

FOSTER CREEK CONSERVATION DISTRICT REQUEST FOR PROPOSAL

#10-01-C

to provide

NATURAL RESOURCES CONSULTING SERVICES

Issued: August 31, 2010

Submit completed application to:

Foster Creek Conservation District

103 N. Baker St.

P.O. Box 428

Waterville, WA 98858

britt-dudek@fostercreek.net

Application Instructions and Administrative Requirements

I. ISSUING AGENCY

This Request for Proposal (RFP) is issued by the Foster Creek Conservation District, subsequently referred to as the "District".

II. NATURAL RESOURCE CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) SPECIFICATIONS

Consultant must have at a minimum the following experience and education:

1. A minimum B.S. in a natural resources-related field and five+ years experience in restoration ecology and agronomics
2. Can provide references for a minimum of five successfully completed shrub-steppe restoration projects in eastern Washington of 50-acres or more in size within the last three years
3. Have licensed commercial pesticide applicator on staff to provide site-specific invasive species management plan components as needed that include mechanical, biological, and/or herbicide recommendations.
4. Demonstrated experience and expertise in design, installation, collection, and analysis of vegetation data for cover, density, biomass, and frequency
5. Demonstrated awareness of strictures and contractual outcomes for USDA Natural Resources Conservation Service and Farm Service Agency conservation programs

Consultant must be qualified to provide technical expertise on the following:

- Evaluation of habitat on expired Conservation Reserve Program (CRP) fields: seed bed prep for expired CRP, fallow, and wheat stubble, herbicide selection and rates, tillage equipment, procedures, timing
- Grass/forb/sagebrush seeding: equipment selection and calibration, procedures species selection, composition and rates, timing
- Post plant weed control: herbicide selection and rates, timing
- Forb interseeding: wildlife/habitat values of forb species, species selection and rates, tillage and planting equipment, procedures, timing
- Mid contract management practices
- Monitoring of stand establishment
- Special circumstances: problem soils, weeds, residual herbicide
- Development of template State Acres For wildlife Enhancement (SAFE) plans for both newly enrolled crop fields as well as re-enrolling expired CRP fields.

Proposals should be based upon an expected maximum of 180 hours of technical assistance on an as requested basis between Sept 15, 2010 and August 31, 2011.

Consultant will:

- Provide their own transportation with insurance and will be reimbursed for mileage based upon the current IRS rate
- Provide any and all necessary equipment to accomplish the work
- Possess a Federal Employer Identification Number and a Washington State Universal Business Identifier Number prior to contract award

Proposals should include the following:

- Narrative describing how applicant meets the five listed experience and education requirements
- Narrative describing applicant's ability to provide required technical expertise as listed
- Hourly reimbursement rate for technical assistance provided

III. PROCUREMENT SCHEDULE

The following time table will be utilized for the awarding of a contract for the Districts Natural Resource Consulting Services and support:

- Proposal Application Available August 31, 2010
- RFP Applicant's Inquiries Due September 6th, 2010 by 4:00 p.m.
- Answers to Applicant's Inquiries Released September 7th, 2010
- **Deadline for Submission of RFP September 9th, 4:00 p.m.**
- Evaluation of Proposals Completed September 13th, 2010
- Notification of Intent to Contract September 15th, 2010

IV. GENERAL INSTRUCTIONS

Applicant's Inquiries

All applicants' inquiries are due on Monday, September 6th, 2010 by 4:00 p.m. Questions may be sent via letter or email to: britt-dudek@fostercreek.net No inquiries, written, email or oral, will be accepted after this date.

In order for all potential Consultants to be treated equally, all questions raised regarding the Request for Proposal process and the responses made by the District, will be made available to all applicants.

Written responses to questions received through Monday, September 6th, 2010, will be provided to all applicants via email and posted online at www.fostercreek.net as received, or no later than September 7th, 2010.

