

Beaverhead Conservation District/Beaverhead Watershed Committee
Request for Proposal (RFP)

RFP Title:

Poindexter Slough Fishery Restoration Design

RFP Response Due Date and Time:

April 11th, 2012
at 2:00 p.m.

Number of Pages:

ISSUING INFORMATION

Procurement Officer:

Katie Tackett

Issue Date:

2/29/2012

Mailing Address: Beaverhead Watershed Committee
201 N. Parkview
Dillon, MT 59725

Phone: (406) 988-0191
Email: beaverheadwatershed@gmail.com
Website: www.beaverheadwatershed.org

INSTRUCTIONS TO OFFERORS

Return Sealed Proposal to:

Beaverhead Watershed Committee
201 N. Parkview
Dillon, MT 59725

Mark Face of Envelope/Package:

RFP Title: Poindexter Slough Fishery Restoration Design

RFP Response Due Date: 4/11/2012

Special Instructions:

Mandatory pre-proposal conference 3/23/12

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

TABLE OF CONTENTS

	<u>PAGE</u>
Instructions to Offerors	3
Schedule of Events	4
Section 1: Project Overview and Instructions	5-7
1.0 Project Overview	5
1.1 Contract Term	5
1.2 Single Point of Contact	5
1.3 Required Review	5
1.4 Mandatory Pre-Proposal Conference	6
1.5 Submitting a Proposal	6
1.6 Cost of Preparing a Proposal	6
1.7 Insurance Requirements	6
1.8 BWC/BCD Rights Reserved	7
Section 2: Scope of Project	8-9
Section 3: Evaluation Process	10-11
3.0 Basis of Evaluation	10
3.1 Evaluation Criteria	10
3.2 Classification and Evaluation of Proposals	10-11
Appendix A - RFP Response Form	12

INSTRUCTIONS TO OFFERORS

It is the responsibility of each offeror to:

Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all items described in Section 2 in a clear and concise manner.

Provide complete answers/descriptions. Read and answer **all** questions and requirements. Don't assume the evaluator/evaluation committee will know what your company capabilities are or what items/services you can provide. The proposals are evaluated based solely on the information and materials provided in your response.

Use the forms provided, i.e., cover page.

Submit your response on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

**The following items MUST be included in the response to be considered responsive.
Failure to include any of these items may result in a nonresponsive determination.**

Signed Cover Sheet.

Complete answers to all requirements of Sections 2.

Signed Appendix A

SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date	2/29/2012
Mandatory Pre-Proposal Conference	3/23/2012
Deadline for Receipt of Written Questions	3/28/2012
RFP Response Due Date.....	4/11/2012

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The Beaverhead Watershed Committee (BWC)/Beaverhead Conservation District (BCD) is seeking a contractor to develop a final design, construction specifications, assist with permitting, and provide construction oversight of a fisheries restoration project. The Poindexter Slough Fishery Restoration project is a local restoration effort aimed at improving water quantity, habitat quality, sediment transport, and the fishery throughout the 4.73 mile length of Poindexter Slough, a tributary to the Beaverhead River. Poindexter Slough is located approximately 3 miles south of Dillon, MT. This project will restore and protect the stream and riparian corridor and will emphasize expanding fishery benefits. A more complete description of the supplies and/or services sought for this project is provided in Section 2, Scope of Project. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 CONTRACT TERM

The contract term of this RFP is for a period beginning **4/30/2012** and ending **12/31/2013**. Upon agreement of both parties this contract term may be extended if needed.

1.2 SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until an offeror is selected and the selection is announced by the procurement officer, all communication regarding the project should be directed at the procurement officer in charge of the solicitation, Katie Tackett. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Procurement Officer: Katie Tackett
Mailing Address: 201 N. Parkview Dillon, MT 59725
Telephone Number: (406) 988-0191
E-mail Address: beaverheadwatershed@gmail.com

1.3 REQUIRED REVIEW

1.3.1 Review RFP. Offerors should carefully review the instructions, mandatory requirements, specifications, standard terms and conditions, and contract set out in this RFP and promptly notify the procurement officer identified above in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the offeror from responding to the RFP or add unnecessary cost. This notification must be accompanied by an explanation and suggested modification and be received by the deadline for receipt of written or e-mailed inquiries set forth below. The BWC will make any final determination of changes to the RFP.

1.3.2 Form of Questions. Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the procurement officer referenced above on or before **3/28/2012, 12:00 PM**. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.3.3 Response. The BWC will provide an official written response by **4/4/2012** to all questions received by **3/28/2012**. The BWC's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the BWC. Any formal written addendum will be posted on the BWC's website, www.beaverheadwatershed.org by 5 p.m. on the date listed. **Offerors must sign and return with their RFP response an Acknowledgment of Addendum for any addendum issued.**

1.4 PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference will be conducted on site on **3/23/2012**. Meet at the north parking lot of the Poindexter Slough fishing access site at **11 AM**. Offerors are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the BWC of any ambiguities, inconsistencies, or errors discovered upon examination of this RFP. All responses to questions at the Pre-Proposal Conference will be oral and in no way binding on the BWC.

