RE: REQUEST FOR PROPOSALS: PRIORITY INVASIVE WEED AND VEGETATION MANAGEMENT

# Question and Answer

Last updated 2/25/2016

**Q1: Can we bid on the entire contract and sub out part of it? We’re most interested in weed control and tree planting. Not sure what you mean by “survey and monitoring.”**

A1: You could subcontract some of the tasks to a subcontractor. You may also choose to bid on only those tasks that you are well suited to perform. You *don’t* have to bid on all sections of the proposal forms; you can bid on one or more categories, and you can bid on particular activities within a given category.

***Q2: Is it a pretty big job? How extensive?***

A2: The Clackamas SWCD works with a large number of landowners, both public and private in a given calendar year. Projects range in size and complexity. Sizes may vary from less than 1 acre to more than 100 acres in size. Projects may include activities from one or multiple categories depending on project needs. This RFP provides no guarantee of work. Successful bidders ensure eligibility for District-led activities.

**Q3: Aquatic: Do you mean weeds that live in water?**

A3: We mean weeds that are only accessible by boat or other watercraft. For example, there may be a cliff along a river or an island that limits access. In these situations, the site may only be accessible by a raft, kayak, or suitable watercraft. In addition, the Clackamas SWCD may request treatment of submerged or emergent aquatic weeds (in the water) to be treated.

**Q4: Is this a BOLI job? Prevailing wage rate?**

A4: We don’t expect the jobs in these contracts to require prevailing wages because the work is considered maintenance. We don’t expect to have construction jobs that these contracts would be involved with and that would therefore require prevailing wage rates.

**Q5: Are you looking for landscape contractors or reforestation contractors? The licenses are different. Are you planting bareroot or container plants? A reforestation contractor can’t plant container plants.**

A5: We’re looking for a variety of contractors. Plantings may be bareroot, plugs, or container plants. We encourage interested contractors to bid on each of the work tasks within the Scope of Work that they are well suited to complete.

**Q6: We have two companies. Can we have each company bid on different elements?**

A5: You can have one or multiple companies bid on some or all of the work tasks described in the Scope of Work. The bidding process is competitive, so if there are overlapping activities, their proposals will compete with each other. Contractor capacity is a one of our selection criteria, so proposals offering a wide variety of services will receive additional consideration.

**Q7: I’m looking at your website. Where do I find the RFP and the bid documents?**

A7: A link to the request for proposals can be found on the Conservation District home page. It can also be accessed directly through the following link (<https://conservationdistrict.org/2016/request-for-proposals-priority-invasive-weed-and-vegetation-management.html>). The RFP and all supporting documents are downloadable from links at the bottom of the webpage under the heading “Supporting Documents”.

***Q8: Will you be holding a pre-bid meeting?***

A8: No. The work would potentially be performed on a wide variety of sites. You’re not bidding on a particular job or a particular site or set of sites. You’re bidding on tasks listed in the Scope of Work.

***Q9: The RFP mentions requiring farming and forest contractor license. Is this forestry work?***

A9: The Scope of Work in this RFP includes activities that may be in a conservation and reforestation context. As such, the Conservation District is requiring contractors to maintain a valid farm and forest license to ensure compliance with all applicable regulations.

***Q10: Are there any sites we could come look at?***

A10: We have a wide variety of site types, sizes, and land uses within Clackamas County. Activities will vary in complexity from small privately owned backyards, small and large farms lands, right of ways, riparian restoration projects, public parks, and federal, state, and county forest land.

***Q11: Does the contractor have to be a minority-owned, woman-owned, or emerging small business?***

A11: No, but we are requesting this information to ensure a diverse and representative workforce in this bidding process.

***Q12: The sample contract in RFP says this is a 3 year contract that can be renewed twice, so it could possibly be a 6 year contract?***

A12: Proposals are requested for a contract period ending on December 312018. The Conservation District has included a provision to allow for contract renewals to ensure project consistency for activities initiated during the contract period that may extend beyond the period of this contract. Under this provision, at the end of the 3 years, the Conservation District at its discretion would have the option to renew a contract without requiring a contractor to rebid on services provided.

