wide Excluded Parties List System.

Made in America: Should the purchase of any equipment or products be required to fulfill this Agreement, Contractor is encouraged, to the greatest extent possible, to purchase American-made equipment and products.

Non-Discrimination: The Contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of subcontracts.

E-Verify: Contractor certifies that, as of the date services will be performed, the Contractor and all subcontractors have implemented or are in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the state of Minnesota.

Map 1

