

# Lincoln Conservation District REQUEST FOR PROPOSAL (RFP)

**RFP Title:**  
Mud Creek Restoration

**RFP Response Due Date and Time:**  
January 18, 2018  
3:00 p.m., Mountain Time

**Number of Pages:**  
19

**Issue Date:**  
December 5, 2017

## ISSUING INFORMATION

**Procurement Officer:**  
Becky Lihme

**Phone:** 406-297-2233  
**Fax:** 406-296-7188

**Website:** [www.lincolncd.org](http://www.lincolncd.org)

## INSTRUCTIONS TO OFFERORS

**Return Sealed Proposal To:**  
Lincoln Conservation District  
P.O. Box 2170  
Eureka, MT 59917

**Mark Face of Envelope/Package with:**  
  
RFP Number: MD319-001  
RFP Response Due Date: January 18, 2018

## OFFERORS MUST COMPLETE THE FOLLOWING

**Offeror Name/Address:**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.

**Type of Entity (e.g., corporation, LLC, etc.)**

**Offeror Phone Number:**

**Offeror E-mail Address:**

**Offeror FAX Number:**

**OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**

## SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date .....	December 5, 2017
Non-Mandatory Walk-through.....	December 15, 2017
Deadline for Receipt of Written Questions .....	December 19, 2017
Deadline for Posting Written Responses to the District's Website .....	December 21, 2017
RFP Response due Date .....	January 18, 2018
Award of Contract .....	January 31, 2018*

\*The dates above identified by an asterisk are included for planning purposes. These dates are subject to change.

## INSTRUCTIONS TO OFFERORS

### It is the responsibility of each offeror to:

**Follow the format required in the RFP** when preparing your response. Provide responses in a clear and concise manner.

**Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Proposals are evaluated based **solely** on the information and materials provided in your written response.

**Use any forms provided**, e.g., cover page, budget form, certification forms or others.

**Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document. Late proposals are **never** accepted.

**The following items MUST be included in the response. Failure to include ANY of these items may result in a nonresponsive determination.**

- Signed Cover Sheet**
- Signed Addenda (if appropriate) in accordance with Section 1.4.2**
- Section 1.6.2 is included: Address all mandatory requirements in accordance with Section 1.6.2.**
- Correctly executed State of Montana "Affidavit for Trade Secret Confidentiality" form, if claiming information to be confidential or proprietary in accordance with Section 2.3.1.**

- In addition to a detailed response to all requirements within Sections 3, 4, and 5, offeror must acknowledge that it has read, understands, and will comply with each section/subsection listed below by initialing the line to the left of each. If offeror cannot meet a particular requirement, provide a detailed explanation next to that requirement.

- \_\_\_\_\_ Section 1, Introduction and Instructions
- \_\_\_\_\_ Section 2 RFP Standard Information
- \_\_\_\_\_ Section 3 Scope of Work
- \_\_\_\_\_ Section 3.2.Planning Documents and Description of Project Manager’s Duties
- \_\_\_\_\_ Section 4.0, Offeror Qualifications
- \_\_\_\_\_ Section 4.2.1, Resumes and Hourly Rates
- \_\_\_\_\_ Section 4.3, Technical Approach
- \_\_\_\_\_ Section 4.4.1 Experience on Similar Projects
- \_\_\_\_\_ Section 5. Cost Proposal
- \_\_\_\_\_ Section 6. Evaluation Process
- \_\_\_\_\_ Attachment A, Question and Answer Form (Addenda)
- \_\_\_\_\_ Attachment B, Project Cost Sheet
- \_\_\_\_\_ Attachment C: MT 2017 Prevailing Wages
- \_\_\_\_\_ Attachment D: LCD Contract Template

## **SECTION 1: INTRODUCTION AND INSTRUCTIONS**

### **1.1 INTRODUCTION.**

The Lincoln Conservation District ("LCD") is seeking a contractor to provide a project manager to assist LCD in the completion of a stream restoration project near Eureka, Montana on the Mud Creek. The project goals are to improve fisheries by addressing stream health including sediment reduction and floodplain access along approximately 2,500 feet of stream reach. A more complete description of the services to be provided is found in Section 3.

