



REQUEST FOR PROPOSAL (RFP)
Owl Creek Preliminary Design Project

RFP Number:
OPOWLC2021

Submittal Due Date:
February 19, 2021
(Email or Postmark deadline)

Submit to:
Email - lkelly@tu.org
Or
Mail – to project contact address

Project Location:
Owl Creek – Hoh River tributary
Mid project reach: 47.794808, -124.080092

Project Contact:
Luke Kelly
Restoration Project Manager
10318 35th Lane SE
Olympia, WA 98513
360-789-8282 - lkelly@tu.org



REQUEST FOR PROPOSAL
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RFP SCHEDULE

RFP issued: 1/20/2021
RFP response deadline: 2/19/2021
Contract award: 3/1/2021 (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 and RFP response form).

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 may be submitted via email (PDF documents preferred) or mailed to project contact. Mailed proposals must be postmarked by RFP response deadline. Late proposal responses will not be accepted.

Location: [Owl Creek Preliminary Design Project Location \(mid-project reach\)](#)

The project site is 1.7 miles long and primarily on accessible WA Department of Natural Resources land. The downstream end of the project reach is on private property. See project reach map.

Driving directions: From the Highway 101 milepost 176 / Hoh Mainline Road Junction, head East on Hoh Mainline Road and continue for 6.9 miles; Turn Left on Maple Creek Road and continue for 2.3 miles to Owl Creek Road. Turn Left on Owl Creek Road. The project reach begins just after the Maple Creek Road / Owl Creek Road junction, and continues downstream to the Owl Creek / Hoh River confluence.

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 (please provide via preferred format with clear line items related to scope of work)

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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RFP ATTACHMENTS

This Request for Proposals, RFP#: OPOWLC2021, contains the following attachments:

Attachment A: RFP Cover Sheet template

Attachment B: RFP Response Form template

Attachment C: Site Maps and Photos

Attachment D: Example Draft Contract



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PROJECT OVERVIEW

Trout Unlimited (hereinafter referred to as “TU”) is seeking a contractor to provide assessment and engineering services to evaluate the current habitat conditions of the Owl Creek channel and floodplain from River Mile 0.0 to 1.7 and develop preliminary designs for restoration actions in priority area(s) (channel and/or floodplain restoration).

Due to very large flood incidents in the late 1990s, the system has been cleared of spawning sediments, wood and habitat structures resulting in degraded channel conditions and disconnection with the floodplain. The goals of the project include: 1) Assess current channel conditions and processes limiting habitat availability for adult and juvenile coho, chinook, and steelhead. 2) Identify areas where restoration can halt incision, improve spawning suitability, reconnect relic channels and floodplain surfaces, and restore natural stream processes (promoting resilient salmon/steelhead habitat); 3) Develop concepts for priority area(s) identified for restoration; 4) Develop preliminary design for priority area(s) for restoration actions, as informed by the assessment.

PROJECT SCOPE

Major items of work include, but are not limited to: Background data review; Field reconnaissance and data collection; Geomorphic and hydraulic assessment; Develop 2D model to inform preliminary design; Develop conceptual design alternatives for priority areas (including potential access points, grading, large wood placement, planting plan, etc.); Present conceptual alternatives to stakeholders and solicit feedback; Develop preliminary designs for phase 2 implementation, including plans/drawings, design report, technical specifications, and construction cost estimates.

PROJECT TIMELINE

The contractor will have approximately 12 months to complete the scope of work, with a project deadline of March 1, 2022. 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



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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



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Offeror should specify the methodologies, protocols, equipment, computer model(s)/software used to complete the project scope.

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: OPOWLC2021

RFP Title: Owl Creek Preliminary Design Project

Issuer Contact Information:

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

Posting Date:

1/20/2021

INSTRUCTIONS TO OFFERORS

Submit Emailed Proposals to:

Luke Kelly
Trout Unlimited
lkelly@tu.org

Submit Mailed Proposals to:

Luke Kelly
Trout Unlimited
10318 35th Lane SE
Olympia, WA 98513

RFP Response Due Date and Time:

Emailed or Postmarked by 2/19/2021

*If mailing hard copy proposal, please notify project contact via phone or email.

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

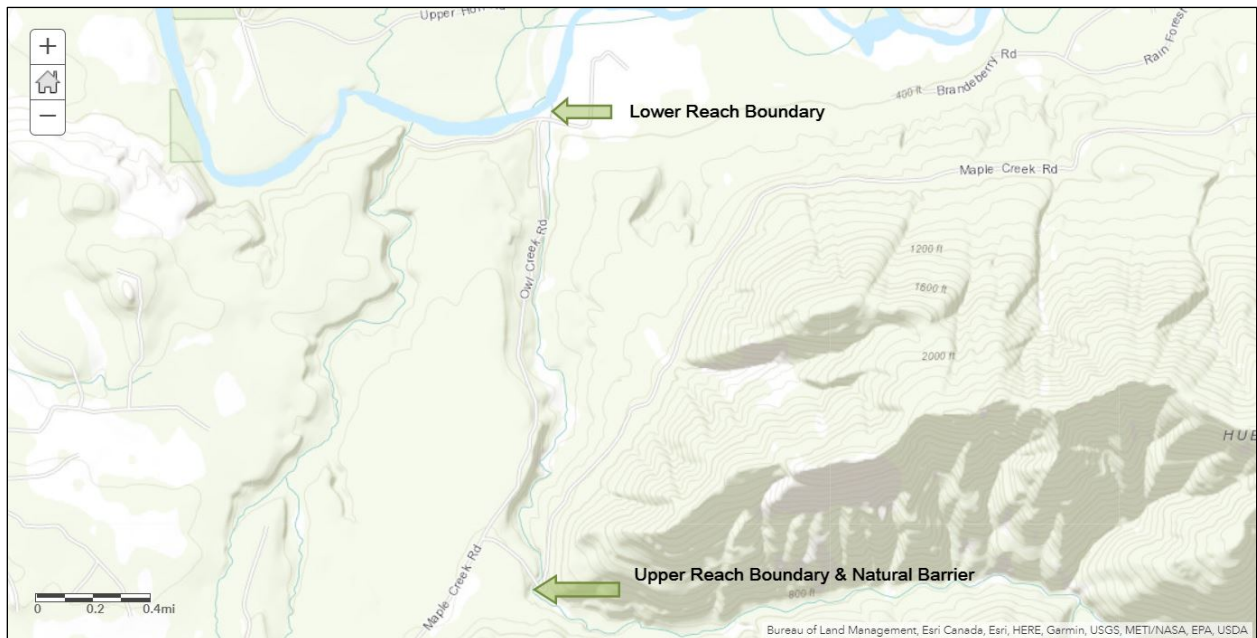
4) Method of Providing Services



ATTACHMENT C: Site Maps & Photos



Project vicinity map



Project reach map



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Owl Creek and unnamed tributary at mid project reach



Owl Creek mid project reach



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Owl Creek upstream of Hoh River confluence



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ATTACHMENT D: Example Draft Contract

Access Attachment D by double-clicking the following link:



TU Services
Contract Draft Temp