

# **NEW MEXICO STATE LAND OFFICE**

Surface Resources Division



**MELROSE WOODS  
TRASH REMOVAL AND TRAIL CREATION PROJECT**

**SLO Project 20-026**

*Clovis District*

## AUTHORIZATION PAGE

This plan has been reviewed and approved by the following individuals.

*Project Coordinators:*

_____ Erik Nelson District Resource Manager	_____ Date
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_____ Craig Johnson Outdoor Recreation Program Manager, Surface Resources	_____ Date
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*State Land Office Approval:*

_____ Will Barnes, Deputy Division Director Surface Resources	_____ Date
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_____ Dana Vackar Strang, Division Director Surface Resources	_____ Date
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_____ Howard Gross, Assistant Commissioner Surface Resources	_____ Date
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_____ Stephanie Garcia Richard, Commissioner of Public Lands	_____ Date
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## PROJECT OVERVIEW

**Name:** Melrose Woods Trash Removal and Trail Creation Project

**District:** Clovis

**Directions:** Project site is approximately 8 miles west of Melrose, NM. Access is along US-60/84.

**Target Acres:** *TBD: Focus on the wooded area within the roughly 22.3 acre footprint (blue shaded area depicted in the Project Map below).*

**Legal Description:**

- W2 of S2 of S2 of SW4 of SE4 of Sec 33 / T3N / R30E : 5 acres
- W2 of E2 of S2 of S2 of SW4 of SE4 of Sec 33 / T3N / R30E : 2.5 acres
- Part of Lot 2 of Sec 4 / T 2N / R 30E: 14.79375 acres

TOTAL: 22.29375 acres

County: Roosevelt

**Current Leasing Information:**

**Agricultural/Grazing:** GM 3263: 4-D Cattle Company, Inc.  
Total of 284.05 acres  
Expires 9/30/2024

**Rights of Ways:** R35926: MMI Southwest, LLC (Telecommunications line)  
R37264: Farmers Electric Coop, Inc (Electrical Line)

**Commercial:** None

**Mining and Minerals:** None

**Oil/Gas:** None

**Water Developments:** None

**Other:** None

**Beneficiary Information:**

100% Water Reservoirs (WR-18)

**Project Coordinator:** Craig Johnson  
**Phone:** 505-827-1245

Email: [cjohnson@slo.state.nm.us](mailto:cjohnson@slo.state.nm.us)

## **STATEMENT OF NEED**

Melrose Woods is an important stop-over site for Neotropical migrant birds. The area is designated as an Important Bird Area (IBA) by Audubon New Mexico. Over 275 bird species have been observed on site.

The goal of the Melrose Woods Restoration plan is to restore a healthy habitat that will benefit the birds, clean the site and establish trails for visiting birders, and meet the requests of the current lessee. Trash removal and trail development is the first of two phases in the overall restoration plan. The second phase of the project is to plant and irrigate an appropriate mix of native trees and bushes and is contingent upon water availability. If water is not available for phase two, the lack of water does not alleviate the need for or the benefit of phase one activities.

## **PARTNERS**

Central New Mexico Audubon Society, represented by individuals including Sara Jayne Cole and Robert Munro, is a key partner. The existing surface lessee, 4-D Cattle (Dennis Luce) is another key partner.

## **OBJECTIVES**

The objectives for the Melrose Woods Trash Removal and Trail Creation project are as follows:

1. Removal of all rusted wire fencing, concrete blocks, trash and debris accumulated in a small pit on the southeastern side of the area. Removal of the trash will allow for a more fully informed restoration plan as needed for phase two of the project. Removal of trash and debris from the interior of the older on-site structure.
2. Clearing several downed cottonwood will facilitate movement within the wooded area. Smaller logs will be used to delineate a parking area. On site timber will be used to create a bench or benches.
3. Trail locations will be identified in conjunction with the SLO. Trail locations should use existing disturbances from two-tracks or stock trails to the extent possible and be in alignment with the SLO approved trail plan. The trail surface will be a natural, packed dirt trail, i.e. no imported gravel materials or pavement. The trail will be delineated by intermittently laying down and securing existing on site downed tree limbs along both sides of the trail similar to the picture below. Use of tree limbs to line the trail should make the trail clear to visitors to minimize the development of “social trails” and reduce the likelihood of off-trail ‘bushwhacking’.



## **DESIRED OUTCOMES**

This effort will remove trash and debris, clearly delineate a parking area, and create a small trail system to enhance and guide the visitation experience.

