

Request for Proposals (RFP)

For: Okanogan County Aquatic Weed Survey

Issued: 5:00 pm, Wednesday, June 25, 2014

Question submittal deadline: 5:00 pm, Monday, July 14, 2014

Proposal submission Deadline: 12:00 pm, Wednesday, July 16, 2014

Notification of Award: 5:00 pm, Monday, July 21, 2014

Introduction

Okanogan Conservation District (OCD) invites proposals for a comprehensive assessment of the current level of aquatic and riparian weed infestation on three rivers and thirteen or more lakes within Okanogan County. Your firm has been selected to receive this RFP and is invited to submit a proposal.

Questions

Questions may be submitted, *in written form*, to:

Terri Williams, Conservation Planner
1251 S. 2nd Ave., Rm. 102
Okanogan, WA 98840
(509) 422-0855 x. 105

Or emailed to: terriw@okanogancd.org

Questions will be answered by the appropriate individuals and answered within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders. No interpretation of the meaning of the bid documents will be made to any bidder. No questions submitted after 5:00 pm, Monday, July 14, 2014, will be addressed.

Background

Okanogan Conservation District invites proposals for a comprehensive assessment of the current level of aquatic and riparian weed infestation on three rivers and thirteen or more lakes within Okanogan County.

In recent years, several water bodies in Okanogan County have experienced large increases in the amount of Eurasian water milfoil (*Myriophyllum spicatum*), a non-native aquatic weed. Eurasian water milfoil reproduces quickly, forming large mats of vegetation and choking out native aquatic plants, and posing risks to wildlife, fish, irrigation systems, recreation and swimming, etc. Mechanical treatments of milfoil, including raking, mowing and hand pulling are generally ineffective due to milfoil's ability to regrow from any fragments left in the water. This ability to regenerate also contributes to the spread of

milfoil to other water bodies, through downstream water movement and human distribution by fragments clinging to boats and other equipment.

The invasive nature of Eurasian water milfoil has demonstrated the need for local coordinated action to address Eurasian water milfoil and other non-native invasive aquatic and riparian weeds. The Okanogan County Noxious Weed Control Board (OCNWCB) and OCD are working together to lay the groundwork for more organized approaches across the County, including the present survey for baseline data and the subsequent development of a County-wide Integrated Aquatic Vegetation Management Plan. The Management Plan is to be written by the OCNWCB and submitted to the Washington Department of Ecology for approval, in preparation for future treatment funding requests.

To assess the current level and locations of infestation of Eurasian water milfoil and other aquatic weeds, OCD and OCNWCB are working together to survey the following at-risk waterbodies:

- The Methow River, in its entirety;
- The Similkameen River, downstream of the Canadian border;
- The Okanogan River, upstream of McLaughlin (Buttercup) Falls and downstream of the Canadian border (note: the reaches of the river downstream of McLaughlin Falls will be surveyed under the auspices of a separate Washington DNR-funded project);
- The following lakes:
 - Sidley Lake
 - Chopaka Lake
 - Palmer Lake
 - Whitestone Lake
 - Conconully Lake
 - Conconully Reservoir (aka Salmon Lake)
 - Omak Lake
 - Leader Lake
 - Pearrygin Lake
 - Patterson Lake
 - Buffalo Lake
 - Alta Lake
 - Blue Lake (Sinlahekin)
 - Fish Lake
 - Connors Lake
 - Forde Lake
 - As available grant funds and time permit, the following lakes may be added to the list:
 - Molson Lake
 - Starsman Lake

- Smith Lake
- Bonaparte Lake
- Crawfish Lake

(Note: Spectacle and Osoyoos Lakes have already been surveyed.)

See “Attachment A – Scope of Work” for further details.

This project will be funded by the Washington Department of Ecology’s Aquatic Weeds grant. The agreement will be on a cost reimbursement “not to exceed” basis, with payment terms to be negotiated with the selected offeror. **Total project budget shall not exceed \$23,000.00.** Project management will be conducted by Terri Williams, Conservation Planner, OCD, financial management by Kim Simpson, OCD, Treasurer, and the survey will be supervised by Anna Lyon, OCNWCB.