### **1.2 CONTRACT PERIOD.**

The contract term starts in February 15, 2018 and ends December 31, 2019.

### **1.3 SINGLE POINT OF CONTACT.**

From the date this Request for Proposal (RFP) is issued until an offeror is selected and announced by the procurement officer, **offerors shall not communicate with any LCD officials regarding this procurement, except at the direction of Becky Lihme**, 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:

Procurement Officer: Becky Lihme

P.O. Box 2170

Eureka, Montana 59917

406-297-2233

FAX: 406-276-7188

[lincolncd@interbel.net](mailto:lincolncd@interbel.net)

### **1.4 REQUIRED REVIEW.**

**1.4.1 Review RFP.** Offerors shall carefully review the entire RFP. Offerors shall promptly notify the procurement officer identified above via e-mail or in writing of any ambiguity, inconsistency, unduly restrictive specifications, or error they discover. In this notice, the offeror shall include any terms or requirements within the RFP that preclude the offeror from responding or add unnecessary cost. Offerors shall provide an explanation with suggested modifications. The notice must be received by the deadline for receipt of inquiries set forth in Section 1.4.2. LCD will determine any changes to the RFP.

**1.4.2 Pre-Bid Walk-Through.** An **optional** Pre-Bid Walk Through will be conducted on December 15, 2017 at 11:00 a.m. at the project location 325 Mud Creek Road, Eureka, Montana. Bidders are encouraged to use this

opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify LCD of any ambiguities, inconsistencies or errors discovered upon examination of this RFP. All responses to questions at the Pre Bid walk-through will be oral and in no way binding on the LCD. Participation in this walk-through is optional. However, it is advisable that all interested parties participate.

**1.4.3 Questions and Answers.** Offerors having questions or requiring clarification or interpretation of any section within this RFP must address these issues in writing via email to procurement officer listed in this RFP. Questions must be submitted by the deadline December 19, 2017 as stated in the Schedule of Events.

LCD will provide a written response on the District website to all questions received by close of business on December 21, 2017 in the Schedule of Events included with this RFP. The responses will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the LCD. Any formal written addendum will be posted on the (insert the website)

## **1.5 GENERAL REQUIREMENTS.**

**1.5.1 Offer in Effect for 120 Calendar Days.** Offeror agrees that it may not modify, withdraw, or cancel its proposal for a 120-day period following the RFP due date.

**1.5.2 Resulting Contract.** This RFP and any addenda, the offeror's RFP response, including any amendments, a best and final offer (if any), and any clarification question responses shall be incorporated by reference in any resulting contract.

**1.5.3 Mandatory Requirements.** To be eligible for consideration, an offeror *must* meet all mandatory requirements as listed in Section 5, Cost. The LCD will determine whether an offeror's proposal complies with the requirements. Proposals that fail to meet any mandatory requirements listed in this RFP will be deemed nonresponsive.

## **1.6 SUBMITTING A RFP.**

**1.6.1 Failure to Comply with Instructions.** Offerors failing to comply with these instructions may be subject to point deductions. Further, LCD may deem a proposal nonresponsive or disqualify it from further consideration if it does not follow the response format, is difficult to read or understand, or is missing requested information.

### **1.6.2 Copies Required and Deadline for Receipt of Proposals.**

Offerors must submit one electronic copy and (6) six hard copies to the Lincoln Conservation District. The electronic copy must be submitted on compact disc (CD) or universal serial bus (USB) flash drive in Microsoft Word or portable document format (PDF). If any confidential materials are included in accordance with the requirements of Section 2.3.1, they must be submitted on a separate CD or USB flash drive.

**EACH PROPOSAL MUST BE SEALED AND LABELED ON THE OUTSIDE OF THE PACKAGE clearly indicating it is in response to RFP # MD319-001. Proposals must be received at the reception desk of the Lincoln Conservation District prior to 3:00 p.m., Mountain Time, January 18, 2018. Offeror is solely responsible for assuring delivery to the reception desk by the designated time.**

## **1.7 COSTS/OWNERSHIP OF MATERIALS.**

### **1.7.1 LCD Not Responsible for Preparation Costs.**

Offeror is solely responsible for all costs it incurs prior to contract execution.

