

On-Call Rare Plant Survey and Vegetation Assessment Services



Methow, Entiat, and Wenatchee Subbasin

Columbia River
Honor. Protect. Restore.

Request for Proposals

March 5, 2019

OFFICE
2 Johnson Lane

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EMAIL
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WEB
Yakamafish-nsn.gov

Yakama Nation Fisheries is seeking proposals for Rare Plant Survey and Vegetation Assessment Services contract in support of salmon habitat restoration activities taking place in the Wenatchee, Entiat and Methow Watersheds.

Based upon the proposals received under this solicitation the Confederated Tribes and Bands of the Yakama Nation will award up to a one year on-call contract to the best quality bidder with an option to renew for two additional years if funding is available, for the Scope of Work listed below:

Scope of Work

The Contractor will be available at an on call basis to provide the following services:

- **Rare Plant Survey** - Conduct field surveys for Federal and State listed vascular plant species within assigned project areas (APEs) using access routes and protocols accepted by the Washington Natural Heritage Program. If found, document and map population locations and notify the Yakama Project Manager as soon as possible. Identify and create a species list of all dominant and/or significant plant species observed within the project area.
- **Plant Community Observations** - While surveying for rare plant species, identify plant communities observed within the project area and make note of general conditions.
- **Weed Observations** - While surveying for rare plant species, identify Class A and Class B noxious weed infestations within the project area. If found, document and map large infestations.
- **Botanical Report** - Upon completion of surveys, compile information and prepare reports summarizing the results for rare plants, plant communities, and noxious weeds. The report will also include the following:
 - A species list of all dominant and/or significant plants observed with information regarding wetland status, native or non-native origins, and rarity or noxious weed status if applicable;

- A table of noxious weed species present with their state and/or county status and control requirements;
 - Maps of federal and state listed plant locations and major weed infestation locations.
- **Project planning/coordination** – This includes general project coordination, and desktop level site review prior to project initiation.
 - **Permitting documentation and guidance** - Provide consultation and guidance on environmental permitting documents and applications regarding current conditions and proposed impacts to vegetation resources

The Contractor shall furnish all supervision, labor, equipment, and tools necessary to complete the Scope of Work.

Bid Directions

Each company seeking to be eligible for a contract award under this Request for Proposals must submit two hardcopies of their proposal in writing to:

Yakama Nation Fisheries
 Attn: Jackie Olney
 RE: Rare Plant RFP
 PO Box 151
 401 Fort Road (if using a shipping service)
 Toppenish, WA 98948

Proposals must be received in Toppenish by Close of Business, Thursday March 28, 2019. Only hand deliveries and/or mail or parcel delivery service submittals will be accepted. Please clearly state "LWD Procurement RFP" on the shipping envelope and the cover letter of the proposal. It is recommended that all shipping and/or delivery confirmation receipts are retained past the proposal due date to ensure proof of submission.

Each proposal must include a roster of key personnel proposed to work under this contract, including resumes. The key personnel roster should include the proposed project manager and key technical staff needed to complete the work tasks. Provision of a separate roster for other non-key project personnel is also recommended. Please note that proposals dependent upon subcontracting will not be preferred.

Each proposal must include a Statement of Qualifications pertaining to the bidder's qualifications to produce the Scope of Work items listed in this Request for Proposals. The Statement of Qualifications should include a description of equipment available to the contractor to accomplish the tasks.

Each proposal must include a completed rate schedule proposal for the project staff and material prices (please use the attached form).

Please review the attached Consultant Services Agreement template for typical Yakama Nation contracting terms and conditions including reporting/invoicing requirements.

Project related questions should be directed to:

Chris Butler, UCHRP Habitat Fisheries Biologist II

Phone: 509-449-8215

Email: butlerc@yakamafish-nsn.gov

Limitations

The Yakama Nation reserves the right to accept or reject any and all of the proposals received as a result of this request, or to cancel in part or entirely this request if it is in the best interest of the Yakama Nation to do so. This request does not commit the Yakama Nation to pay any costs incurred in the preparation of a proposal.

Bid Scoring Categories and Weighting

The following categories will be used to evaluate the competitiveness of bids received.

- Demonstrated experience with this type of work – 15%
- Demonstrated quality of work – 15%
- Cost – 15%
- Schedule – 10%
- Company integrity/references – 10%
- Demonstrated experience with permitting agencies in the Upper Columbia Region – 10%
- Adequacy/quality of staff and equipment proposed – 15%
- Completeness of Proposal (Based on RFP Submission Requirements) – 10%

On-Call Rare Plant Survey and Vegetation Assessment Services RFP - Certified Hourly Rate Schedule

Firm Name: _____

Date Prepared: _____

Employment Position	Hourly Billing Rate
Principal	\$.
(other - as needed)	\$.
(other - as needed)	\$.
(other - as needed)	\$.

By signing and submitting this form you are agreeing to honor the completed hourly rate schedule as this firm's competitive bid for a period of up to 120 days from the date this form was prepared.

Certification

Printed Name and Title

Signature