

**MWMC Poplar Harvest Services  
Request For Proposal – Addendum No. 1**

**Addendum No. 1 to Request for Proposal (RFP)**

**RFP Title:** Poplar Harvest Services

**Issuing Organization:** Metropolitan Wastewater Management Commission

**Original Issue Date:** Nov. 25, 2025

**Addendum Issue Date:** Dec. 17, 2025

**Final Date to Receive Questions, Feedback, and/or RFP Written Protest:** Dec. 18, 2025

**Final Date to Issue Addenda:** Dec. 22, 2025

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**1.0 Purpose of This Addendum:**

This Addendum is issued pursuant to the authority of the Issuing Agency and in accordance with applicable public-sector procurement laws, regulations, and policies. The purpose of this Addendum is to modify, clarify, and/or supplement the above-referenced Request for Proposal (RFP). This Addendum shall become an official part of the RFP. In the event of a conflict between the original RFP and this Addendum, the provisions of this Addendum shall govern.

**2.0 Changes to the RFP:**

**2.1 Excel Workbook**

The RFP required Excel workbook “Cost\_Proposal\_Worksheet” is updated with new title “Cost Proposal Worksheet\_Rev” correcting a formula error. New Excel worksheet link found on MWMC website at [bit.ly/mwmc-rfp](http://bit.ly/mwmc-rfp).

**2.2 Revisions to RFP Language**

The following sections of the RFP are revised as indicated below. New or revised language is shown in **bold**, and deleted language is shown as strikethrough where applicable.

- **Exhibit I – Model Contract**

- *Original Language:*  
~~Consultant~~ (in all instances)

*Revised Language:*

**Contractor** (in all instances)

e.g., “3. Scope of Work. The ~~Consultant~~ **Contractor** shall provide services as particularly described in the Scope of Work (“Work”) identified in Exhibit “A” and incorporated herein by reference.”

- *Section 7 Compensation to Contractor; Payment to the MWMC.*

*Original Language:*

Contractor shall pay to the MWMC revenue from pulp or log sales within ~~thirty (30)~~ days of the completion of each harvest and shall provide to the MWMC an invoice documenting all sales proceeds and the MWMC revenue.

*Revised Language:*

Contractor shall pay to the MWMC revenue from pulp or log sales within **sixty (60)** days of the completion of each harvest and shall provide to the MWMC an invoice documenting all sales proceeds and the MWMC revenue.

- *Section 9 Schedule*

*Original Language:*

## MWMC Poplar Harvest Services Request For Proposal – Addendum No. 1

The project procurement calendar is attached to this Agreement as Exhibit "H." The project Work schedule will be agreed upon during contract negotiations.

Revised Language:

**The Contractor shall promptly notify MWMC of any milestone dates that Contractor reasonably anticipates may not be met to allow both parties the ability to consider implementing methods to meet the schedule outlined in Exhibit "D." [Note: The parties will agree upon the project schedule in Exhibit D to the contract as part of contract negotiations.]**

### 2.3 Additions and Deletions to the RFP

The following language is added or removed from the RFP:

- Exhibit B, Required Form 1 – Proposer Information
  - Addition of:

<b>How did you hear about this RFP?</b>	<input type="checkbox"/> Advertisement (please specify which publication below) / <input type="checkbox"/> OregonBuys
	<input type="checkbox"/> Direct Email from MWMC Staff / <input type="checkbox"/> MWMC RFP Web Page / <input type="checkbox"/> Sent to Me by Colleague / <input type="checkbox"/> Industry Listserv or Newsletter / <input type="checkbox"/> LinkedIn / <input type="checkbox"/> Other (please specify below)

- Exhibit B, Required Form 3 – Indemnity and Release Agreement
  - Removal of *Oregon Contractors License #* \_\_\_\_\_

### 3.0 Answers to Questions:

#### 3.1 Visits to the BMF Prior to Proposal Submission:

1. Can I arrange a visit with a subcontractor to help bid the pruning scope of work?
  - Yes, contact Contract Manager, Bryan Robinson at [brobinson@springfield-or.gov](mailto:brobinson@springfield-or.gov) or 541-744-4154.
2. Can I have our in-house soil specialist take some soil samples from MU1S to be able to calculate an estimated biochar application rate for PH adjustment?
  - Yes, however it is MWMC staff's assessment that the existing soil conditions are suitable for the poplar services specified in the RFP. During later project work phases, soil sampling will be reviewed for future poplar harvest services work.

#### 3.2 Poplar Survival Assessment:

1. What is the expected Quantity of defective plantings (I am not referring to the amount of defective whips that are not useable in the original order, we understand that is 10%, I mean what % of good whips that go in the ground that are expected to fail and must be replanted based on past experience?).
  - To clarify, MWMC anticipates that all procured whips for poplar harvest services work should be usable, healthy, and meet RFP specifications. A minimum of 90% survivability is required for crops replanted in each replanting phase.
2. What is the expectation of how often, and for how long the rows are assessed? In other words, are we expected to check on these trees monthly? Quarterly? And for how long, the first 6 months? 5 years?

## **MWMC Poplar Harvest Services Request For Proposal – Addendum No. 1**

- An after-planting single health stand assessment will be included in contract conditions with the evaluation of crop survivability required expected to be completed within nine (9) months from time of each planting phase.
3. Is there a time limit on replanting of whips that don't live? For example, if a tree is 6 years old and falls based on a windstorm, are we still required to remove and replant as part of our bid?
- No, if a poplar tree after a successful one-year establishment fails in later years, the Contractor is not required to replant at that point.
4. In practice, and/or, in the bid, will we be able to charge per replanting, or will this be a one-time fee, and regardless of how much replanting there is, or is not, we must complete for a fixed fee?
- **Replanting Phase per the RFP specifications and Replanting Failed Whips:** Contractors are responsible for identifying the complete cost of all crop replanting work expectations meeting identified specifications. The contract service agreement must entail complete replanting costs, including any replanting needed as required by the contract. As a reminder, this is a proposal not a bid and final project cost will be determined during contract signing.