Scope of Work

See “Attachment A – Scope of Work”, for complete details.

Submission Procedure

Proposals conforming to the requirements set forth below must be received by 12:00 pm, Wednesday, July 16, 2014, by US Mail, courier or email. Proposals must state that they are valid for a period of 90 days from the closing deadline. All submissions should be titled “Okanogan Aquatic Weed Survey”.

OCD reserves the right to waive irregularities and to reject any or all bids. Any bid received after the time and date of bid closing shall not be considered. Modifications to bids already submitted will be allowed if submitted in writing prior to the time of bid closing.

Proposal Contents

- 1) Contact information for the firm and the firm’s representative and/or signature authority.
- 2) Descriptions of each project team member’s experience, skills, and proposed role in the project.
- 3) Names, addresses, and descriptions as above for any planned subcontractors. Proposed subcontractors must be clearly identified in the bid. After contract signing, OCD reserves the right to approve any subcontractors not approved in the RFP process. Denial of a subcontractor will not absolve the bidder from completing the work on time and for the contracted price.
- 4) Description of two comparable projects in which the bidder has engaged, with names and contact information for references.
- 5) Examples from past projects that reflect comparable deliverables and scope to this project’s.
- 6) A management plan and proposed schedule (and possible alternates) to which your firm is prepared to commit. The schedule should correspond to the timeframe given in the “Project Timeline” section of this RFP.
- 7) Proof of insurance and bonding.
- 8) Completed bid sheet, a written explanation of the bid sheet, and an estimated detailed budget.

All proposals must align with the work outlined in “Attachment A - Scope of Work”. If the bidder recommends alternative scope or substitutions it should be clearly described with justifications and a separate alternate budget.

Selection Criteria

Okanogan Conservation District shall evaluate each potential contractor in terms of:

- 1) Total cost of services (30%)
- 2) Firm history – experience and reputation, references, quality of previous performance, responsiveness to solicitation requirements, compliance with statutes and rules relating to contracts or services, history of errors and omissions (35%)
- 3) Firm capacity - ability to meet deadlines for contract performance, staff readily available for project, financial capacity, safety record, ability to meet necessary response times for unscheduled work or emergencies (35%)

The Okanogan Conservation District will assign a minimum of three people to individually evaluate each bid and score them according to the aforementioned selection criteria. The average of the three individual scores will become the final score for each respective bid.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, OCD will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Project Contact:

Terri Williams, Project Manager
Okanogan Conservation District
1251 S. 2nd Ave., Room 102
Okanogan, WA 98840
(509) 422-0855 x. 105
terriw@okanogancd.org

Attachment A – Scope of Work

Okanogan Aquatic Weeds Survey Project

June 25, 2014

Background

The Okanogan Conservation District (OCD) recently obtained funding to conduct a survey of existing aquatic and riparian weeds in three major rivers and fifteen or more at-risk lakes in Okanogan County, to be used in the development of a County-wide Integrated Aquatic Vegetation Management Plan.

In the last several years, invasive aquatic weed species such as Eurasian water milfoil (*Myriophyllum spicatum*) and curly-leaf pondweed (*Potamogeton crispus*) have been heavily impacting rivers and lakes throughout Okanogan County. These plant species affect recreation, irrigation equipment and wildlife by growing in dense mats that entangle equipment and prevent light from reaching more deeply into the water. These species are very likely to be spread by movement of boating and other equipment from one water body to another. Local residents and agencies have come together to plan coordinated actions to address this concern. Part of the plan includes collecting baseline data on where the aquatic weed infestations occur at this point in time, what species are present and the extent of the infestations. This survey is intended to provide that data.