### **1.7.2 Ownership of Timely Submitted Materials.**

LCD shall own all materials submitted in response to this RFP.

## **1.8 DEBARMENT.**

Contractor certifies, by submitting this proposal, neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If Contractor cannot certify this statement, attach a written explanation for review by the LCD.

## **1.9 FAILURE TO HONOR PROPOSAL.**

If an offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, LCD may, in its discretion, suspend the offeror for a period of time from entering into any contracts with LCD.

## **1.10 LATE PROPOSALS.**

**Regardless of cause, LCD shall not accept late proposals. Such proposals will automatically be disqualified from consideration.** Offeror may request LCD return the proposal at offeror's expense or LCD will dispose of the proposal if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.)

### **1.11 FACSIMILE RESPONSES.**

A facsimile response to an RFP will ONLY be accepted on an exception basis with prior approval of the procurement officer and only if it is received in its entirety by the specified deadline. Responses to RFPs received after the deadline will not be considered.

### **1.12 EMAIL RESPONSES.**

Responses submitted via email are not allowed and shall not be considered by the LCD.

### **1.13 LCD'S RIGHT TO INVESTIGATE AND REJECT.**

LCD may make such investigations as deemed necessary to determine the offeror's ability to provide the supplies and/or perform the services specified. LCD reserves the right to reject a proposal if the information submitted by, or investigation of, the offeror fails to satisfy the LCD's determination that the offeror is properly qualified to perform the obligations of the contract. This includes the LCD's ability to reject the proposal based on negative references.

### **1.14 OFFEROR'S REPRESENTATIONS – SIGNATORY AUTHORITY AND NO COLLUSION.**

Offeror represents that the person submitting the response to this RFP is authorized to legally bind the offeror to the proposal. The offeror may not withdraw the proposal for lack of authority. Offeror shall provide proof of authority of the person signing the RFP to bind the offeror upon LCD's request. The offeror further represents the proposal has been made without collusion.

### **1.15 ACCEPTANCE OF CONTRACT.**

By submitting a response to this RFP, offeror accepts the contract included in Buyer Attachments. Much of the language included in the contract reflects the requirements of Montana law.

Offerors requesting additions or exceptions to the contract terms shall submit them to the procurement officer listed above by the date specified for questions submission. A request must be accompanied by an explanation why the exception is being sought and what specific effect it will have on the offeror's ability to respond to the RFP or perform the contract. LCD reserves the right to address nonmaterial requests for exceptions to the contract language with the highest scoring offeror during contract negotiation. The addendum will apply to all

offerors submitting a response to this RFP. LCD will determine any changes to the contract.

### **1.16 ACCEPTANCE/REJECTION OF PROPOSALS.**

LCD reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the LCD.

### **1.17 ALTERATION OF SOLICITATION DOCUMENT.**

In the event of inconsistencies or contradictions between language contained in the LCD's solicitation document and a vendor's response, the language contained in the LCD's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

## **SECTION 2: RFP STANDARD INFORMATION**

### **2.1 AUTHORITY**

This RFP is issued under Conservation Districts Procurement Law 76-15-1001 to 1014, Montana Code Annotated (MCA) and ARM 2.5.602. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria. LCD shall use only the evaluation criteria outlined in this RFP.

### **2.2 OFFEROR COMPETITION**

LCD encourages free and open competition to obtain quality, cost-effective services and supplies. LCD designs specifications, proposal requests, and conditions to accomplish this objective.

### **2.3 RECEIPT OF PROPOSALS AND PUBLIC INSPECTION**

**2.3.1 Public Information.** Subject to exceptions provided by Montana law, all information received in response to this RFP, including copyrighted material, is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the LCD; and (3) other constitutional protections. See 18-4-304, MCA. LCD will provide the information by electronic format.