## **PROJECT SPECIFICATIONS**

### **Specifications**

1. Remove and properly dispose of all on site trash and debris.
2. Re-locate on-site downed logs to clearly outline the parking area; also use on-site downed logs to create benches.
3. Trails will be located to avoid impacts to cultural resources. The trail will be designed to be as sustainable as possible to minimize maintenance efforts. Guidance documents and best management practices for the creation of trail systems are available from organizations such as Volunteers for the Outdoors and this guidance will inform the design of the trail.

## **PROJECT TIMING**

Start Date: March 15, 2020  
Completion Date: May 29, 2020

## BIOLOGICAL and CULTURAL CLEARANCE

This project area has a CHAT rank of 1 for the potential presence of the yellow billed cuckoo a federally listed threatened species. However, since the work for this project is intended to enhance the habitat for birds by planting native trees and shrubs and providing a source of water, and will take place over a short period of time with minimal impact to the canopy structure or to the natural environment, and is unlikely to create any extended noise disturbance, there are no anticipated negative impacts to migrating or nesting birds. No significant, negative biological impacts are anticipated as a result of this project.

NMSLO ARMS review indicates that the entire area of potential effect has NOT been surveyed. The NMSLO archaeological staff will provide a survey with any avoidance or mitigation measures prior to the initiation of any ground disturbing activity.

## PURCHASING PROCESS

The professional services provider will provide an itemized cost bid to the NMSLO based on the following list of deliverables:

1. Remove and properly dispose of all rusted wire fencing, concrete blocks, trash and debris accumulated in a small pit on the southeastern side of the area.
2. Clear several downed cottonwoods. Delineate the parking area through placement of smaller on-site logs. Using on-site timber, create and place wooden bench or benches.
3. Design, with NMSLO input, and develop a trail system.

The bid should be presented in table form as shown in the example below:

**Each contractor will provide an all-inclusive, fully loaded written bid detailing costs for each line item. Line items may be broken out into further subdivisions so long as each line item has a total cost associated with that item.**

Specification Item No.	Description	Qty	Total
1	Trash and debris removal	1	
2	Placement of logs to outline parking lot	1	
3	Creation and placement of log benches	1	
4	Design a trail plan	1	

5	Construct the NMSLO approved trail plan	1	
TOTAL			

Invoices may only be paid after inspection and approval by the NMSLO project coordinator.

The project area will be treated according to the prescription.

- A. New Mexico State Procurement Code will be followed.

**Bids will be due on Friday, March 13, 2020 by 5:00 pm via hand delivery, email or postal mail.**

Questions and all bids should be delivered to:  
David Padilla, Administrative Services Division  
New Mexico State Land Office  
310 Old Santa Fe Trail  
Santa Fe, NM 87501  
Phone: 505-827-5709  
[dpadilla@slo.state.nm.us](mailto:dpadilla@slo.state.nm.us)

Vendor selection will take place within a reasonable time after the quote due date. Contractors will be selected based on Best Value: 1) responsiveness, 2) capability, 3) total cost to complete project, 4) time frame to complete project, 5) work history on NMSLO projects, 6) work history with other land management agencies and/or 7) ability to complete project within the required timeline.

- B. No work shall occur until a purchase order is in place.

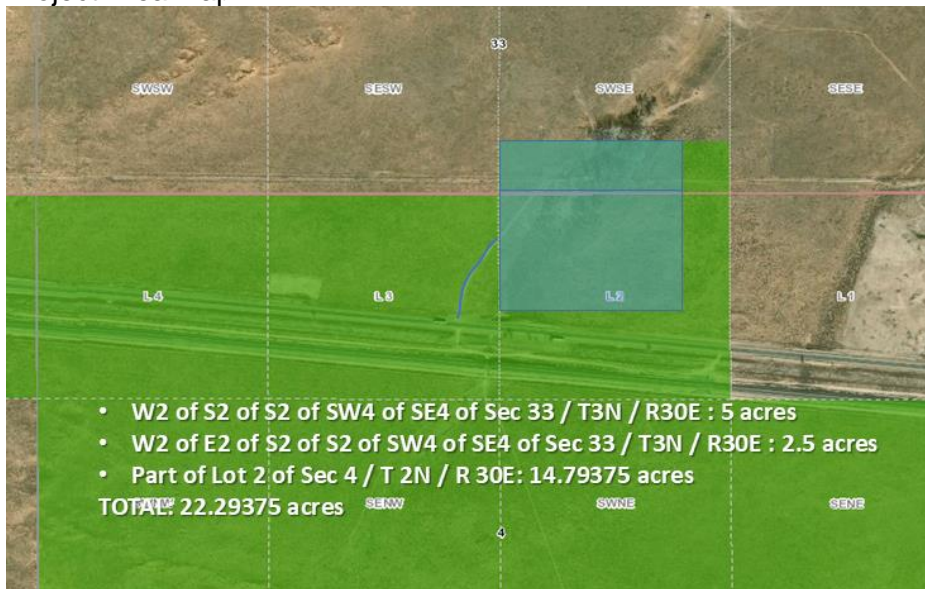
#### **MONITORING, EVALUATION, AND INVOICING**

