

**CASCADIA CONSERVATION DISTRICT
REQUEST FOR PROPOSALS**

Site Maintenance and Project Implementation Field Assistance

Deadline: March 14, 2025 5:00pm



I. Purpose of Request

Cascadia Conservation District (the “District”) is requesting proposals from Respondents interested in assisting with the maintenance and implementation of riparian restoration and low tech process based restoration (PBR) projects in Chelan County. The District along with its local partners have implemented over 500 low tech PBR structures in Chelan County since 2020.

Maintenance is needed on roughly 150 of these structures and riparian plantings across 15 sites this field season. The District has state grant funding for this purpose and has also been awarded a state grant to implement at least 115 additional low tech PBR structures in the Wenatchee Watershed at up to 10 sites in 2025.

The selected Respondent will provide a proposal for assisting Cascadia Conservation District’s Habitat Restoration Staff and in-house crew with site maintenance and project implementation services that include:

- A. Assistance in maintaining and installing instream structures such as Beaver Dam Analogs (BDAs) and Post Assisted Log Structures.
- B. Planting live stakes, bare root, and container native plants.
- C. Sourcing materials such as logs and native tree branches to be used in structure implementation and maintenance.
- D. Providing at least a 3-person crew with the following minimum dates of work:

Requested Dates	Crew size	Activity	Location
May 5-8	3-5	Maintenance	Chumstick
May 12-15	3-5	Maintenance	Chumstick
May 19-22	3-5	Maintenance	Chumstick
May 27-30	3-5	Maintenance	Chumstick/Entiat
June 2-5	3-5	Maintenance	Chumstick
July 14-17	3-5	Site Preparation	Entiat
July 28-31	3-5	Installation	Entiat
August 4-7	3-5	Installation	Entiat
October 6-10	3-5	Planting	Chumstick
October 13-17	3-5	Planting	25 Mile Creek/Manson

- E. Provide an itemized daily rate including labor, mileage at not more than the current Washington state rate, and applicable tax. See **Section IV. Quote Template.**
- F. Work will comply with **Section III. General Requirements**

II. Time Schedule

The District will follow the timetable below for selection:

Issue RFP	March 1, 2025
Deadline for Respondent Questions/Clarifications	March 12, 2024
Deadline for Submittal of Responses to RFP	March 14, 2024
Committee Review of Eligible RFP	March 17, 2024
Notify Selected Respondent	March 17, 2024

III. General Requirements for Successful Respondent/Contractor

- A. Ability of crew members to safely operate chainsaws, brush cutters, hydraulic post pander, woodchippers and other hand and power tools used for implementing mitigation specifications.
- B. Equipment will be kept in good condition. Any spills during operations will be contained and cleaned immediately. All equipment, actions, and operations will adhere to local regulations to reduce the risk of hazardous leaks and spills.
- C. Comply with all safety orders, rules, regulations, codes, or requirements of all federal, state, and local governmental agencies exercising jurisdiction over safety relating to the work, including, but not limited to, federal OSHA and state WISHA regulations, and shall comply fully with all applicable safety requirements, policies, rules, regulations, codes, and laws. Contractor shall effectively carry out the safety, sanitary and medical requirements required by law, or appropriate to perform the work properly and to protect the safety and health of all persons.
- D. Take all necessary precautions to not cause unnecessary damage to soil, timber, water, and wildlife.
- E. Provide proof of insurance and liability coverage, as well as applicable licenses and tax registration at time of contract development.
- F. Provide necessary Personal Protective Equipment (PPE) to crew and appropriate field gear to complete work such as waders or knee boots to work in water.
- G. Provide detailed, timely billings for all work performed in a manner acceptable to the District to enable efficient processing, prompt payment and sufficient documentation for grant reimbursements.

IV. Quote Template

Crew (min. 3 people)	Quantity (Daily rate)	Total	Notes
Mileage	Per mile rate	Total	Notes
Tax	Rate	Total	Notes
	TOTAL COST		
Qualifications:			

V. INSTRUCTIONS TO RESPONDENTS

A. All Responses to RFPs shall be sent to:

Alex Harwell, Resource Specialist II
alexh@cascadiacd.org
 509-312-8105

B. Any questions concerning the District’s specifications or RFP process shall be directed to Alex Harwell, by **5:00 p.m. on March 12, 2025**.

C. All RFP responses must be received by 5:00 p.m. on **March 14, 2025**, at which time they will be opened for review and evaluation. The District reserves the right to consider or reject responses received after this date.

D. RFP responses should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

E. Alex Harwell, or representative, will notify the selected Respondent by

March 17, 2024. The District reserves the right to interview all, some, or none of the respondents in order to make a final selection.

