



## **REQUEST FOR PROPOSAL (RFP)**

### **Camp Creek Fish Passage Restoration Project**

**RFP Number:**

CHCAMP2021

**Submittal Due Date:**

May 14, 2021

**Submit to:**

Email - lkelly@tu.org

**Project Location:**

Camp Creek – Metcalf Slough tributary

Montesano, WA

Mid project reach: 46.977345, -123.561278

**Project Contact:**

Luke Kelly

Restoration Project Manager

10318 35<sup>th</sup> Lane SE

Olympia, WA 98513

360-789-8282 - lkelly@tu.org



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**RFP SCHEDULE**

RFP issued: 4/22/2021  
Pre-bid site tour: 5/7/2021 (9:00 AM at project site)  
RFP response deadline: 5/14/2021  
Contract award: 5/21/2021 (estimated target date)

**INSTRUCTIONS TO OFFERORS**

**Follow the format required in the RFP** when preparing your responses. Provide point-by-point responses to all sections in a clear and concise manner.

**Use the forms provided.** (e.g. RFP cover sheet, RFP response form, and Cost Proposal).

**Provide complete answers/descriptions.** Read and answer all questions and requirements. Don't assume Trout Unlimited (TU) or evaluator/evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with TU. The proposals are evaluated based solely on the information and materials provided in your response.

**Completed proposals must be submitted on or before the RFP response deadline.** Proposals must be submitted via email to [lkelly@tu.org](mailto:lkelly@tu.org). Late proposal responses will not be accepted.

**Link: [Project Location - Camp Creek Fish Passage Restoration Project](#)**

The project is located on the mainstem of this tidally influenced stream reach that is approximately 0.04 miles upstream from the Camp Creek and Metcalf Slough confluence. Metcalf Slough flows into the Chehalis River approximately 0.6 miles downstream from the Camp Creek and Metcalf Slough confluence. The crossing is located on a private agricultural road. See project reach map.

**Driving directions:** From US-12 / Monte Brady Rd junction, head south on Monte Brady Road for 200' and turn right/west on Simmons Road. Continue west on Simmons Rd for 0.3 miles, and then turn left / south on Schafer Boom Rd. Continue south on Schafer Boom Rd for 0.4 miles to parking for project site (just north of Metcalf Slough bridge).

**Pre-Proposal Site Visit:** A pre-proposal site visit will be held on May 7, 9:00 AM at the project site. Attendance recommended. Park and meet [here](#) for pre-proposal site visit. Please follow WA State recommendations to prevent the spread of Coronavirus (e.g. face mask and social distancing).

**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.**

- 1) Signed Cover Sheet (Attachment A)
- 2) RFP Response Form (Attachment B)
- 3) Cost Proposal (Attachment C - Please provide via preferred format with clear line items related to scope of work)



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**RFP ATTACHMENTS**

This Request for Proposals, RFP#: CHCAMP2021, contains the following attachments:

**Attachment A:** RFP Cover Sheet template

**Attachment B:** RFP Response Form template

**Attachment C:** Cost Proposal template

**Attachment D:** Site Maps and Photos

**Attachment E:** Construction design drawings & Technical Specifications

**Written Inquiries:** All inquiries/questions regarding this RFP shall be submitted via email to the project contact: Luke Kelly - lkelly@tu.org



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## **PROJECT OVERVIEW**

Trout Unlimited (TU) through a partnership with the Washington Department of Fish and Wildlife (WDFW) is seeking a contractor to provide equipment, labor and materials to remove a fish passage barrier culvert and install a 45' long x 16' wide modular bridge at a new crossing location just upstream from old crossing. This project also entails the decommissioning of the existing farm access road and building a new farm access road. This project is on private property.

## **PROJECT SCOPE**

Major items of work include, but are not limited to, establishment of waste area(s); dewatering; clearing and grubbing; excavation of road fill at current crossing; removal of one 8.75' diameter x 27.5' long steel culvert; restoring existing stream crossing to natural conditions; excavation at new crossing location; construct bridge abutments; unload and install bridge at the project site; erosion control, seed/mulching, etc. TU and WDFW will provide all necessary permits for project construction and other materials not specified within this RFP that are necessary for the project. Contractor will provide all heavy equipment, fuel and maintenance required, as well as any other necessary tools or materials to perform each line item bid. This work will entail construction sequence planning and regular communications with WDFW and TU project partners.

## **PROJECT TIMELINE**

The 'in-water work window' for this project is July 1 – August 31, 2021. The contractor will have approximately three months to complete the scope of work, with a project deadline estimated for September 30, 2021. The selected contractor will provide a written schedule of work during the contract execution process.