The water bodies to be surveyed under the auspices of this project are:

- The Methow River, in its entirety;
- The Similkameen River, downstream of the Canadian border;
- The Okanogan River, upstream of McLaughlin (aka Buttercup) Falls and downstream of the Canadian border (note: the reaches of the river downstream of McLaughlin Falls will be surveyed under the auspices of a separate Washington DNR-funded project);
- The following high-priority lakes:
 - Sidley Lake
 - Chopaka Lake
 - Palmer Lake
 - Whitestone Lake
 - Conconully Lake
 - Conconully Reservoir (aka Salmon Lake)
 - Omak Lake
 - Leader Lake
 - Pearrygin Lake
 - Patterson Lake
 - Buffalo Lake
 - Alta Lake
 - Blue Lake (Sinlahekin)

- Fish Lake
- Connors Lake
- Forde Lake
- As funds and time permit, the following lakes may be added to the list:
 - Molson Lake
 - Starsman Lake
 - Smith Lake
 - Bonaparte Lake
 - Crawfish Lake

(Note: Spectacle Lake and Osoyoos Lake have already been surveyed.)

Standard Survey Protocol

1. This project will require a visual survey of littoral and riparian zones of specified waters with identification of noxious weed species present and notation of any known threatened or endangered species. Noxious weed species will include:

Flowering rush – *Butomus umbellatus*

Hydrilla – *Hydrilla verticillata*

Brazilian elodea – *Egeria densa*

Butterfly bush – *Buddleia davidii*

Eurasian watermilfoil – *Myriophyllum spicatum*

Knotweed species – *Polygonum x bohemicum, schalinense, polystachum, cuspidatum*

Loosestrife species – *Lysimachia vulgaris, Lythrum virgatum*

Parrotfeather – *Myriophyllum aquaticum*

Saltcedar – *Tamarisk ramosissima*

Water primrose – *Ludwigia hexapetala*

Floating yellow primrose-willow – *Ludwigia peploides*

Yellow archangel – *Lamiastrum galeobdolon*

Yellow floating heart – *Nymphoides peltata*

Curly-leaf pondweed – *Potamogeton crispus*

Fragrant water lily – *Nymphaea odorata*

Russian olive – *Elaeagnus angustifolia*

Common cordgrass – *Spartina anglica*

Dense-flowered cordgrass – *Spartina densiflora*

Saltmeadow cordgrass – *Spartina patens*

Smooth cordgrass – *Spartina alterniflora*

Ricefield (or bog) bulrush – *Schoenoplectus mucronatus*

Yellow flag iris – *Iris pseudacorus*

Common reed – *Phragmites australis* (non-native varieties)