The NMSLO project coordinator will review contractor activities to ensure prescription is adhered to. Evaluation of work will continue throughout the project.

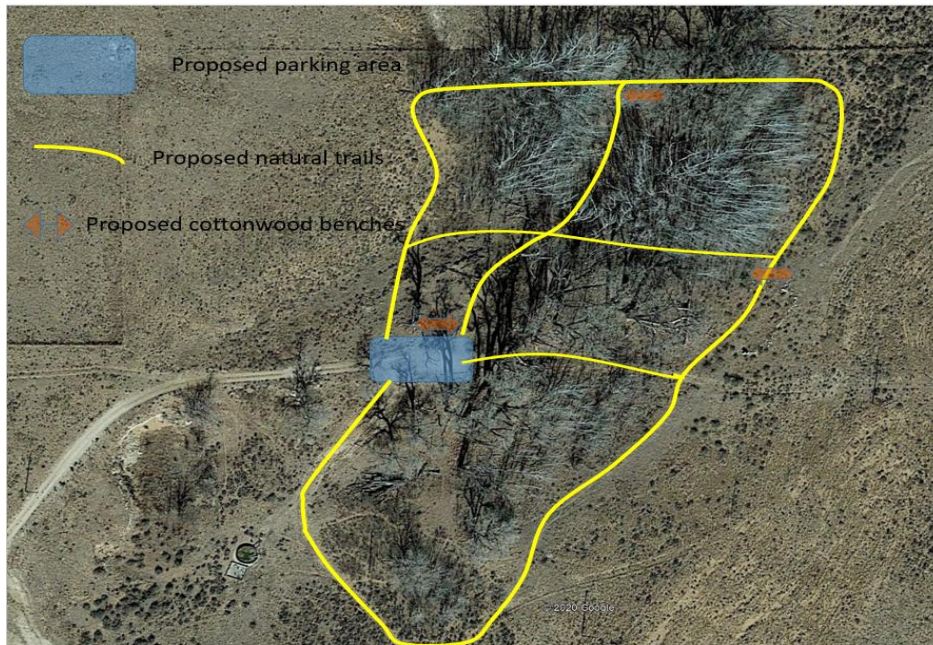
- A. Invoice Approval Process: Invoices should be delivered to the Project Coordinator and will be routed through the Surface Resources Division and Commissioner of Public Lands for review and approval. Invoices will not be paid without a project inspection and approval by the project coordinator.

- B. Billing Frequency: Contractors may bill the State Land Office at the completion of the project, or in increments only to the percentage that the project has been completed, inspected and approved by the Project Coordinator.
- C. Contractor and Project Evaluations will be conducted upon project completion.

Project Area Map.



Initial Site work proposal – Final Locations of parking area, trails and benches to be determined in coordination with NMSLO and Central New Mexico Audubon Society.



Photos of trash/debris



## **FOD Vendor Assessment Form**

**Project Name:**

**Date Completed:**

**Vendor:**

**Project Coordinator:**

**Project Treatment Type:**

**1. Vendor started and completed the project on-time.**

☐ Yes

☐ No

Comments:

**2. Vendor met safety standards:** (The degree to which the vendor complied with workplace safety standards; used equipment and materials safely for their intended purposes and consistent with NMSLO policies and procedures).

☐ Yes

☐ No

Comments:

**3. Vendor met the prescription.** (The degree to which the vendor completed agreed-upon commitments, met specifications and achieved desired results).

☐ Yes

☐ No

Comments:

**4. Vendor Customer Service.** (The degree to which the vendor was prompt, courteous, professional, communicative, responsive to feedback, and flexible).

☐ Yes

☐ No

Comments:

**Overall Summary of Vendor Performance:**

**Photos:**