## **SUBMITTING A PROPOSAL**

Offerors must submit a signed copy of the **RFP Cover Sheet**, **RFP Response Form**, and **Cost Proposal**. Offerors failing to comply with these instructions may be subject to point deductions. TU 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.

The highest scoring offeror will be the prime contractor upon contract award and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, and their experience must be included in the proposal. TU reserves the right to approve all subcontractors. The Contractor shall be responsible to TU for the acts and omissions of all subcontractors, operators, or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any subcontractor and TU.



## **TU'S RIGHT TO INVESTIGATE AND REJECT**

TU may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified. TU reserves the right to reject any proposal if the evidence submitted by, or investigation of, the offeror fails to satisfy TU that the offeror is properly qualified to carry out the obligations of the contract. This includes TU's ability to reject the proposal based on negative references, including poor efficiency or experience or in previous project performance.

## **OFFEROR QUALIFICATIONS/INFORMATIONAL REQUIREMENTS**

In order for TU to determine the capabilities of an offeror to provide the supplies and/or perform the services specified herein, the offeror **must complete the attached RFP RESPONSE FORM (Attachment B)** and respond to the following requests for information regarding its ability to meet TU's requirements. Each item must be thoroughly addressed, and offerors taking exception to any requirements listed in this section may be found nonresponsive or be subject to point deductions.

### **1) References**

Offeror shall provide a minimum of **(3)** references that are using supplies and/or services of the type proposed in this RFP. At a minimum, the offeror shall provide the customer's name, the location and date(s) where the supplies and/or services were provided, customer's contact information, and a description of the services provided. These references may be contacted to verify offeror's ability to perform the contract. TU reserves the right to use any information or additional references deemed necessary to establish the ability of the offeror to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.

### **2) Resumes/Company Profile**

Offeror shall specify how long the individual/company submitting the proposal has been in the business of providing supplies and/or services similar to those requested in this RFP and under what company name. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

### **3) Experience/Project Examples**

Offeror should provide a complete description of any relevant past projects, including project name, location, and work performed. Providing photographs of proven work effectiveness is highly encouraged if possible. Highlighting project experience related to salmon restoration projects is recommended, if possible.

### **4) Method of Providing Services**

Offeror should specify the methodologies, protocols, and equipment used to complete the project scope.



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## **EVALUATION OF PROPOSALS**

All proposals will initially be classified as either “responsive” or “nonresponsive.” Proposals may be found nonresponsive at any time during the procurement process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.

Selection and award will be based on the offeror's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. 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.

An evaluator/evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring offeror or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring offeror.

### **Evaluation Criteria**

TU will award this contract to an offeror with the best bid. All responsive proposals will be evaluated based on the offeror's references; past performance; key personnel; proven experience of equipment operators; method of providing services; and cost outlined in its proposal.



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## **ATTACHMENT A: RFP Cover Sheet**

**RFP Number:** CHCAMP2021

**RFP Title:** Camp Creek Fish Passage Restoration

**Issuer Contact Information:**

Luke Kelly  
360-789-8282  
lkelly@tu.org

**Posting Date:**

4/22/2021

**INSTRUCTIONS TO OFFERORS**

**Submit Emailed Proposals to:**

Luke Kelly  
Trout Unlimited  
lkelly@tu.org

**RFP Response Due Date and Time:**

Emailed by 5/14/2021

**OFFERORS MUST COMPLETE THE FOLLOWING**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Authorized Rep. Signature

\_\_\_\_\_  
Date



## **ATTACHMENT B: RFP Response Form**

Use additional Sheets as necessary. Microsoft Word Document version of attachment B is available upon request.

