



**Thurston County, Washington**  
Public Health and Social Services Department  
Environmental Health Program  
3000 Pacific Avenue SE  
Suite 225  
Olympia, Washington 98501

## **REQUEST FOR PROPOSAL (RFP) NO. LAKE LAWR P PLAN 3824**

### **LAKE LAWRENCE LAKE MANAGEMENT DISTRICT**

### **Integrated Phosphorus Management Plan (IPMP) Development**

#### **Solicitation Documents**

**RFP Issuance Date: March 8<sup>th</sup>, 2024**

All solicitation documents, including any addenda, are published on the Thurston County website at <https://www.thurstoncountywa.gov/tchome/Pages/rfprfq.aspx>.

#### **Proposal Due Date**

**Proposals are due: 4:00p.m. PST on April 8<sup>th</sup>, 2024**  
**The complete procurement schedule is provided in Section 3, Table 1.**

#### **Proposal Acceptance Location**

**Proposals will be received by:**

Public Health and Social Services Department  
Environmental Health Division  
3000 Pacific Avenue SE Suite 225  
Olympia, Washington 98501  
Office Hours: 8am-4pm Monday through Friday

Stuart Whitford, email: [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us)

Thurston County reserves the right to reject any and all Proposals, cancel this solicitation, and to waive any informalities or irregularities in procedure.

# Lake Lawrence Integrated Phosphorus Management Plan Development

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## SECTION 1 INTRODUCTION AND PURPOSE

### 1.0 INTRODUCTION

Thurston County's Environmental Health Division, is seeking a qualified aquatic specialist to create a complete Integrated Phosphorus Management Plan (IPMP) of Lake Lawrence. The IPMP will be developed using the results of a thorough study of the lake.

To complete the IPMP, the contractor is expected to:

- Review all available Washington State Department of Ecology and Thurston County Environmental Health data on water quality for the lake.
- Nutrient source identification
  - Perform a lake and area survey with the LMD Survey Committee Chair to identify all possible nutrient sources entering the lake that could impact lake eutrophication.
  - Identify and address Phosphorus and Nitrogen nutrient sources throughout the lake ecosystem to mitigate eutrophication.
  - Identify impact of aquatic plant vegetation on increasing nutrient sources.
  - Sample water and sediment from all sources entering the lake ecosystem and already in the lake ecosystem to determine extent of nutrient load to the lake ecosystem from each source. This will require core sampling in the deepest parts of both lake basins and analysis of both suspended and total phosphorus at various depths.
  - Identify impact of non-migratory waterfowl on lake ecosystem to determine extent of nutrient load to the lake ecosystem.
  - Identify impact of public access points (e.g., WDFW boat launch and Thurston County undeveloped (15 acre) park) to the lake ecosystem.
  - Identify impacts of septic systems, fertilizer and other chemicals used by residents throughout the watershed to determine extent of nutrient load to the lake ecosystem.
- Plan development will include attending at least two meetings with LMD Steering committee members, one of which will be designed to facilitate a public meeting for input on plan development and problem solving as issues arise, and consulting with staff from Environmental Health LMD Management Program. When the study is complete, the contractor will provide their draft findings and recommendations to the LMD Steering Committee at a public meeting and subsequently provide a final written report to the LMD Steering Committee leaders in a pdf format. It will include reports and findings, plus detailed recommended mitigation, and treatment options for each type of nutrient source (e.g., overland water flow in lake nutrient sources, private parcels throughout the watershed, etc.) so that subsequent efforts can be taken by the LMD to mitigate and hopefully reverse eutrophication.

### 1.1 PURPOSE

Excessive weed growth and algae blooms have become increasingly problematic over the past 30 years. The lake has transitioned from Mesotrophic to Eutrophic over that time period. Dissolved Oxygen levels have fallen resulting in increased incidents of toxic algae blooms and unsatisfactory levels for fish habitat. At many times during the year, lake residents and visitors are prevented from enjoying the beneficial uses of the lake. It is anticipated that the study will begin May 14<sup>th</sup>, 2024, and the plan will be completed by February 28, 2025. To capture all watershed and in lake nutrient sources, it is anticipated the study will require sampling at various times throughout the period.

### 1.2 MINIMUM QUALIFICATIONS

Contractor shall have the following minimum qualifications to be eligible for an award:

- A. Documented current licenses, endorsements, qualifications, insurance, and proven experience (minimum three years) in developing phosphorus management plans.
- B. Experience and expertise in aquatic surveying, mapping and sampling.
- C. Ability to meticulously collect data on types, extent, and distribution of weeds, collect and analyze water samples and core sampling of sediment.
- D. Knowledge of components of an IPMP that meets the requirements of Washington’s Department of Ecology. Additionally, this plan will encompass strategies to address management of all identified sources of nutrients and regulation of nutrient input, mitigate water quality concerns, and enhance the overall ecological health of the lake most effectively.
- E. Skills to lead and make professional presentations at public meetings to engage lake residents in development of the IPMP.

#### **1.4 PROCUREMENT NOTIFICATION**

This project is a formal competitive procurement and will be advertised in “The Olympian” and is open to all qualified Contractors. All solicitation documents, including any addenda, are published on the Thurston County website at <https://www.thurstoncountywa.gov/tchome/Pages/rfpfq.aspx>.