1.5 SUBMITTING A PROPOSAL

1.5.1 Organization of Proposal. Offerors must submit a signed copy of the RFP cover sheet and the form attached as Appendix A to respond to this RFP.

1.5.2 Failure to Comply with Instructions. Offerors failing to comply with these instructions may be subject to point deductions. The BWC/BCD may also choose to not evaluate, may deem nonresponsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

1.5.3 Multiple Proposals. Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document.

1.5.4 Copies Required and Deadline for Receipt of Proposals. Offerors must submit **one original proposal and 5 copies** to the **Beaverhead Watershed Committee**. The BWC/BCD reserves the right to request an electronic copy of the RFP response. **PROPOSALS MUST BE SEALED AND LABELED ON THE OUTSIDE OF THE PACKAGE** to clearly indicate that they are in response to RFP Poindexter Slough Fisheries Restoration Design. ***Proposals must be received by the BWC prior 2 p.m., local time, 4/11/2012.***

1.5.6 Late Proposals. ***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the offeror's sole risk to assure delivery to the BWC by the designated time. Late proposals will not be opened and may be returned to the offeror at the expense of the offeror or destroyed if requested.

1.6 COST OF PREPARING A PROPOSAL

1.6.1 BWC/BCD Not Responsible for Preparation Costs. The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the BWC/BCD are entirely the responsibility of the offeror. The BWC/BCD is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal or any other costs incurred by the offeror prior to execution of a contract.

1.7 Insurance Requirements

1.7.1 General Requirements. The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

1.7.2 Primary Insurance. The Contractor's insurance coverage shall be primary insurance with respect to the BWC/BCD, its officers, officials, employees, BWC contractor, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the BWC/BCD, its officers, officials, employees, BWC Contractor, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

1.7.3 Specific Requirements for Automobile Liability. The Contractor shall purchase and maintain coverage with split limits of \$500,000 per person (personal injury), \$1,000,000 per accident occurrence

(personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the contractor or its officers, agents, representatives, assigns, or subcontractors.

1.7.4 Certificate of Insurance/Endorsements. A certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverages, has been received by the State Procurement Bureau, P.O. Box 200135, Helena, MT 59620-0135. The Contractor must notify the BCD/BWC immediately, of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. The BWC/BCD reserves the right to require complete copies of insurance policies at all times.

1.8 BWC/BCD RIGHTS RESERVED

While the BWC/BCD has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the BWC/BCD to award and execute a contract. Upon a determination such actions would be in its best interest, the BWC/BCD, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP that would not have significant impact on any proposal;
- Not award a contract, if it is in the BWC/BCD's best interest not to proceed with contract execution; or
- If awarded, the BWC/BCD may terminate any contract if the BWC/BCD determines adequate funds are not available.

SECTION 2: SCOPE OF PROJECT

The Poindexter Slough Fisheries Restoration project is a locally led stream restoration effort aimed at improving water quantity, habitat quality, sediment transport, and the fishery in 4.73 miles of Poindexter Slough, a tributary to the Beaverhead River. Poindexter Slough is located approximately 3 miles south of Dillon, MT. The upper 1.53 miles of Poindexter Slough are located on private property, while the lower 3.2 miles are located on a Montana Fish, Wildlife & Parks Fishing Access Site. This project will restore and protect the riparian corridor and emphasize fisheries benefits.

Over the past two decades Montana Fish, Wildlife & Parks has documented a decline in the quality of the fishery in Poindexter Slough. The decline is due to reduced water quantity and increased rates of sedimentation. There are two major factors playing a role in this decline. A change from historical irrigation practices has resulted in a decrease in return flow accretions from springs. The reduction in “spring” input has resulted in increased diversion of water from the Beaverhead River to satisfy irrigation demands and instream flow requirements of the fishery. The increased diversions result in fine sediment being transported as bedload by the Beaverhead River also being introduced into the slough at an increased rate. The present dimensions of the slough are derived from its origin as an old channel of the Beaverhead River. The resulting bankfull discharge at which effective sediment transport occurs is much larger than the volume of water that can presently be conveyed through the existing headgate from the Beaverhead River. Resultantly, in the absence of adequate flows to transport sediment in the present channel dimensions, many pools have filled in and Poindexter Slough has developed a wide, shallow channel cross section. This project seeks a channel design that provides adequate sediment transport such that high quality habitat features (riffles, pools, spawning areas, etc.) are self maintained under the present hydrologic regime and infrastructure (headgates, diversion structures, etc.) improvements are designed to be most compatible with the channel modifications. It is expected that all oversight of construction of the final design will also occur.