***Q13: Can the contractor terminate the contract?***

A13: The Request for Proposals includes a provision allowing the Conservation District to terminate the contract. Failure to comply with contract provisions or the repeated refusal of work by a contractor will result in contract termination or suspension of all work activities. No provision is given for a contractor to terminate the contract. A Contractor may request that the Conservation District terminate their contract or suspend all work activities.

***Q14: Does the Indemnity Agreement have to accompany the proposal by the deadline, or is that form completed only after a contract is awarded?***

A14: It would be completed, if needed, after a contract is awarded. The Indemnity Agreement for Third Party Contractors is only used if the Contractor sub-contracts work to another contractor.

***Q15: I was planning on submitting my proposal via email, although a hard copy is requested as well. Do they both have to arrive by deadline or as long as it’s submitted via email and arrives by snail mail within the following days?***

A15: The RFP requests that proposal be made ***either*** by email or by mail. You do ***not*** have to submit it both ways. We encourage proposals to be submitted by email, but will gladly accept proposals sent by mail in a sealed envelope.

***Q16: On the Planting category, can I just choose "Planting-Hourly Planting" as the only selection?***

A16: That would be fine. Bid on the category or categories you feel confident that you can perform.

***Q17: In prior work with the Conservation District, we were not required to have a Farm /Forest Labor Contractor license to perform similar work. Will we be required to secure a F/FLC license to be eligible for a contract?***

A 17: Yes. The Conservation District is requiring all contractors to acquire and maintain a valid F/FLC license to be eligible for activities under this RFP. Contracts will not be finalized without providing a valid F/FLC license number to the Conservation District. Since reforestation activities are included within this RFP and for the subsequent contracts, bidders are required to have a valid F/FLC license to bid on these contracts. We encourage bidders to review the Bureau of Labor and Industry webpage (<http://www.oregon.gov/boli/WHD/FFL/pages/index.aspx>) for additional information.

***Q18: What are the common chemicals that will be used on projects related to this RFP (for insurance purposes)?***

A18: The Conservation District has a general interest in using low toxicity, non-restricted use herbicides.  Some projects don’t require chemicals at all.  For the projects where prescribed Best Management Practices require chemical treatment, there are a variety of herbicides that could be used.  The herbicides we use depend on the species to be treated, and the site (such as pasture, roadside, streamside, backyard, or forest) makes a difference in choosing the best treatment.

Some chemicals we commonly use are: glyphosate, triclopyr, and imazapyr, but other products may be prescribed as needed.  If during this contract period, new products become available that are more effective or safer than products currents being used, they would be considered for use.

In regards to insurance, we do not anticipate that the variation in prescribed chemicals will have a substantive effect on insurance coverages or costs. We encourage bidders to review Article VI of the sample contact, and contact your insurance agents for specific questions.

**Q19: *We have several different types of watercraft available for use in the Aquatic category of the contract. Where should we list this information?***

A19: We encourage bidders to please use the *Company Capacity* and *Experience* sections in the proposal forms to describe equipment and approaches that make you ideally suited for specific work. This would include providing a description of equipment and watercraft intended for use.

**Q20: *The scope of work describes both “Push mow” and “Hand mow/cut”. Can you please explain the difference between these two categories.***

A20: The difference in site prep mowing descriptions refers to the type of equipment used. Specifically, *Push mow* refers to work involving the use of walk behind equipment such as a DR, Billy Goat, or other walk behind or push mower. *Hand Mow/Cut* refers to the use of saws, shears, trimmers, etc. and their use on herbaceous and small diameter woody vegetation.

**General Clarification Points to Potential Bidders:**

* Contractors should bid on the tasks they are capable and suited to perform. Contractors are not required to bid on all areas of the Scope of Work.
* This RFP process is intended to streamline procurement and will be used to cover weed control and vegetation management activities undertaken by the Conservation District for the contract period. This RFP for weed and vegetation management activities is carried out in lieu of project- based procurement.
* Work activities outlined in the Scope of Work will be consistent over the course of the contract period, but specific projects may vary dramatically. Successful bidders will be issued work orders for specific tasks based on contractor capacity, availability, costs, and exhibited work performance. Execution of a contract is no guarantee of work, but the Conservation District has an interest in ensuring the viability of our contractors, and will avoid issuing contracts if there is no anticipated need for services.