**2.3.2 Procurement Officer Review of Proposals.** Upon opening the proposals in response to this RFP, the procurement officer will review the proposals for information that meets the exceptions in Section 2.3.1, providing the following conditions have been met:

- Confidential information (including any provided in electronic media) is clearly marked and separated from the rest of the proposal.
- The proposal does not contain confidential material in the cost or price section.
- An affidavit from the offeror's legal counsel attesting to and explaining the validity of the trade secret claim as set out in Title 30, chapter 14, part 4, MCA, is attached to each proposal containing trade secrets. Counsel must use State of Montana "Affidavit for Trade Secret Confidentiality" form in requesting the trade secret claim. This affidavit form is available at: <http://vendorresources.mt.gov/VendorForms> or by calling (406) 444-2575.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors shall pay all of its legal costs and related fees and expenses associated with defending a claim for confidentiality should another party submit a "right to know" (open records) request.

## **2.4 CLASSIFICATION AND EVALUATION OF PROPOSALS**

**2.4.1 Initial Classification of Proposals as Responsive or Nonresponsive.** LCD shall initially classify all proposals as either "responsive" or "nonresponsive" (ARM 2.5.602). LCD may deem a proposal nonresponsive if: (1) any of the required information is not provided; (2) the submitted price is found to be excessive or inadequate as measured by the RFP criteria; or (3) the proposal does not meet RFP requirements and specifications. LCD may find any proposal to be nonresponsive at any time during the procurement process. If LCD deems a proposal nonresponsive, it will not be considered further.

**2.4.2 Determination of Responsibility.** The procurement officer will determine whether an offeror has met the standards of responsibility consistent with ARM 2.5.407. An offeror may be determined nonresponsive at any time during the procurement process if information surfaces that supports a nonresponsive determination. If an offeror is found nonresponsive, the procurement officer will notify the offeror by mail. The determination will be included within the procurement file.

**2.4.3 Evaluation of Proposals.** An evaluation committee will evaluate all responsive proposals based on stated criteria and recommend an

award to the highest scoring offeror. The evaluation committee may initiate discussion, negotiation, or a best and final offer. In scoring against stated criteria, the evaluation committee may consider such factors as accepted industry standards and a comparative evaluation of other proposals in terms of differing price and quality. These scores will be used to determine the most advantageous offering to the LCD. If an evaluation committee meets to deliberate and evaluate the proposals, the public may attend and observe the evaluation committee deliberations.

**2.4.4 Completeness of Proposals.** Selection and award will be based on the offeror's proposal and other items outlined in this RFP. Proposals may not include references to information such as Internet websites, 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.

**2.4.5 Evaluation committee Recommendation for Contract Award.** The evaluation committee will provide a written recommendation for contract award to the procurement officer that contains the scores, justification, and rationale for the decision. The procurement officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring with the evaluator's/evaluation committee's recommendation.

**2.4.6 Request for Documents Notice.** Upon concurrence with the evaluator's/evaluation committee's recommendation, the procurement officer will request from the highest scoring offeror the required documents and information, such as insurance documents, contract performance security, an electronic copy of any requested material (e.g., proposal, response to clarification questions, and/or best and final offer), and any other necessary documents. Receipt of this request does not constitute a contract and **no work may begin until a contract signed by all parties is in place.** The procurement officer will notify all other offerors of the LCD's selection.

**2.4.7 Contract Execution.** Upon receipt of all required materials, a contract (Attachment D) will be offered to the highest scoring offeror for signature. If the highest scoring offeror does not accept all material requirements, i.e. the contract, LCD may move to the next highest scoring offeror, or cancel the RFP. Work under the contract may begin when the contract is signed by all parties.

## **2.5 LCD'S RIGHTS RESERVED**

While LCD has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by LCD to award and execute a contract. Upon a determination such actions would be in its best interest, the LCD, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP (18-4-307, MCA);
- Reject any or all proposals received in response to this RFP (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the LCD's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if LCD determines adequate LCD funds are not available (18-4-313, MCA).