The contractor will need to work with the MFWP fisheries biologist to design the channel to the appropriate discharge regimes, width and depth, channel slope, substrate material, and cover structure for proper fish habitat and spawning.

Project goals:

- Improve water quality/fish habitat by reducing sedimentation.
- Reduce water temperature
- Improve spawning habitat
- Provide thermal refuge for brown trout
- Improve fish passage
- Improve recreational opportunity
- Improve grazing management on private property

Project Objectives:

- Channel improvements (creation of diverse self maintaining trout habitat, reduced channel width-to-depth ratio, vegetative bank stabilization where appropriate)
- Improved sediment transport
- Riparian zone re-vegetation (i.e. Willow plantings)
- Irrigation Improvements (new or modified headgate, replacement of Dillon Canal headgate)
- Grazing management plan

Design requirements for construction:

- Appropriate physical channel characteristics including channel slope, channel width and depth, and channel bedforms required for natural sediment conveyance and maintenance of all habitat features.
- Suitable spawning and rearing environment for trout by providing appropriate channel metrics, substrate materials, and instream and overhead cover to encourage spawning activity.

- Provide fencing setback recommendations for the landowner for adequate protection of the channel restoration.
- Weed management plan associated with any proposed treatments

Funding Availability:

Total project budget for design/specifications/permitting/oversight may not exceed \$50,000.

General:

The selected contractor will be expected to work closely with the Project Manager and the Technical Advisory Committee to assure successful progress and completion of project. The selected contractor will develop a final project design and specifications for bidding the construction of the restoration project on Poindexter Slough. The design will need to be reviewed by the Technical Advisory Committee prior to finalization. The selected contractor will also need to submit the design to FWP for EA and MEPA review prior to finalization. The selected contractor will also assist with securing the necessary permits for construction and be responsible for construction oversight. Because not all the construction funds have been secured the contract may be asked to assist the BWC in prioritizing construction of the project as funds become available. The contractor will also submit written reports to the BWC/BCD on a regular basis during the construction phase and provide a written final report upon completion of the project. Contracting and invoicing will be done through the Beaverhead Conservation District (BCD). This project is funded through the Department of Natural Resources Conservation (DNRC) and paid out on a reimbursement basis.

Timeline

Request for Proposals	2/29/2012
Mandatory pre-proposal site walk through	3/23/2012
Deadline for RFP	4/11/2012
Ranking of Qualified proposals	4/20/2012
Contract finalized and signed	4/30/2012
Design Completion	9/01/2012
Construction Specifications Completed	10/01/2012
Permitting Completion	12/31/2012
Construction Completion	5/31/2013
Final project walk through	to be determined

Application Requirements

Please submit the following in your proposal package:

1. A project proposal detailing approach, responsible parties, timelines, cost of each project component and total cost proposal.
2. A list of projects you have worked on that is relevant to this scope of work
3. Past project references (minimum 3)
4. Present and projected work load.
5. List of all employees and subcontractors that will be working on the project. Please include their areas of expertise and qualifications.

SECTION 3: CLASSIFICATION AND EVALUATION PROCESS

3.0 BASIS OF EVALUATION

The evaluator/evaluation committee will review and evaluate the offers according to the following criteria based on a total number of 100 points.

SCORING GUIDE

In awarding points to the evaluation criteria, the evaluator/evaluation committee will consider the following guidelines:

Superior Response (90-100%): A superior response is a highly comprehensive, excellent reply that meets all of the requirements of the RFP. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the agency.

Good Response (75-89%): A good response meets all the requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.

Fair Response (60-74%): A fair response minimally meets most requirements set forth in the RFP. The offeror demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.

Failed Response (59% or less): A failed response does not meet the requirements set forth in the RFP. The offeror has not demonstrated sufficient knowledge of the subject matter.

3.1 EVALUATION CRITERIA

Scope of Project	possible 70 points
Category	Point Value
A. Details of approach/Work Plan	
Resumes/Company Profile and Experience/References	possible 5 points
Category	Point Value
A. Years of Experience (max 2 points)	
B. Past Projects (max 1 points)	
C. Staff Qualifications (max 1 point)	
D. References (Complete Contact Information Provided) (max 1 point)	
Ability to Meet Timeline	possible 5 points
Category	Point Value
A. Workload	
Cost Proposal	possible 20 points
Category	Point Value
A. Cost Proposal	
Total Points _____	

3.2 CLASSIFICATION AND EVALUATION OF PROPOSALS

3.2.1 Initial Classification of Proposals as Responsive or Nonresponsive. The BWC/BCD shall initially classify all proposals as either "responsive" or "nonresponsive". The BWC/BCD may deem a proposal nonresponsive if: (1) any of the required information is not provided; (2) the submitted price is found to be excessive or inadequate as measured by the RFP criteria; or (3) the proposal does not meet RFP requirements and specifications. The BWC/BCD may find any proposal to be nonresponsive at any time during the procurement process. If the BWC/BCD deems a proposal nonresponsive, it will not be considered further.

