

REQUEST FOR PROPOSAL

Wildlife Biologist Contractual Consultant

Date of Request: March 22, 2021

Proposal Due Date/Time: April 30, 2021

Submit Proposal To: Canada Creek Ranch Association, Inc.
Attn: Wildlife Biologist Proposal
23500 Ranch House Trail
Atlanta, MI 49709

or gm@ccra.club

Organizational Overview

Canada Creek Ranch Association, Inc. (CCR) located in Atlanta, MI was established in 1934. It has a proud heritage of hunting, fishing and family recreation. Located in northern Montmorency County, halfway between Atlanta and Onaway, Michigan, the property encompasses approximately 21 square miles equaling 13,500 acres.

The cabin, or residential area, is separated from the remainder of property by Canada Creek, which is a Blue Ribbon Trout Stream and runs north and south through the middle of the property, flowing eventually into the Black River. The remainder of the property, referred to as the “hunting area” is a mixed, managed, northern Michigan forest, used for wildlife viewing, hunting, hiking, trail riding and fishing as it contains one lake which is planted with fish annually. Many sand to gravel vehicular trails, as well as cross-county skiing and snowmobile trails dot this landscape and are maintained by the club. The forest herein is managed by a forest treatment plan and contracted consulting forester. As with many clubs of this nature, the management of such a large, natural, commonly owned landscape can represent a significant part of interest for members. It is considered to be the “crown jewel” of this club.

CCR has a strong history of wildlife management and is seeking qualified applicants to fill its Wildlife Biologist contractual position. In this position you will be responsible for managing all aspects of our wildlife goals and objectives related to fish, fowl, mammal, and other natural resources with a strong emphasis on deer herd, ruffed grouse and woodcock management and controlling our elk herd population. An individual with solid organizational and interpersonal skills is required to excel in this membership environment.

CCR has been engaged in some form of quality deer management since 2003. Even though CCR is a private club, the deer hunting pressure is as great as the surrounding public land. The goals of the Forest/Wildlife Plan have been centered on wildlife habitat improvement via timber cutting, food plots and growing our ruffed grouse population and improving the buck to doe ratio. The overall goal is to improve on our existing efforts while being open to the insights and recommendations of a professional biologist.

Contract Length:

- Three (3) Year Contract

Job responsibilities to include:

- Collect biological data from hunter harvested animals during all deer seasons. This can be conducted via surveys or using volunteers to assist in collecting the data. This information should include size, weight, aging and disease control along with any other details that would benefit CCR’s deer habitat and management.

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Job responsibilities continued:

- Provide technical input and analysis of data collected from spring and summer deer surveys, camera surveys conducted by the wildlife biologist and volunteers, and deer hunting season surveys including sign-in sheets. Technical input will include the preparation of reports for each type of data collection to provide annual antlerless harvest recommendations for CCR.
- Maintain the current deer harvest, climate, acorn history spreadsheets for reference and trends.
- Attend Conservation Committee Meetings (currently 1st Saturday of each month usually starting at 8:00 AM) to maintain communication and obtain updated input from members. February, May, August, October and November meetings should be always be attended.
- Provide technical input as needed to Conservation Committee on deer, budget items, and provide at a minimum quarterly informative newsletter submissions.
- Work with CCR to suggest edits updates to club's long-term Forest / Wildlife Plan. Identify goals and objectives and provide documentation outlining CCR's management direction.
- Collaborate with the Conservation Committee and Team Members for all current and future fields and food plot efforts to improve CCR's wildlife, primarily focusing on CCR's deer herd. Identify goals and objectives and provide documentation outlining CCR's management direction.
- Collaborate with CCR's contracted consulting Forester on all forest management activities as new wildlife goals and objectives are developed. Review and provide input for the annual timber harvest proposals and site check for compliance of wildlife and habitat objectives.
- Spearhead, organize and collaborate with the Conservation Committee to form an annual "Member Trail Camera Survey" to obtain and analyze critical biological data needed to manage CCR's deer herd. Provide a review of the results and report them to the Conservation Committee.
- Assist with gathering information for local, state and federal grant applications related to obtaining outside funding to help achieve wildlife management goals and objectives.
- Manage and oversee invasive species treatment program including any permit applications and reporting to Michigan's Department of Environment, Great Lakes, and Energy (EGLE) as required.
- Assess CCR's Goose issues and manage the population in and around the residential area lakes (primarily beach area). Pursue nuisance animal applications if available and provide year end reports where applicable.
- Provide the Conservation Committee, the General Manager and the CCR Board of Directors with reports of activities and results. Reports to accompany each invoice.
- Provide a professional electronic presentation summarizing the CCR deer herd at the August Conservation Committee meeting.
- Collect data from drumming surveys and other data collecting avenues for bettering our Ruffed Grouse population.
- Attend the Annual Hunter's Roundup (Evening of November 14th) to answer member's questions and provide details about the upcoming firearm deer season.
- Provide end of the year Natural Resource Management Summary of activities to be submitted for the February Conservation Committee meeting annually. This report should include but not be limited to information regarding recommendations made to the consulting Forester regarding wildlife habitat, summary of existing fields and food plot operations, an overview of wildlife trends in the region and on CCR's property, recommendations for future management considerations, and other wildlife management points of interest that occur during the year, but do not necessarily merit their own report.
- Provide consultation on additional wildlife-related work items to meet the changing needs of CCR while managing wildlife and habitat. This may result in additional work items outside the scope of this contract. When additional compensation is required, such additional work items must be approved in advance by both CCR and the selected Wildlife Biologist contractor prior to performing such work.
- This position will report to the General Manager, but must be able to assist the Board of Directors, and committees.

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Other Contract Requirements / Information:

- A Certificate of Insurance must be submitted to CCR prior to starting work on the club's property. This shall include at least \$1,000,000 limits for commercial general liability and business auto liability; Worker's Compensation Coverage (Sole Proprietor or Subcontractors with no employees may submit information needed in lieu of a Worker's Compensation Certificate); and CCR must be names as an additional insured on a primary basis of your commercial general liability insurance.
- A room will be provided to you if overnight accommodations are needed at no additional charge.

Proposal Submittal:

Please submit the following information with your proposal:

- Educational Qualifications
- Experience Details
- Minimum Three References
- Bid for Services

The proposal shall be delivered or returned no later than April 30, 2021 by 11 a.m. in a sealed envelope marked "Wildlife Biologist Proposal" or by email with the subject line stating "Wildlife Biologist Proposal" to:

Canada Creek Ranch Association, Inc.
Attn: Wildlife Biologist Proposal
23500 Ranch House Trail
Atlanta, MI 49709
gm@ccra.club

CCR shall not be responsible for any delays in mail or by common carrier or mistaken delivery.