## **SECTION 3: SCOPE OF WORK**

### **3.1 PROJECT DESCRIPTION**

The Lincoln Conservation District (LCD) is seeking proposals for a project manager to assist LCD in the completion of a stream restoration project near Eureka, Montana on Mud Creek. The project goals are to improve fisheries by addressing stream health including sediment reduction and floodplain access. The project addresses approximately a 2,500 foot reach of stream. The Project is in one phase with the option to design and install a fish barrier.

This RFP is for implementation of the restoration project. Selection for a project manager for the project will be based on the Qualifications and Proposed Costs based on the conceptual design as proposed:

- Final design and permitting (Task 2; 319 Grant Application);
- Construction (Task 3; 319 Grant Application)
- Monitoring. NOTE: DEQ Contact #217008 specifies under Task 3 of the contract, the description and deliverables of "Monitoring and Effectiveness". QAPP and SAP monitoring will not be necessary under Contract #217008.

NOTE: A possible alternate location during the final design may incorporate changes to the stream that may impact the project with an increase of up to 25 feet of channel and adjusted fill and dirt removal. An approximated construction cost increase of up to \$10,000 over the 319 grant award will be paid by the landowner and will be negotiated after contract award during implementation of Task 2 Final Design.

The final design and restoration project has been funded under an EPA 319 grant sponsored by the Department of Environmental Quality.

Funding for the fish barrier has been obtained under a U.S.F.& W.S. Partners for Wildlife Grant through the Kootenai River Network. In the event that the current fish barrier grant application is not funded, the offeror will assist LCD in seeking funding for the fish barrier.

A Department of Natural Resource and Conservation Watershed Grant for \$10,000 has been awarded to be used as matching funds for the final design.

### **3.2 BACKGROUND**

This project began in 2016 when the landowner approached the Lincoln Conservation District for assistance to address stream health issues on the property.

LCD agreed to help sponsor the project by obtaining a DNRC 223 for developing a conceptual design. This document developed a preliminary design that is the basis for obtaining funding for a 319 Grant offered by the Department of Environmental Quality (DEQ) which was awarded in July 2017 for the restoration of the project area.

It is recommended the successful offerer begin activity to apply for the appropriate Federal and state permits to conduct activity with the defined wetland with anticipated construction to commence in the fall of 2018 and conclude December of 2019.

The fish barrier will be addressed through another funding source. There is currently a U.S.F.& W.S. Partners for Wildlife grant. The status of that application will be known in 60 to 90 days, pending the required archeological survey and NEPA decision from U.S.F.& W.S. The funding received in that process will determine the project manager's role in the fish barrier. In the case of no funding from the U.S.F.& W.S. the successful offeror will be responsible to assist LCD in obtaining funding.

The anticipated project budget; does not include grant administrative fees or landowner match.

\$ 10,000.00	Design and permitting (DNRC Watershed Grant)
\$ 99,000.00	Construction Implementation (DEQ 319 Grant)
\$ 3,000.00	Monitoring and Effectiveness (DEQ 319 Grant)
\$ 10,000.00	Channel Alteration (landowner will incur cost over-run)
\$ 19,000.00	Fish Barrier (U.S.F.W.S. Partners of Wildlife grant)
\$141,000.00	Total

### **3.3 SCOPE OF WORK**

The following documents clearly define the scope of work:

- DNRC 223 Grant
- 2017 DEQ 319 Grant
- 2017 Kootenai River Network RFP for U.S.F.W.S Partners in Wildlife Grant
- The 2016 Mud Creek Preliminary Design Plan Set
- 2017 DEQ and Lincoln Conservation District Attachment A of Contract #271008

These documents can be found on the LCD website, [www.lincolncd.org](http://www.lincolncd.org) or by requesting an electronic copy through the District.

The project manager will be required to:

1. Coordinate implementation of the final design, permitting and construction of this project which will occur during 2018 through 2019.
2. Coordinate with the landowner for materials as indicated within the conceptual design and site plan (page 9.0 of the conceptual design to ensure timely availability of required landowner provided material.)
3. The successful offeror may be responsible in assisting LCD in seeking additional funding for the fish barrier design and construction.
4. Coordinate implementation of the fish barrier of this project based on available funding.