Fanwort – *Cabomba caroliniana*

Poison hemlock – *Conium maculatum*

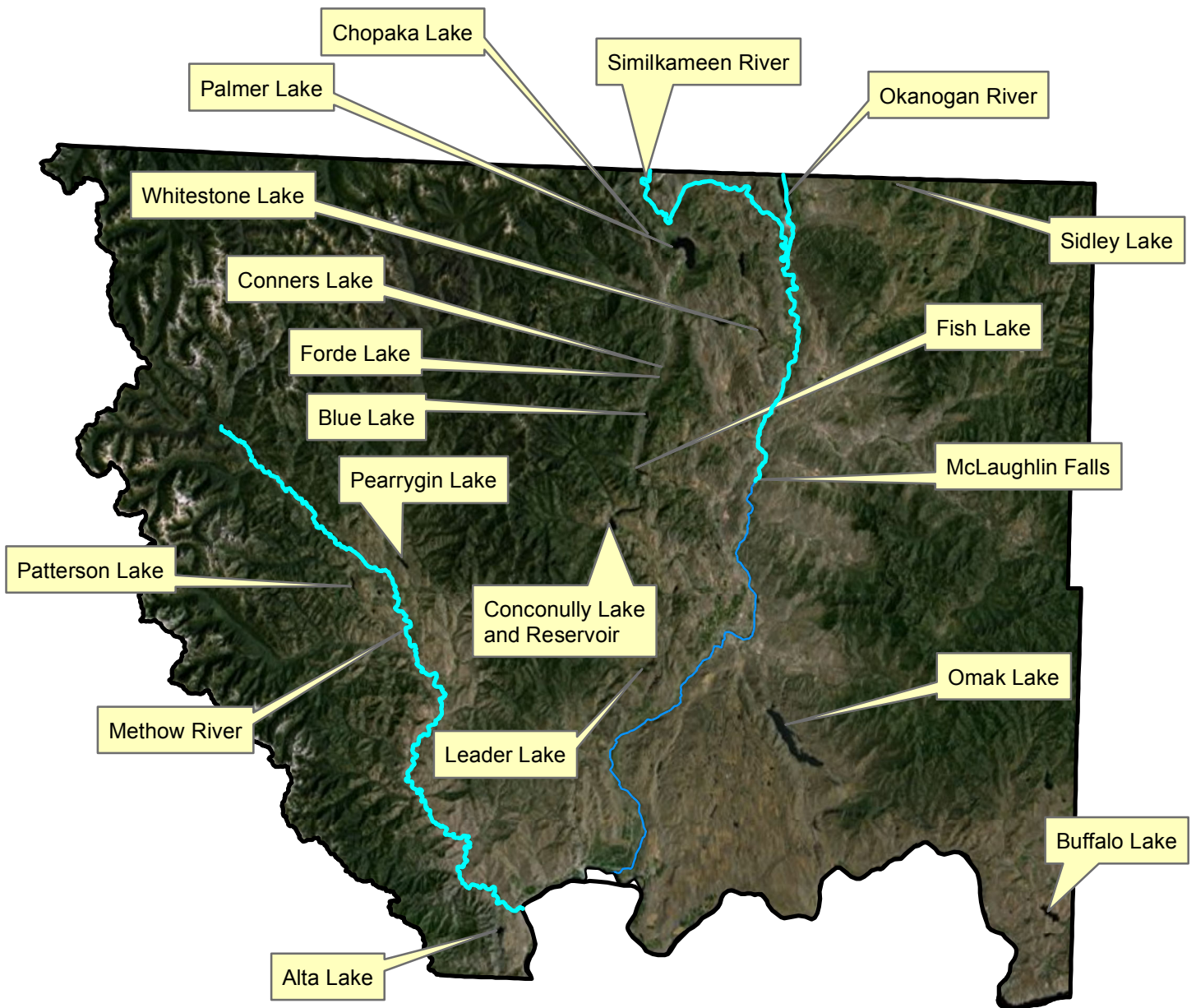
Japanese eelgrass – *Zostera japonica*

Non-native cattail species and hybrids
 Reed canarygrass – *Phalaris arundinacea*
 Tree of Heaven – *Ailanthus altissima*

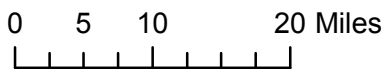
2. Obtaining any necessary landowner permissions, fees or permits for access to the listed water bodies will be the responsibility of the selected respondent.
3. GPS data will be collected at all aquatic and riparian noxious weed sites in the required format using OCNWCB guidelines for density mapping. Collected data will be provided to OCD and OCNWCB as a usable ArcGIS shapefile, including all associated metadata.
4. Washington State Department of Ecology decontamination procedures must be implemented prior to entering waters at onset of project. This document can be found at:
http://www.ecy.wa.gov/programs/eap/InvasiveSpecies/Documents/Two_pageSummary.pdf
5. High risk areas such as public access sites, launches, coves and areas of slow moving waters will be given priority. This survey may be conducted from a boat using rake throws and/or underwater viewers. The entire littoral zone will be surveyed by navigating in a regular pattern so that the entire bottom is observed. If surveying from a boat, use regular rake throws to check for aquatic noxious weeds in areas with limited visibility. As water clarity decreases, increase the frequency of rake sampling. Pay special attention to boat ramps and other public access areas. When noxious aquatic species are found, record the GPS location, outline the area of growth with the GPS, and estimate the percent of cover.
6. Required deliverables:
 1. Useable ArcGIS shapefile with associated metadata
 2. Summary maps
 3. Written report summarizing findings