3.2.2 Determination of Responsibility. An offeror may be determined nonresponsible at any time during the procurement process if information surfaces that supports a nonresponsible determination. If an offeror is found nonresponsible, the procurement officer will notify the offeror by mail. The determination will be made a part of the procurement file.

3.2.3 Evaluation of Proposals. An evaluator/evaluation committee will evaluate all responsive proposals based on stated criteria and recommend award to the highest scoring offeror. The evaluator/evaluation committee may initiate discussion, negotiation, or a best and final offer. In scoring against stated criteria, the evaluator/evaluation committee may consider such factors as accepted industry standards and a comparative evaluation of other proposals in terms of differing price and quality. These scores will be used to determine the most advantageous offering to the BWC/BCD. If an evaluation committee meets to deliberate and evaluate the proposals, the public may attend and observe the evaluation committee deliberations.

3.2.4 Completeness of Proposals. Selection and award will be based on the offeror's proposal and other items outlined in this RFP. Information or materials presented by offerors outside the formal response or subsequent discussion, negotiation, or best and final offer, if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

3.2.5 Opportunity for Discussion/Negotiation and/or Oral Presentation/Product Demonstration. After receipt of proposals and prior to the recommendation of award, the procurement officer may initiate discussions with one or more offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to send qualified personnel to Dillon, Montana, to discuss technical and contractual aspects of their proposal. Oral presentations and product demonstrations, if requested, shall be at the offeror's expense.

3.2.6 Best and Final Offer. Under Montana law, the procurement officer may request a best and final offer if additional information is required to make a final decision. The BWC/BCD reserves the right to request a best and final offer based on price/cost alone. Please note that the BWC/BCD rarely requests a best and final offer on cost alone.

3.2.7 Evaluator/Evaluation Committee Recommendation for Contract Award. The evaluator/evaluation committee will provide a written recommendation for contract award to the procurement officer that contains the scores, justification, and rationale for the decision. The procurement officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring with the evaluator's/evaluation committee's recommendation.

3.2.8 Request for Documents Notice. Upon concurrence with the evaluator's/evaluation committee's recommendation, the procurement officer will request from the highest scoring offeror the required documents and information, such as insurance documents, contract performance security, an electronic copy of any requested material (e.g., proposal, response to clarification questions, and/or best and final offer), and any other necessary documents. Receipt of this request does not constitute a contract and **no work may begin until a contract signed by all parties is in place.** The procurement officer will notify all other offerors of the BWC/BCD's selection.

3.2.9 Contract Execution. Upon receipt of all required materials, a contract will be provided to the highest scoring offeror for signature. The highest scoring offeror will be expected to accept and agree to all material requirements contained in the contract. If the highest scoring offeror does not accept all requirements, the BWC/BCD may move to the next highest scoring offeror, or cancel the RFP. Work under the contract may begin when the contract is signed by all parties.

APPENDIX A: RFP RESPONSE FORM

(USE ADDITIONAL SHEETS AS NECESSARY)

1. Offeror must provide a signed copy of the RFP Cover Sheet.
2. Offeror has read, understood, and agrees to comply with the items contained in Sections 1, 2, 3.

Agreed

Offeror's Signature

Date

OFFEROR MUST PROVIDE THE FOLLOWING INFORMATION THAT WILL BE EVALUATED BY THE RFP EVALUATOR/EVALUATION COMMITTEE:

Application Requirements

Please submit the following in your proposal package:

1. A project proposal detailing approach, responsible parties, timelines, cost of each project component and total cost proposal.
2. A list of projects you have worked on that is relevant to this scope of work
3. Past project references (minimum 3)
4. Present and projected work load.
5. List of all employees and subcontractors that will be working on the project. Please include their areas of expertise and qualifications.

Number of Copies and Due Date:

Offerors must submit **one original proposal and 5 copies** to the **Beaverhead Watershed Committee**. The BWC/BCD reserves the right to request an electronic copy of the RFP response. **PROPOSALS MUST BE SEALED AND LABELED ON THE OUTSIDE OF THE PACKAGE** to clearly indicate that they are in response to RFP Lower Stone Creek Restoration. ***Proposals must be received by the BWC prior 2 p.m., local time, 4/11/2012.***