F. All RFP responses must include the following information and will be scored accordingly:

Question #	<u>Criteria</u>	<u>Total possible points</u>
1	A cover letter which includes the Respondent’s contact information, federal tax identification number, and WA Unified Business Identifier (UBI) number	6
2	Respondent’s relevant qualifications and experience	24
3	The respondent’s approach and work plan for providing the required services described in this RFP	24
4	Completed Quote Template	24
5	Total Cost. Scored by weighted price scoring process.	24
	Total	100

The proposal must be no more than 5 pages (maximum). The District may refuse to evaluate a proposal greater than this page length.

VI. SELECTION CRITERIA

A selection committee made up of District and project partner staff will evaluate the proposal of each Respondent and develop a list of qualified Respondents. Qualified Respondents may be invited to interview as deemed necessary by the Committee. The Committee will select the highest ranking Respondent based on the following evaluation criteria as provided in the Instructions section of this RFP.

VII. TERMS AND CONDITIONS

A. The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District.

- B. District reserves the right to request clarification of information submitted, and to request additional information from any Respondent.
- C. The District reserves the right to award a contract to the next most qualified Respondent, if the successful Respondent does not execute a contract within thirty (30) days after the selection of the Respondent.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the responses. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the District the services described in the attached specifications, or until one or more of the proposals have been approved by the District board, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the District shall be in a form supplied or approved by the District, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the District's attorney.
- F. The District shall not be responsible for any costs incurred by the Respondent in preparing, submitting or presenting its response to the RFP.
- G. Execution of a Purchased Services Agreement (PSA) is dependent on available funding, including any pending and potential future executed grant agreements.
- H. The District reserves the right to request that any Respondent clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of the proposal, and may invite Respondent to an interview.
- I. Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal.
- J. Submission of a proposal will signify the Respondent's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal will become part of the Contract that is negotiated between the District and the successful Respondent.
- K. An authorized representative must sign the Proposal, with the Respondent's address, telephone, and e-mail information provided.

Unsigned proposals will not be considered.

- If the Proposal is made by an individual, the name, mailing address, and signature of the individual must be shown.
- If the Proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the Proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The District reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

- L. Once submitted, the proposals are public record. Should the District receive a request for any of the proposals, the District will fulfill its obligations under the Public Records Act, RCW Chapter 42.56.
- M. As a result of the selection of a Respondent to supply products and/or services to the District, the Respondent agrees to make no reference to the District in any literature, promotional material, brochures, and sales presentation or like materials without the express written consent of the District.
- N. Upon entering into a contract with the District, the Respondent will be referred to as the Contractor. The Contractor shall be required to maintain insurance that is sufficient to protect the Contractor's business against all applicable risks. The Contractor will be required to provide copy of such insurance at time of contract. The Contractor will list the indemnified parties to be named as additional insured on the policy required under the Contract and shall cause its insurance to be primary to any insurance carried by the indemnified parties.
- O. The District is an equal opportunity employer and requires all Contractors to comply with policies and regulations concerning equal opportunity. The Contractor, in the performance of the Contract, agrees not to discriminate in its employment because of the employee's or applicant's race, color, religion or creed, national origin, ancestry, sex, pregnancy, marital status, sexual orientation or gender identity, gender, age, disability - sensory, mental or physical, the use of a trained guide or service animal by a person with a disability, honorably discharged veteran or military status, or other protected status.
- P. In addition to nondiscrimination compliance requirements listed in above section O, the Respondent awarded the Contract shall comply with federal,

state, and local laws, statutes and ordinances relative to the execution of the work.

- Q. Any reports, studies, conclusions, and summaries prepared by the Respondent shall become the property of the District.
- R. If the value of an amendment or amendments, whether singly or cumulatively, exceeds 50 percent of the value of the original contract, the amendment must be filed with the District's Board and made available for public inspection prior to the proposed starting date of services under the amendment.