Services and duties related to this include:

- General project management and coordination
- Final design documents
- Secure Regulatory Permitting including Floodplain Permits
- Channel and floodplain construction including revegetation
- Project monitoring according to scope of work
- The ability to provide any reports in the requested format and according to grant deadlines.
- Solicit, hire and oversee the work of all contractors. Including, but not limited to: Engineers, Construction and Monitoring. Hiring of contractors to be completed prior to submission of the RFP to LCD.

The Project Manager:

- Assumes full responsibility of all contractors (including but not limited to):
  - Provide valid contractors state license number.

- Provide proof of current Workers Compensation for all employees.
- Provide current bond and liability insurance, professional insurance
- Contract between Project Manager and contractor
- All invoicing and payments
- Provide release of liens from contractor and subcontractor for all materials and work

## **SECTION 4: OFFEROR QUALIFICATIONS**

All proposals should address the Offeror's ability as project manager in the following categories:

- Professional Qualifications
- Technical Approach/ Ability to Complete Project as Proposed
- Experience on Similar Projects

### **4.1 RIGHT TO INVESTIGATE AND REJECT**

LCD may make such investigations as deemed necessary to determine the offeror's ability to perform the specified services. LCD reserves the right to reject a proposal if the information submitted by, or investigation of, the offeror fails to satisfy LCD's determination the offeror is properly qualified to perform the obligations of the contract. This includes LCD's ability to reject the proposal based on negative references.

### **4.2 OFFEROR QUALIFICATIONS**

To enable LCD to determine the capabilities of an offeror to perform the services specified in the RFP, the offeror shall respond to the following regarding its ability to meet LCD's requirements.

**NOTE: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found nonresponsive or be subject to point deductions.**

#### **4.2.1 Resumes and Rates.**

A resume or summary of qualifications, work experience, education, skills, and hourly rates must be provided for all key personnel, including any contractors, who will be performing any aspects of the contract. Prevailing wage rates effective January 7, 2017 may apply, so indicate whether the rates quoted are the applicable prevailing wage. Attachment C. Include years of experience providing services similar to those required; education; and certifications where applicable. Identify what role each person would fulfill in performing work identified in this RFP.

**4.2.2. General Project Coordination.**

- a. Provide a general description that demonstrates the offeror's ability to successfully implement such a project.
- b. Engineering – This project may require work by a professional engineer licensed in the State of Montana. Describe how you would provide Engineering Services.

**4.2.3 Design.**

- a. The project is designed to an 80% completion; based on the conceptual design site plan(s) submitted with the DEQ Grant application.
  - i. Describe your design experience.

**4.2.4 Permitting.**

- a. Describe general permitting background that demonstrates the ability to complete this project.
- b. Floodplain Permits. This project has a substantial floodplain permit component. Describe your experience in floodplain permitting within in the past 5 years. If appropriate, you may cross reference this with your examples of work product under "Experience on Similar Projects."

**4.2.5. Construction.**

- a. Describe the offeror's general resources and abilities to complete the construction phase of this project.

**4.2.6 Monitoring.**

- a. Describe the offeror's general resources and abilities to complete the Monitoring Component of this project.

**4.2.7 Grant Writing.**

- a. In the event that additional funds are needed the successful offeror may be needed to write grants.
  - i. Describe your ability to assist LCD in this capacity and include hourly rates.

**4.3. TECHNICAL APPROACH/ ABILITY TO COMPLETE PROJECT AS PROPOSED.**

If there are any concerns with the proposed technical approach, please express them now. Please direct questions to the District Administrator at [lincolncd@interbel.net](mailto:lincolncd@interbel.net). All questions must follow the guidelines as stipulated in Section 1.4.2

For the implementation of the project, as described in the 319 Grant, please provide:

**4.3.1** A description that describes how the offeror would implement this project as presented. The description should identify the critical elements related to the implementation of this project.