Schedule of work

Event	Time	Date
Release of Request for Proposals (RFP)	5:00 PM	Wednesday, June 25, 2014
Completed Proposals due	12:00 PM	Wednesday, July 16, 2014
Notification of award of contract	5:00 PM	Monday, July 21, 2014
Work to begin	12:00 PM	Monday, August 4, 2014
Survey complete	12:00 PM	Monday, September 15, 2014
Reports complete and submitted	12:00 PM	Wednesday, October 1, 2014



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Okanogan IAVMP Project Aquatic Weeds Survey Locations



NAD 1983 UTM Zone 11N

Data are representational only.

SOURCES: Okanogan County GIS, Okanogan Conservation District

Date: 6/25/2014

Cartographer: Terri Williams

Summary of Field Gear Cleaning and Decontamination Procedure

Prior to field work:

- Check if the sampling will take place in an area of extreme concern – map on following page
- Plan field activities to minimize contact between equipment and potential sources of invasive species, particularly aquatic plants and sediment.

After conducting field work:

- **Inspect and clean** all equipment. Remove any visible soil, vegetation, vertebrates, invertebrates, aquatic plants, algae or sediment. If necessary, use a scrub brush and rinse with clean water either from the site or brought for that purpose. Continue this process until the equipment is clean. **Drain** all water in bilges, samplers or other equipment that could harbor water from the site. This step should take place before leaving the sampling site or at an interim site. If cleaning after leaving the sampling site, ensure that no debris will leave the equipment and potentially spread invasive species during transit or cleaning.
- **Additional Requirements for felt sole waders used anywhere in the state and equipment that contacted sediment, aquatic vegetation or fish in areas of extreme concern:**
 - **Smooth surfaced sampling equipment that can be easily and fully wiped down – wipe until dry.** The equipment must be smooth enough so there are no cracks or crevices that could harbor a sand-grain-sized juvenile New Zealand mudsnail while being wiped dry.
 - **For all other equipment, use one of the decontamination treatments found in the table below.** Conduct decontamination where the procedure can be carried out effectively and safely. Wash and rinse water must not drain to surface water, and all chemicals must be disposed of to a sanitary sewer.

Equipment Storage:

- **Dry** – Between field sites and upon returning from the field, when cleaning and decontamination requirements are complete store gear to facilitate drying.

Table. Decontamination Options

Treatment	Concentration or temperature	Exposure Time	Comments
hot water wash or soak	60° C (140° F)	5 min for felt-soled boots and nets; 10 sec for other equipment	Ensure all parts of the equipment reach temperature for the full exposure time
	49° C (120° F)	10 min for felt-sole boots and nets; 5 min for other equipment	Ensure all parts of the equipment reach temperature for the full exposure time
cold	-4° C	4 hours minimum	Time starts after the equipment reaches -4 °C
drying	low humidity, in sunlight is best	48 hours	Time starts after the equipment is thoroughly dry
Formula 409 All-Purpose Cleaner ¹	100% (full strength)	10 min	Follow proper procedures for storage and handling.
sparquat 256 ²	3.1% or higher	10 min	Follow proper procedures for storage and handling.
Quat 128	4.60%	10 min	Follow proper procedures for storage and handling.
Hydrogen peroxide ³	30,000 ppm (3%)	15 min	Spray on until soaked, then keep damp for contact time (cover or place gear in a dry bag)
Virkon Aquatic®	2%	20 min	Must soak (not spray on) Follow proper procedures for storage and handling ⁴

¹ Must be antibacterial (make sure it has quaternary ammonia, otherwise it is ineffective)

² Sparquat is corrosive; read the MSDS and use with caution.

³ May be corrosive; read the MSDS and follow safety precautions

⁴ Rinse gear after soak to prolong life. Solution degrades, lasts up to 7 days, best if mixed fresh

Map: Extreme concern areas where all equipment contacting sediment, fish, and aquatic vegetation needs to be decontaminated (Note: felt sole boots must be decontaminated where ever they are used).