### **3.3 Weed Control:**

I have some specific questions on weed control. These [questions] are all assuming pre-emergent herbicide and hog fuel is fully employed as per the RFP Exhibit F:

1. What is a good general expectation for how much/ how often hand weeding will be required?
  - Weed control is expected to be completed after harvest work and during the field restoration and replanting phases as specified in the RFP. This will be identified in the contract project work schedule/timeline.
2. How is this done to ensure the Whips won't be damaged? Is there some kind of general expectation of time needed/ techniques for this work based on past experience? And at various phases of growth?
  - Weed control is completed both before and after the whips are planted. After whip planting, weed management is limited to grass alley areas between tree rows and focused spot blackberry control.
3. How often is weeding needed? The rows could be mowed prior to planting if necessary, what is your experience on needing to mow after harvest and prior to planting?
  - All mowing activities are completed by MWMC staff on a scheduled basis after seasonal poplar replanting is complete. Pre-harvest mowing is unlikely based on soil conditions (softness).
4. How often is weeding needed after whip planting?
  - The RFP weed control expectations are for the first year of tree establishment.
5. How long is this hand weeding or hand tool weed control expected? For the first year or two? Or on an ongoing basis for all 12 years of growth?
  - The RFP weed control expectations are for the first year of crop growth only.
6. What is the expectation for mowing, will this be done by the MWMC, or the contractor?
  - All mowing activities are completed by MWMC staff on a scheduled basis after seasonal poplar replanting is complete.
7. What is the expectation for the use of alternate methods like the sheep grazing?

**MWMC Poplar Harvest Services  
Request For Proposal – Addendum No. 1**

- The MWMC is open to an alternate weed control method discussion and currently uses contracted sheep grazing where the poplar crop is well-established and can withstand animal grazing.
8. Do you have a type of grass that you want planted? i.e. perennial rye or annual rye? Please provide grass seed type.
- The grass expected to be approved for use is a general PNW rye grass mix.
9. Do you have a list of pre-emergent herbicides for use after harvest?
- Yes, the MWMC has a pre-approved list of pre-emergent herbicides for review and use for poplar harvest services work. Most recently, a combination of Reckon 280 SL (64 oz / acre herbicide), drift reduction agent DC-4 (5.5 oz / acre), and surfactant ClearSurf 90 (11 oz / acre) were all used to control weeds.
10. Do you have a list of post emergent herbicides that can be used for spot spraying that will not hurt the new whips?
- Yes, the MWMC has a pre-approved list of post-emergent herbicides for review and use for poplar harvest services work.
  - **Post-emergent chemicals registered for hybrid poplar use during the dormant season:**

Active Ingredient	Trade Name	Selectivity	Target
2,4-D Amine	several/many	Selective	Broadleaf weeds
glyphosate	several/many	non-selective	Broadleaf weeds, grasses
clopyralid	several/many	selective	Composite weeds (thistle)
fluazifop-p-butyl	Fusilade DX	selective	Grasses
oxyfluorfen	several/many	non-selective	Broadleaf weeds, grasses
paraquat	several	non-selective	Broadleaf weeds, grasses
pelargonic acid	Scythe	selective	Grasses
quizalofop P-ethyl	Assure II	selective	Grasses

11. Please provide restrictions on herbicide type that can be applied (or if there are none on this site)
- The MWMC has a well-established Environment Management System (EMS) that will review and approve for use all pre- and post-emergent herbicides. MWMC is most interested in organic farming methods.
12. Can you confirm machines mobilized on site will need to be inspected for weed free compliance?
- Currently, MWMC does not abide by a weed-free verification method for farm equipment, tools, or machinery.

### **3.4 Licensing and Insurance**

1. We are not required to have Oregon Contractors Licensing to operate. Is this something that has to be in place before the submission of the proposal? If this is a requirement for the project, can it be obtained after the proposal is submitted?
- An Oregon department of Agriculture Applicators License is required for herbicide use on the MWMC Biocycle Farm. Additionally, please see section 2.3 of this addendum.
2. We are working on getting a combined proposal put together with all the needed parties to complete the whole scope of work. One question we all had was do we each

**MWMC Poplar Harvest Services  
Request For Proposal – Addendum No. 1**

need every insurance policy listed? For example, Loggers Broad Insurance is usually only needed during the logger process, or do all three companies under my proposal have to carry Broad Insurance?

- The party (Contractor or Subcontractor) completing the assigned phased work task is required to carry the insurance requirement identified. The example referenced, Loggers Broad Insurance would only need to be carried by the party(ies) completing the logging work. A second example is that of Automobile Liability Insurance, where all Contractors and Subcontractors are required to carry the identified \$3 million combined single limit coverage. All insurance requirements can be met with by adding/including Sub-contractor coverage under existing a Contractor policy that meets the requirements.

**4.0 Compliance and Proposal Submission Requirements**

Respondents are responsible for reviewing this Addendum and incorporating all requirements herein into their proposals. Submission of a proposal shall constitute acknowledgment of receipt and acceptance of this Addendum, unless a separate acknowledgment is required below or in the RFP. Failure to comply with the requirements of this Addendum may result in a determination of non-responsiveness.

**5.0 Acknowledgment of Addendum**

Respondents must acknowledge receipt of this Addendum in their proposal submission. Failure to acknowledge this Addendum may render the proposal non-responsive.

Acknowledged by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_