**1) References**

**2) Resumes/Company Profile**

**3) Experience/Project Examples**

**4) Method of Providing Services**



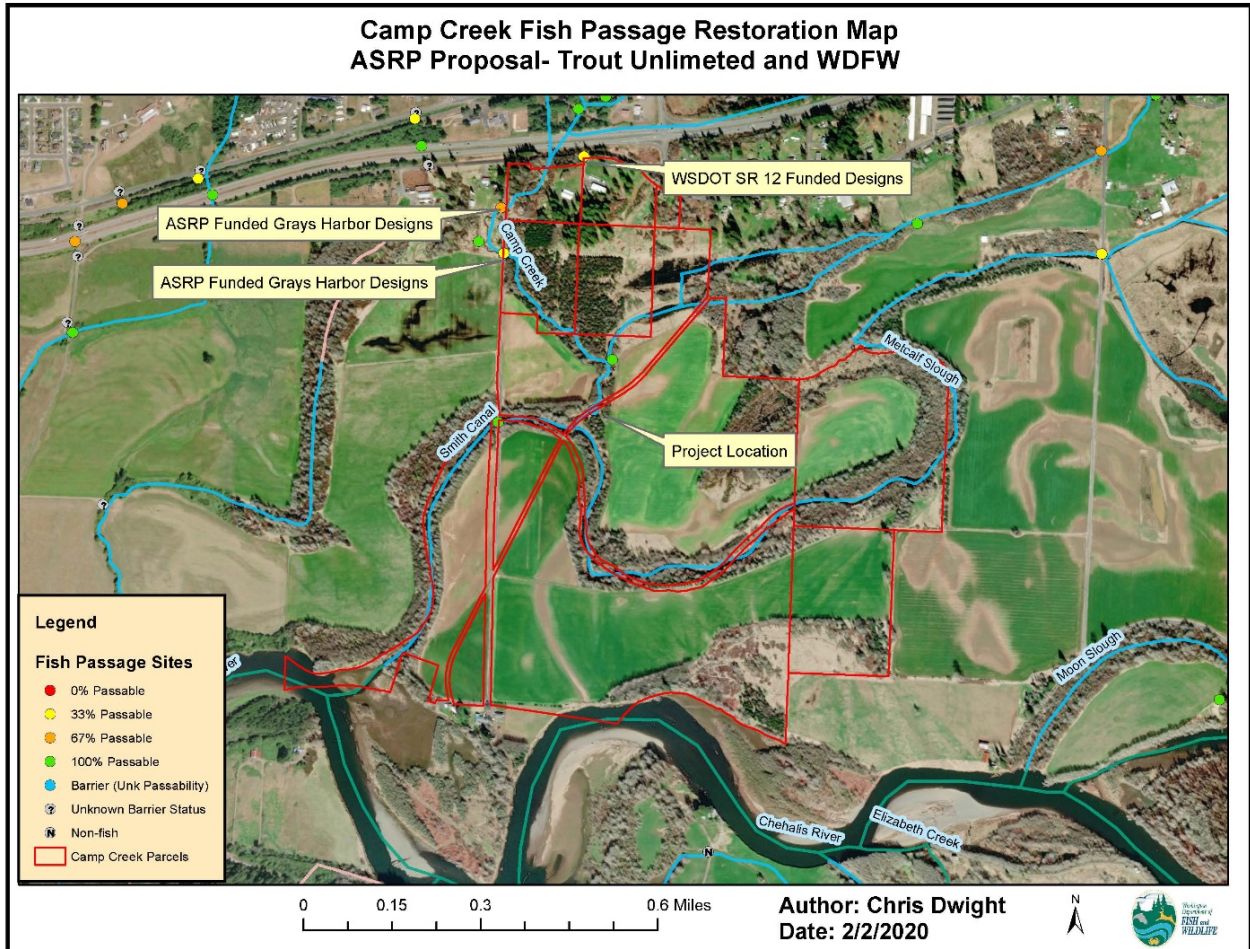


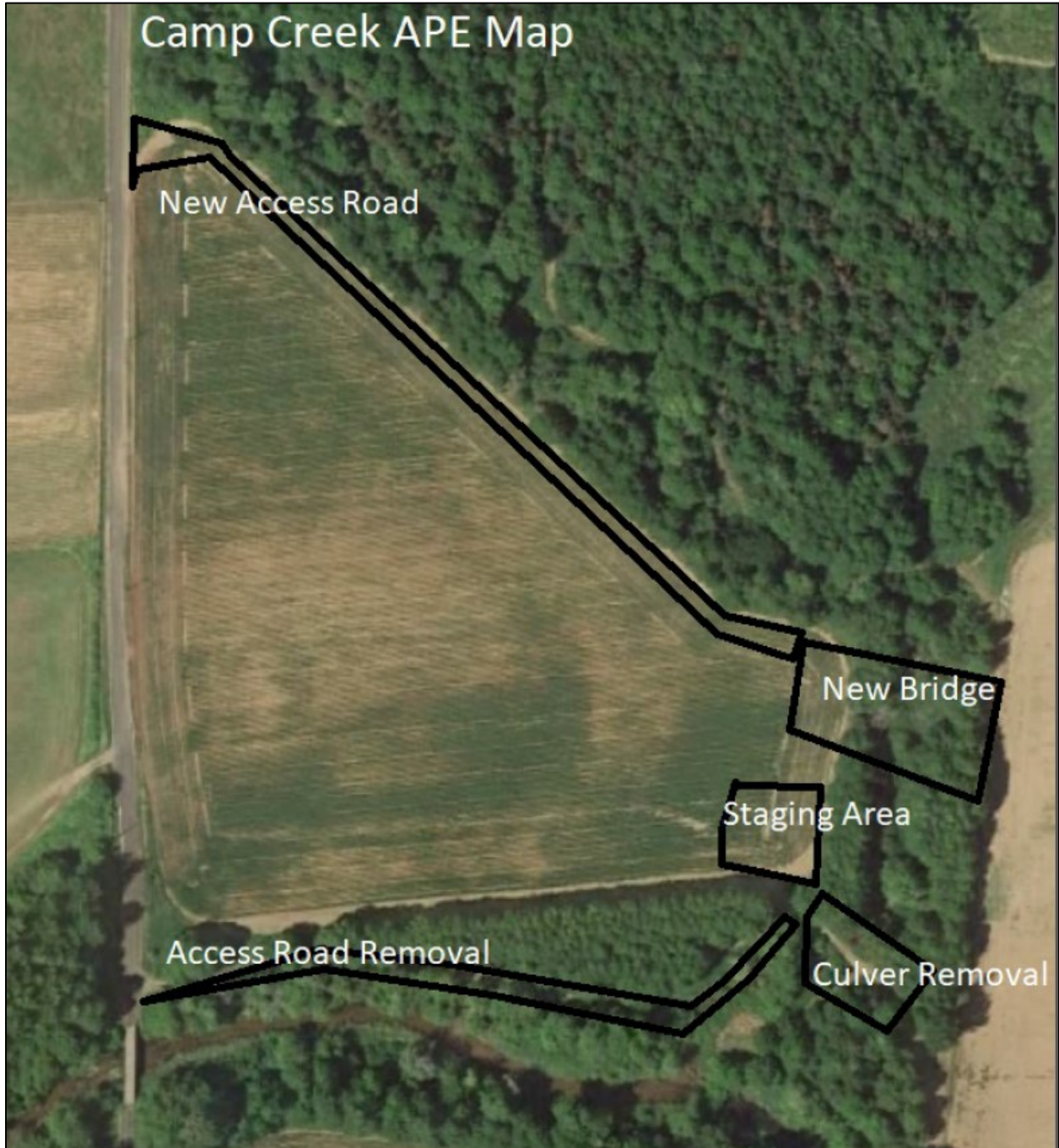
## ATTACHMENT C: Cost Proposal

Description	Unit	Quantity	Unit Price	Cost	Totals
Assumed bulk factor = 1.25					
<b>Mobilization / Site Preparation</b>					
Mobilize	L.S.	1.00			
Clearing & Grubbing	L.S.	1.00			
Erosion Control	L.S.	1.00			
Construction Dewater	L.S.	1.00			
				SUB	
<b>Excavation</b>					
Excavation, Proposed road, offsite disposal	C.Y.	348.61			
Remove and dispose of culvert	L.S.	1.00			
Excavation, abandoned road , offsite disposal	C.Y.	483.75			
				SUB	
<b>Bridge Installation</b>					
Modular Bridge 45'X16'	S.F.	720.00			
Foundation	EA	2.00			
Base	C.Y.	44.00			
Backfill / Compaction (Structural)	C.Y.	44.00			
Bridge Install	L.S.	1.00			
				SUB	
<b>Channel Work- Restoration</b>					
Excavation, Channel, offsite disposal	C.Y.	281.25			
Streambed Material	C.Y.	37.50			
Planting	AC.	0.50			
Mulching	AC.	0.50			
Road Abandonment	L.F.	820.00			
				SUB	
<b>Road Work</b>					
Crushed Surface Base Course (CSBC)	C.Y.	380.00			
Crushed Surface Top Course (CSTC)	C.Y.	180.00			
Road fill (borrow material for approaches)	C.Y.	637.50			
				SUB	
					=====
				<b>CONST. TOTAL</b>	
<b>Other Project Costs</b>					
Sales Tax	%	0.0880			
				SUB	
					=====
				<b>PROJECT TOTAL</b>	



## ATTACHMENT D: Site Maps and Photos







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Facing downstream on Camp Creek, Site 127S0363.



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Upstream habitat and large wood above the tidal barrier crossing on Camp Creek.



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## **ATTACHMENT E: Construction Design Drawings & Specs**

Access Attachment E by clicking the following link:

[Construction Design Drawings & Specs](#)