B. Deadline for Submittal

All proposal documents must be completed and received no later than **4:00 p.m. Thursday, September 9th, 2010** at the following address:

Foster Creek Conservation District
103 N. Baker St.
P.O. Box 428
Waterville, WA 98858
Attn: Britt Dudek

C. Format

Proposal documents may be submitted in any reasonable format, as long as all information requested is included. See "Submittal Requirements" below.

D. Period of Performance

The period of performance for the contract issued as a result of this RFP process will be for a period beginning on or about September 15th, 2010 and ending on or about August 31st, 2011.

Guidelines for Applicants

I. Introduction

The Foster Creek Conservation District (District) is soliciting proposals from qualified professionals for natural resources consulting services. The qualified consultant will enable the District to complete natural resource plans associated with the Douglas County USDA Farm Service Agency (FSA) State Acres For wildlife Enhancement (SAFE) enrollment process.

II. Background Information

The Foster Creek Conservation District is a local political subdivision of the State of Washington and was created in 1942 to serve a portion of Douglas County, WA. The District is governed by the Revised Code of Washington (RCW) 89.08 and is directed by a board of five supervisors that reside within the District boundaries. The District receives funding in the form of grants and agreements from many entities including the Washington State Conservation Commission.

III. Services Required

The following details the services to be provided to the Foster Creek Conservation District for natural resources consulting:

1. **Field Assessments** – The Consultant, in cooperation with the Washington Department of Fish and Wildlife, will be conducting field assessments of expiring CRP fields in Douglas County to identify current plant community composition, presence of noxious weeds and any culturally significant sites. Areas of the field to be re-seeded will be physically marked and recorded electronically via GPS.
2. **Create Field Preparation and Re-seed Plan** – For all fields enrolling in SAFE program, create plan including equipment selection and calibration, procedures, species selection, composition and rates, timing. Post plant weed control herbicide selection and rates, timing. Forb interseeding based upon wildlife/habitat values of forb species, species selection and rates, tillage and planting equipment, procedures, and timing. Mid-contract management practices. Monitoring of stand establishment. Account for special circumstances to address problem soils, weeds, residual herbicide.
3. **Development of Template for SAFE Plans** – Develop uniform template for each field enrolling in SAFE program.

IV. Submittal Requirements

The following information shall be required in the RFP submittal:

- a. Company/Consultant name, address and telephone number(s) of the firm submitting the proposal.
- b. Federal Employer Identification and Washington State Unified Business Identifier numbers.
- c. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- d. Provide a statement including:
 - i. References for a minimum of five successfully completed shrub-steppe restoration projects in eastern Washington of 50-acres or more in size within the last three years
 - ii. Presence of a licensed commercial pesticide applicator on staff to provide site-specific invasive species management plan components as needed that include mechanical, biological, and/or herbicide recommendations.
 - iii. Experience and expertise in design, installation, collection, and analysis of vegetation data for cover, density, biomass, and frequency
- e. Provide a statement which includes the language “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the District.”

V. Evaluation Criteria and Process

Staff will evaluate and rate each submittal based upon completion of the criteria above. The Foster Creek Conservation District reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

VI. Contract

The District anticipates an approximate 11 month contract. All fees should be based upon a maximum of 180 hours of services as requested by the District. All materials, expendables and equipment must be included in the hourly fee rate. Mileage will be reimbursed at the current Washington State rate when incurred.

VII. Termination of Contract

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

VIII. Inquiries

Inquiries regarding this RFP should be directed to:

Britt Dudek – District Manager, 103 N. Baker St., P.O. Box 428, Waterville, WA 98858
Phone: (509) 745-8362 ext.3 Email: britt-dudek@fostercreek.net

IX. Submission Instructions

Submit all material to:

Britt Dudek – District Manager, 103 N. Baker St., P.O. Box 428, Waterville, WA 98858

Phone: (509) 745-8362 ext.3 Email: britt-dudek@fostercreek.net

No later than **4:00 pm on Thursday, September 9th, 2010.**

X. Right to Reject

The Foster Creek Conservation District reserves the right to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.

The Foster Creek Conservation District is an equal opportunity employer and encourages all qualified individuals and firms to respond.