

Lesson 8

Contract Administration

40 minutes

Objectives

- ▲ Explain the important steps of the preparation, review and awarding of a fertilization contract
- ▲ Review the typical time line for a fertilization program
- ▲ Review the special measures required for the fertilization of areas within a community watershed

Equipment Needs

- ▲ Overhead projector
- ▲ Lesson 8 transparencies
- ▲ Updated contract documents
(if changed from Participant's Workbook)

Method

- ▲ Lecturette with overheads
- ▲ Group discussion of contract experience

Instructions

A useful resource person for this lesson is the Ministry of Forests regional stand tending forester or a silviculture contract specialist from the region or district. The subject matter on forest fertilization contract administration has frequently undergone both structural and funding source changes. At the contract administration stage, the *Forest Fertilization Guidebook* should be used to refer to the special measures to follow if fertilizing within a community watershed, and the steps and time lines for sampling foliage or water.

This section will use the contract experience of the facilitator and participants to enhance the usefulness of the lesson for all. Participants with fertilization contract experience are encouraged to give examples of successful and problematic contract administration cases for fertilization projects, with group discussion of applying that experience for their future use.

Fertilization Program Time Line

May	Jun	Jul	Aug	Sep
Fertilization program planning begins for following year		Candidate stands identified		Foliar samples collected

Oct	Nov	Dec	Jan	Feb
Foliar analysis of lab results	SMPs prepared	FPB compiles regional fertilizer needs and orders fertilizer		

Mar	Apr	May	Jun	Jul
		Start layout of blocks and controls	Review of proposals and selection of contractor	

Aug	Sep	Oct	Nov	Dec
Fertilization program conducted				Report – interior fertilization

Jan	Feb	Mar	Apr	May
Fertilization continues on coast			Report – coast fertilization	

Fertilization Contract Administration

Overhead: Fertilization Program Time Line

Key Points

- ▲ Regional specialist should coordinate a regional fertilization by soliciting interest from district silviculture staff and licensees during the late spring or summer for basing district funding requests for the fertilization program in the next fiscal year. Regions may amalgamate their areas for fertilization into one contract that covers the southern interior or northern interior regions. (Vancouver Forest Region often has enough area for an individual contract, and season of application is longer than for the interior.)
- ▲ Candidate stands for fertilization are identified using the principles in Lesson 3, beginning at the forest estate level and working down to the stand level. Foliar analysis is conducted to verify nutrient deficiencies in candidate stands.
- ▲ Stand Management Prescription (SMP) is prepared for stands with fertilization prescribed. Note that new Silviculture Practices Regulation allows for “bundling” of SMPs for better efficiency and much less paperwork.
- ▲ Advance time is required for fall foliar analysis, fertilizer order and Request for Proposal (RFP) for fertilizer application contract.
- ▲ Fertilizer order is handled by the Forest Practices Branch for all ministry and industry use.
- ▲ Regional stand tending foresters handle all RFP stages once districts have submitted block maps, fertilizer mix needs and other pertinent information.
- ▲ Stand tending foresters review proposals and select contractor for fertilization.
- ▲ Stand tending forester sends copy of contract to districts/licensees involved in fertilization program that year.
- ▲ Regional coordination of fertilization program and stand tending forester is in communication with Forest Practices Branch and districts/licensees.

- ▲ Fertilization program conducted with monitoring* throughout the application.
 - ▲ To further streamline a regional fertilization program, a regional cooperative could be set up. This cooperative of Ministry of Forests, forest licensees, woodlot licensees, other agencies and the cooperative leader would coordinate all aspects of the regional fertilization program and help the program become more regionally efficient and effective. The cooperative leader could be an independent contractor responsible for stand selection, preparing SMPs and overseeing the application and monitoring phases of the actual fertilization project.
 - ▲ The Forest Renewal BC new delivery model is currently under development for enhanced forestry programs, including fertilization.
- * Monitoring a fertilization contractor's performance requires clear statements of the standards in the contract document and reviewed at the pre-work conference. The contract should detail the start and finish dates, obligations of both parties, scheduling of blocks, standards of performance, payment, suspension and cancellation, fire prevention, liabilities, and operational specifications including provisions for the protection of the environment.



Community Watersheds

- ▲ Specific designation
- ▲ Up to 30% per year with buffers as specified in guidebook, or maximum 12% of total area
- ▲ 100 m buffer above water intakes





Overhead: Community Watersheds

Key Points: