



CLACKAMAS SOIL AND WATER  
CONSERVATION DISTRICT  
[www.conservationdistrict.org](http://www.conservationdistrict.org)

Good dirt. Clean water.

## *Request for Proposals:*

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*#2024-WW-01*

# PRIORITY INVASIVE WEED AND VEGETATION MANAGEMENT

## Clackamas Soil and Water Conservation District

*22055 S. Beaver Creek Rd, Suite 1, Beaver Creek, OR 97004*

[www.conservationdistrict.org](http://www.conservationdistrict.org)

503-210-6000

District Management:

*Chris Lapp, District Manager*

[clapp@conservationdistrict.org](mailto:clapp@conservationdistrict.org)

503-210-6001

Project Management:

*Samuel Leininger, WeedWise Program Manager*

[sleininger@conservationdistrict.org](mailto:sleininger@conservationdistrict.org)

503-210-6006

*Notice is hereby given that the Clackamas Soil and Water Conservation District is seeking proposals for RFP #2024-WW-01: Priority Invasive Weed and Vegetation Management. Proposals must be received by 12:00 p.m., noon, on Monday, December 2, 2024, to the Clackamas Soil and Water Conservation District located at 22055 S. Beaver Creek Rd., Suite 1, Beaver Creek, OR 97004. It is the sole responsibility of the proposer to ensure that the proposal is received by the specified date and time. All late proposals will be rejected.*

***PROPOSERS SHALL REVIEW ALL INSTRUCTIONS AND CONTRACT TERMS AND CONDITIONS.***

## I. INTRODUCTION

The Clackamas Soil and Water Conservation District (“District”), an Oregon special district organized under the laws of the State of Oregon, is requesting proposals for Priority Invasive Weed and Vegetation Management Services. District wishes to hire one or more contractors for each category of work for three (3) treatment years, to work on multiple weed control projects. The size of each project may vary. The contracts awarded will be for on-call work *not-to-exceed* **\$250,000**, and no amount of work is guaranteed to a contractor.

Details concerning the project and proposal are provided in this document. The maintenance contracts awarded as a result of this announcement are *not* subject to prevailing wage requirements under Oregon law.

## II. BACKGROUND

District is a non-regulatory service district that serves more than 420,000 residents in Clackamas County. District is governed by a seven-member, elected board of directors. District works to enhance the livability of our communities by protecting water quality, fish and wildlife habitat, and working lands. District’s WeedWise and Conservation Planning programs promote these goals by managing priority invasive weeds and vegetation across Clackamas County. District seeks qualified contractors for Priority Invasive Weed and Vegetation Management Services.

Weed control efforts under this contract will occur across a variety of sites, ranging in size and complexity. The majority of sites are terrestrial, but some infested sites may necessitate access by boat, raft, kayak, or other suitable watercraft.

District is an active partner in the 4-County Cooperative Weed Management Area (4CCWMA), the Columbia Gorge Cooperative Weed Management Areas (CGCWMA), the Clackamas River Invasive Species Partnership (CRISP), the Sandy River Vegetation Restoration Coalition (SBVRC), and the Mt. Hood National Forest Weed Partners Working Group. Many weed control activities carried out by District and its contractors may be undertaken in cooperation with public and private partners.

The contractor must be able to work independently and with minimal oversight. The contractor will document weed locations and treatment efforts, and keep the records required to ensure regulatory compliance and reporting requirements by the District.

## III. PROPOSED SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS

District is requesting proposals from weed control and restoration contractors who provide priority invasive weed and vegetation management services for the following categories of work:

1. Manual Site Preparation and Maintenance
2. Mechanical Site Preparation, Seeding, and Maintenance
3. Planting and Seeding
4. Survey and Monitoring
5. Aquatic Site Preparation, Maintenance, Survey and Monitoring
6. Project Management

Detailed work task descriptions are included with this RFP in *Addendum I: Sample Contract, Attachment C: Work Tasks Descriptions*.

Contractors who have a record of providing successful vegetation management and habitat restoration services on public and private lands and who also have experience working with government agencies are encouraged to apply. A single contractor may propose on one or more of the six categories of work. District reserves the right to award based on categories of work, individual tasks, or combinations of tasks that best serve District's needs.

#### IV. QUALIFICATIONS/EXPERIENCE

Proposers must have a minimum of two (2) years of experience in implementing the work tasks in the service categories being proposed under this solicitation.

All contractors providing manual labor (any on-the-ground work not implemented with a machine) must maintain a valid *Farm and Forest Labor Contractor License* (F/FLC License) from the State of Oregon for the duration of the contract.

Contractors proposing on herbicide application must maintain an Oregon Department of Agriculture *Commercial Pesticide Operator License* and must employ licensed *Commercial Pesticide Applicators* with the appropriate endorsements for the duration of the contract.

Contractors providing aquatic services that require watercraft must hold an *Oregon State Marine Board Boater Education Card*.

#### V. PROJECT ADMINISTRATION

District's WeedWise Program Manager will be the lead contact for this RFP.

Contact information:

*Samuel Leininger, WeedWise Manager*  
*Clackamas Soil and Water Conservation District*  
*22055 S. Beaver Creek Rd, Suite 1*  
*Beaver Creek, OR 97004*  
[sleininger@conservationdistrict.org](mailto:sleininger@conservationdistrict.org)  
*503-210-6006*

Contractors shall designate one point of contact for the resulting contract.

#### VI. PROPOSAL INSTRUCTIONS

##### A. Submission of Sealed Proposals:

Proposals must be submitted to District by email at the following address and with the designated subject line.

To: [procurement@conservationdistrict.org](mailto:procurement@conservationdistrict.org)  
Subject: RFP 2024-WW-01

##### B. Deadline:

Proposals are due no later than 12:00 PM (noon), on Monday, December 2, 2024. Proposals and questions related to this RFP that are submitted after this deadline will not be reviewed or considered.

C. RFP as Basis for Proposals:

This Request for Proposals represents the most definitive statement District will make concerning the information upon which proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by District in evaluating the Proposal. All questions relating to this RFP should be directed to the Project Administrator. Any questions which, in the opinion of District warrant a written reply will result in an RFP amendment that will be made available to all interested parties.

D. Information Release:

All proposers are hereby advised that District may solicit, and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal, the proposer agrees to such inquiries and releases District from all claims arising from such inquiries. In accordance with Oregon Public Records Law (ORS Chapter 192), submitted proposals are public records subject to disclosure, except to the extent an exemption applies.

VII. PROPOSAL CONTENTS

The proposal may contain no more than thirty (30) pages of written material describing the ability of the proposer to perform the work requested, as outlined below.

A. Company Information:

Complete and sign *Proposal Form #1*.

*--Not to exceed one (1) page.*

B. Company References, Capacity, and Experience:

Complete *Proposal Form #2*, including experience working on weed and vegetation management projects as it applies to each of the proposed work categories. If additional space is needed, attach additional pages to *Proposal Form #2*.

*--Not to exceed twelve (12) pages.*

C. Sustainable Business Practices:

Complete the portion of *Proposal Form #2* that identifies sustainable business practices that your company or business uses on a regular basis. Examples include use of recycled paper, use of biodiesel, recycling of materials, etc.

*--Not to exceed two (2) pages.*

D. Diversity in Employment and Contracting:

Complete the portion of *Proposal Form #2* that describes efforts your company has made on past or current projects to ensure a diverse workforce, including policies and practices to promote the hiring of Disadvantaged, Minority-Owned, Women-Owned, Emerging Small Businesses, Service-Disabled Veterans Business Enterprises (DBE/MBE/WBE/ESB/SDVBE). Indicate whether your business, a business that you intend to sub-contract with, or a business that you purchase materials from, has DBE/MBE/WBE/ESB/SDVBE status with the State of Oregon.

*--Not to exceed two (2) pages.*

E. Unit Rate Prices:

Fill out unit rate prices in *Proposal Form #3* **only** for those work categories you propose to perform for District. **Note:** *If your company is awarded a contract, the contract will include only the work categories on which you have proposed and that District has approved your company to perform.*

*--Not to exceed ten (10) pages.*

F. Exceptions and Comments:

To facilitate evaluation of proposals, all responding firms will adhere to the format outlined in this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP or attached contract are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough, and organized.

*--Not to exceed two (2) pages.*

### VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

A. Limitation and Award: This RFP does not commit District to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. District reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.

B. Billing Procedures: The billing procedures of the selected firm are subject to the review and prior approval of District before payment for services will be made. Contractor's invoices shall be detailed and complete as defined in the Contract. Invoices shall include the contract number, an itemized statement of the work completed during the billing period, date of implementation, and all required pesticide application records pertaining to work being invoiced. Invoices may not be submitted more frequently than every two weeks. District will process Contractor invoices on a monthly basis for approval by our Board of Directors at the District's monthly board meetings. Approved invoices will be paid within 45 days of receipt.

C. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, telephone number, and email address of an individual or individuals with authority to bind the proposer during the period in which District is evaluating the proposal.

D. Conflict of Interest: A proposer filing a proposal thereby certifies that no officer, agent, or employee of District or District itself has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of District; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same call for proposals; that the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

E. Equal Employment and Nondiscrimination Clause: The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

IX. EVALUATION OF PROPOSALS

A. Evaluation Procedure: Proposals that conform to the proposal instructions will be evaluated by a selection committee, using the evaluation criteria identified below. The committee may request interviews of the company representative prior to final selection. District may contact references listed in the submitted References section of *Proposal Form #2*.

Contractors who are deemed by the selection committee to be qualified in any given category will be ranked based on their evaluation score. High-ranking contractors will be placed on the contractor list. The number and composition of contractors on the list will be determined based on the evaluation score and their suitability for District’s anticipated project needs during the contract period. Contractor selection shall be at the sole discretion of the selection committee.

B. Evaluation Criteria: The following criteria will be used in the evaluation of the proposals:

<i>Selection Criteria</i>	<i>Percentage of Score</i>
Company References	10%
Company Capacity	15%
Experience	40%
Pricing	25%
Sustainable Business Practices	5%
Diversity in Employment and Contracting	5%
<b>TOTAL</b>	<b>100%</b>

X. APPEAL OF CONTRACT AWARD

Aggrieved proposers who wish to appeal the award of this contract must do so in writing within seven (7) days of issuance of the Notice of Intent to Award by the District. Appeals must be submitted to the email address below and must state the specific violation forming the basis for the appeal:

To: [procurement@conservationdistrict.org](mailto:procurement@conservationdistrict.org)  
Subject: Appeal RFP #2024-WW-01

District will issue a written response to the appeal in a timely manner.

XI. NOTICE TO ALL PROPOSERS -- STANDARD AGREEMENT

The sample contract provided in *Addendum 1* is a standard agreement approved for use by District. By submitting a proposal, the proposer agrees to be bound by the contract terms as they are written.

District reserves the right, following the submission and ranking of all proposals to amend, modify or negotiate the contract language, terms, and provisions before issuing a final contract agreement.