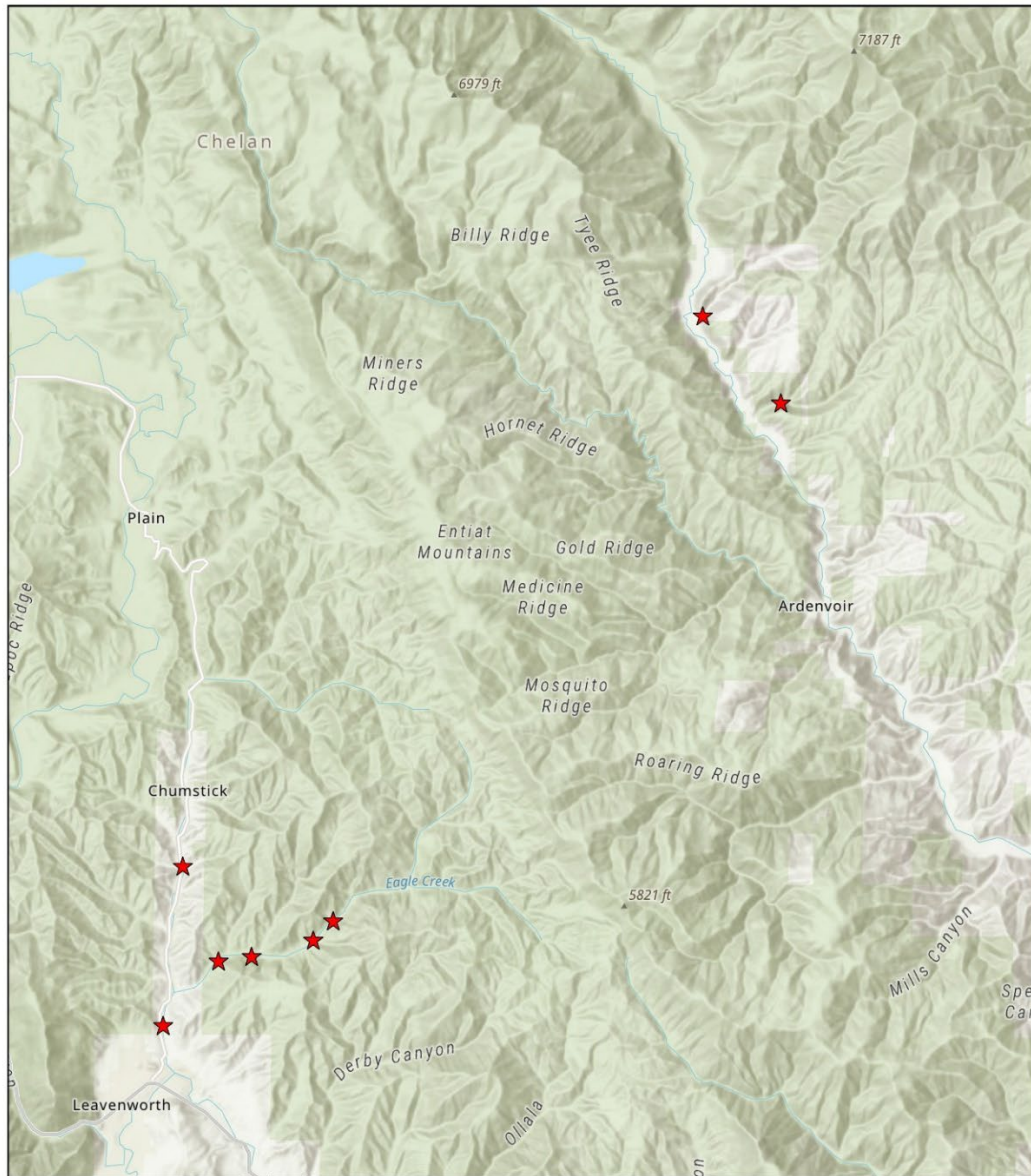
Substantial changes in the scope of work specified in the contract or which are substantial additions to the scope of work specified in the formal solicitation document must be submitted to the District's Board for a determination as to whether the change warrants the work to be awarded as a new contract. This is true even if the original contract did not require governing board approval.

VIII. Project Schedule and Milestones

Contractor responsibilities will include but not be limited to:

- Attend Kickoff Meeting with District Staff before April 1, 2025
- Review existing site conditions for planned implementation sites, gather additional project data and information before start date
- Collaborate with Cascadia Conservation Districts' Field Crew and other staff to complete necessary project and grant timelines
- Follow billing deadlines as outlined by the District

Exhibit A – Map of Project Sites



<p>Legend</p> <p>★ Sites</p>	<p>Riparian Restoration Site Locations</p>	

DISCLAIMER: While every precaution was taken in preparing this map, the publisher disclaims any warranty of fitness or accuracy of the data. The map is approximate in nature, based on compilation of data from multiple sources, and should not be relied upon or referenced in legal documents, including property deeds, title reports, and contract documents, nor substituted for appropriate survey and/or engineering analysis. The user of the map acknowledges its limitations, assumes all responsibility for its use, and agrees to hold the publisher harmless for any damages that may result from the use of this map. This map is subject to change without notice.
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Wenatchee sub-basin tributaries: Eagle Creek, Little Chumstick Creek, Chumstick Creek; Entiat sub-basin: Potato Creek, Stormy Creek. Not depicted: Lake Chelan 25 Mile Creek/Manson sites

**Exhibit B – Project Site Photos (Typical)
Chumstick Creek**



Little Chumstick Creek



Eagle Creek