**4.3.2** Provide a timeline indicating the ability to complete the project within the proposed timeline.

#### **4.4. EXPERIENCE ON SIMILAR PROJECTS**

Provide examples of a maximum of three (3) work products that demonstrate your ability to implement a project of this nature. Each example should:

- not exceed two (2) pages;
- provide a description of the project;
- provide project dates;
- provide project costs;
- include services provided by the project team, members of the team involved with the project;
- provide contact information (contact name and phone number) for the project owner.

LCD may request additional information, clarification, or references at its discretion.

### **SECTION 5: COST PROPOSAL – Implementation**

There are (3) three tasks/subtasks relating to Pre-Construction, Construction and Monitoring; Tasks 2, 3 and 4 of the 319 grant.

Offeror is required to submit a budget for the implementation of the attached conceptual design which is funded by a Department of Environmental Quality (DEQ) 319 Grant. This budget will be included in the selection of the Project Manager for the entire project. The budget based on the conceptual design cannot exceed the grant funds available. Proposals that exceed the budgeted amount of \$112,000 (319 funding and matching DNRC Watershed Grant) will be found non-responsive and will be eliminated from further consideration.

Offeror is required to use Attachment B to submit cost proposals for the project based on the conceptual design. Amounts may be adjusted within tasks/subtasks, but cannot exceed the total for those items in the grant.



## SECTION 6: EVALUATION PROCESS

### 6.1 BASIS OF EVALUATION.

The evaluation committee will review and evaluate the offers according to the following criteria based on a **total number of 180 points**.

**A "fail" for any individual evaluation criterion may result in proposal disqualification at the discretion of the procurement officer.**

The ability to **provide services (non-cost criteria)** will be based on the information provided in Section 4 and based on the following Scoring Guide.

#### SCORING GUIDE

In awarding points to the evaluation criteria, the evaluation committee will consider the following guidelines:

**Superior Response (95-100%):** A superior response is an exceptional reply that completely and comprehensively 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 (75-94%):** A good response clearly meets all the requirements of the RFP and demonstrates in an unambiguous 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.

#### How Cost Proposal Points Are Determined

Cost is based on 20% of the total number of non-cost related criteria. This is determined by applying the following formula:

(Lowest Cost/Cost being evaluated) x maximum points available = awarded points

This is addressed further in 6.2 “E.”

## **6.2 EVALUATION CRITERIA**

### **180 points possible**

#### **A Resumes**

Resumes and hourly rates for all persons identified in this RFP are provided. **Pass/Fail**

#### **B. Qualifications *Overall and Specialized Experience of the Project Team.***

Describe the expertise that you have to complete the work described in this proposal for the following categories:

1. General Project Coordination – (20 pts.)
  - a. Engineering – (5 pts.)
2. Design –
  - a. Design capabilities - (20 pts.)
3. Permitting.
  - a. Background in permitting - (15 pts.)
  - b. Experience in Floodplain Permits - (10 pts.)
4. Construction (20 pts)
5. Monitoring
  - a. Ability/resources to complete the Monitoring Component of this program - (15 pts.)
6. Grant Writing – (10 Pts.)

#### **C. Technical Approach/ Ability to Complete Project as Proposed**

For the Implementation of Phase I as described in the 319 Grant please provide:

- a. General Description of project implementation - (20 pts.)
- b. Verify the ability to complete the project within the proposed timelines - **Pass/Fail**

#### **D. Experience on Similar Projects** - (Up to 15 pts – 3 projects @ 5 points per similar project.)

#### **E. Cost Proposal for Phase I** – (Up to 30 points)

#### **How Cost Proposal Points Are Determined**

Cost accounts for 20% of the total number of non-cost related criteria. The proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

(Lowest Cost/Cost being evaluated) x maximum points available =  
awarded points

Example of Cost Being Evaluated:

- The total points available for non-cost criteria is 500 points
- The total points related to cost is 100 (100 x 0.20).
- Proposals with the following costs were submitted;  
\$100,000, \$125,000, and \$130,000.
- The lowest cost proposal will receive 100 points.
- The 2<sup>nd</sup> lowest proposal, will receive 80 points,  
(100,000/125x100)
- The 3<sup>rd</sup> lowest proposal, will receive 77 points,  
(100,000/130x100) etc.