

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

**RFP Title:**

Lower Stone Creek Restoration

**RFP Response Due Date and Time:**

February 28<sup>th</sup>, 2011  
at 2:00 p.m.

**Number of Pages: 10**

**ISSUING INFORMATION**

**Procurement Officer:**

Katie Tackett

**Issue Date:**

2/2/2011

Beaverhead Watershed Committee  
201 N. Parkview  
Dillon, MT 59725

**Phone:** (406) 988-0191  
**Website:** [www.beaverheadwatershed.org](http://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:** Lower Stone Creek Restoration  
**RFP Response Due Date:** 2/28/2011

**Special Instructions:**

Mandatory pre-proposal conference 2/18/11

**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**

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## 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 sections 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 3.**

**Signed Appendix A**

**SCHEDULE OF EVENTS**

**EVENT**

**DATE**

<b>RFP Issue Date .....</b>	<b>2/2/2011</b>
<b>Mandatory Pre-Proposal Conference .....</b>	<b>2/18/2011</b>
<b>Deadline for Receipt of Written Questions .....</b>	<b>2/22/2011</b>
<b>RFP Response Due Date.....</b>	<b>2/28/2011</b>

## SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

### **1.0 PROJECT OVERVIEW**

The Beaverhead Watershed Committee (BWC)/Beaverhead Conservation District (BCD) is seeking a contractor to provide design and construction of a spring creek restoration project. The Lower Stone Creek Restoration project is a locally led stream restoration effort aimed at improving water quality and fisheries in the lower 0.5-mile of Stone Creek, tributary to the Beaverhead River. The confluence of Stone Creek is located approximately 8 miles North of Dillon. This project will restore and protect the riparian corridor. The project will also focus on expanding fishery benefits and will be implemented in concert with the MFWP fishery biologist. A more complete description of the supplies and/or services sought for this project is provided in Section 3, 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 is for a period beginning **2/28/2011** and ending **12/31/2011**.

### **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, except at the direction of Katie Tackett, the procurement officer in charge of the solicitation. 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  
Address: 201 N. Parkview Dillon, MT 59725  
Telephone Number: (406) 988-0191  
E-mail Address: k\_tackett@bresnan.net

### **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 **2/22/2011**. 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 **2/25/2011** to all questions received by **2/22/2011**. 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](http://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 **2/18/2011** at **10 a.m.** 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 C 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 4 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, 2/28/2011.***

**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.

## SECTION 2: SCOPE OF PROJECT

The Stone Creek Restoration Project is a locally led stream restoration effort aimed at improving water quality and fisheries in the lower 0.5-mile of Stone Creek, tributary to the Beaverhead River. The confluence of Stone Creek is located approximately 8 miles North of Dillon. This project will restore and protect the riparian corridor. The project will also focus on expanding fishery benefits and will be implemented in concert with the MFWP fishery biologist.

The Lower Beaverhead River is comprised of adult fish at low densities; primarily a result of low warm summer flows and limited spawning opportunities. Currently the lower 0.5 mile of Stone Creek does not provide a thermal refuge or spawning habitat for brown trout. Restoration activities proposed will provide a benefit to both Stone Creek and the Beaverhead River by providing summer refuge to fish in the Beaverhead River that are exposed to extremely warm water temperatures and enhancing fall spawning opportunities for brown trout and emergence for their young.

The channel restoration activities will be constructed within the existing stream channel. The contractor will need to work with the MFWP fisheries biologist to design the channel with to the appropriate width and depth, channel slope, substrate material, and cover structure for spawning. As part of these construction activities, riparian fencing, and water gaps are proposed to protect the streambank and channel restoration.

### **Project goals:**

- Improve water quality by reducing sedimentation.
- Reduce water temperature
- Improve fall spawning habitat
- Provide thermal refuge for brown trout
- Improve fish passage

### **Project Objectives:**

- Riparian fencing
- Riparian zone re-vegetation (i.e. Willow plantings)
- Water gaps
- Channel improvements (construction of spawning habitat)
- Culvert reinstallation

### **Design requirements for construction:**

- Appropriate physical channel characteristics including channel slope, channel width and depth, and channel bedforms.
- Suitable spawning environment for trout by providing appropriate channel metrics, substrate materials, and instream and overhead cover to encourage spawning activity.
- Location and sizing of water gaps
- Adequate culvert size and depth to allow fish passage upstream.
- Provide fencing setback recommendations for the landowner for adequate protection of the channel restoration.

### **Funding Availability:**

Total project budget for design/oversight/construction may not exceed \$87,885.

### **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 construct the restoration project on Stone Creek. The contractor will secure the necessary permits for construction and be responsible for construction oversight. 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	2/2/2011
Mandatory pre-proposal site walk through	2/18/2011
Deadline for RFP	2/28/2011
Ranking of Qualified proposals	3/2/2011
Contract finalized and signed	3/11/2011
Design and Construction	3/11/2011 through 5/15/2011
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: 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**

<b>Scope of Project</b>	<b>possible 50 points</b>
<b>Category</b>	<b>Point Value</b>
A. Details of approach/Work Plan	
<b>References</b>	<b>possible 5 points</b>
<b>Category</b>	<b>Point Value</b>
A. References (Complete Contact Information Provided)	
<b>Resumes/Company Profile and Experience</b>	<b>possible 5 points</b>
<b>Category</b>	<b>Point Value</b>
A. Years of Experience (max 2 points)	
B. Past Projects (max 2 points)	
C. Staff Qualifications (max 1 point)	
<b>Ability to Meet Timeline</b>	<b>possible 10 points</b>
<b>Category</b>	<b>Point Value</b>
A. Workload	
<b>Proximity to Project Location</b>	<b>possible 10 points</b>
<b>Category</b>	<b>Point Value</b>
A. Distance	
<b>Cost Proposal</b>	<b>possible 20 points</b>
<b>Category</b>	<b>Point Value</b>
A. Cost Proposal	

Total Points \_\_\_\_\_

## 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
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### Number of Copies and Due Date:

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