## **SECTION 2 OVERVIEW OF SERVICES REQUESTED**

### **2.1 PROJECT DESCRIPTION**

The Contractor will provide all management, materials, equipment, supplies, labor, and other items necessary for sampling and documentation. Sediment testing will be part of the lake study. Contractor is responsible for all permits and compliance with all rules and regulations. Contractor will work directly with the LMD Steering Committee and if needed the Environmental Health POC, Stuart Whitford, or his designee.

### **2.2 BACKGROUND INFORMATION.**

Lake Lawrence is a 330-acre lake in southeastern Thurston County. The lake is divided into two distinct basins. The larger East basin is 277 acres in size while the West basin is 53 acres. The mean and maximum depth of the larger East basin is 12.5 feet and 26 feet, respectively and 9.8 feet and 22.5 feet for the smaller West basin. The watershed area encompasses 1,340 acres with soils primarily Vashon-age recessional outwash, which are characterized by high (though variable) permeability and provide a direct hydraulic connection between surface water and the groundwater aquifer (KCM 1991).

Water enters Lake Lawrence via groundwater seeps, direct precipitation onto the lake, or stormwater runoff within the watershed. During a typical year, precipitation contributes 20 percent more total water to the lake than subsurface flow and nearly 47 percent more than overland flow. However, during the months of February through May, subsurface flow contributes 172 percent more water than rainfall (KCM 1991).

The lake has a very popular 15-acre County undeveloped park with 1500 feet of shoreline and a State Fish and Wildlife boat launch along the southwestern shore of the East Basin that was completely upgraded in 2020. There are three private community access locations at the lake that have boat launches, picnic facilities and designated swimming areas.

**Nutrient Loading:** The relative magnitude of phosphorus loading from various sources was quantified through a detailed nutrient budget. The phosphorus loading analysis indicated the following: (83%+) from in lake sediment, (7%) from overland flow, precipitation, and the remaining (10%) from lake groundwater (springs) inputs (KCM 1991).

Lake Lawrence has a prolonged history of human-induced influences within both the lake and its watershed. During the late 19th to early 20th century, sawmill operations and the redirection of the Deschutes River through Lake Lawrence resulted in the deposition of nutrient-rich organic waste and sediments. Consequently, over 127 acres of the lake's bottom accumulated more than 20 feet of organic sediments, leading to a significant expansion of the littoral zone (HAI 1995).

Concurrently, tree farming and extensive logging operations persist in the Deschutes drainage basin. In recent years, Lake Lawrence has experienced pronounced urbanization within its drainage basin. Between 2004 and 2023, there was a 20% reduction in undeveloped land. Notably, a substantial portion of the remaining undeveloped land is designated for agriculture, primarily supporting hay cultivation and horse and cattle grazing. These anthropogenic practices have and are having a significant impact on Lake Lawrence's water quality. In 1990, Lake Lawrence was deemed Eutrophic (Table 1). Continued water quality monitoring has been conducted by Thurston County Department of Health and Human Services, Environmental Health (Table 2) that shows the eutrophic state of the lake. In 2004, Lake Lawrence was designated as a 303(d) impaired water body due to elevated total phosphorus levels (WDOE 2004). Conditions in Lake Lawrence have been steadily declining despite best efforts from Thurston County and the Lake Lawrence Lake Management District community members (see table 3). Toxic Algae blooms have exceeded the advisory level of concern in ten (10) of the past fifteen years (15) and every year since 2017 (nwtoxicalgae.org). Total phosphorus levels reaching their peak in 2017-2018 of 0.050 ug/L and remaining consistently high since, well above the action level of 0.020 ug/L (Thurston County 2023). General water quality has deteriorated from fair to a current rating of poor over the past 10 years (Table 4).

Table 1. Trophic State Classification (TSI) for total phosphorus (TP)<sup>1</sup>, Chlorophyll a (Chla) and Secchi Disk (SD) depth.

Year	TSI-TP	TSI-Chla	TSI-SD
1990 East Basin <sup>2</sup>	69	64	49
1990 West Basin <sup>2</sup>	58	66	47
1998 East Basin <sup>3</sup>	52	53	44

<sup>1</sup>TSI's calculated using Carlson's (1977) trophic state indices.

TSI values of 0-40 = oligotrophic, 40-50 = mesotrophic, and >50 eutrophic.

<sup>2</sup>Data collected June – September. Source: KCM 1991.

<sup>3</sup>Data collected May – October. Source: Thurston County 2002.

Table 2a. East Basin LL1 Trophic State Classification (TSI) for total phosphorus (TP), Chlorophyll a (Chla) and Secchi Disk (SD) depth from Thurston County Water Testing.

	Chl a	TSI (Chl a)	Surface TP	TSI (TP)	Secchi
2009	<b>10.833</b>	54	<b>0.023</b>	49	<b>2.985</b>
2010	<b>12.100</b>	55	<b>0.027</b>	52	<b>2.138</b>
2011	<b>9.733</b>	53	<b>0.026</b>	51	<b>2.770</b>
2012	<b>11.517</b>	55	<b>0.022</b>	49	<b>2.810</b>
2013	<b>10.783</b>	54	<b>0.019</b>	46	<b>2.705</b>
2014	<b>13.800</b>	56	<b>0.028</b>	52	<b>1.977</b>
2015	<b>9.000</b>	52	<b>0.026</b>	51	<b>1.902</b>
2016	<b>14.700</b>	57	<b>0.084</b>	68	<b>2.118</b>
2017	<b>14.920</b>	57	<b>0.024</b>	50	<b>2.344</b>
2018	<b>13.009</b>	56	<b>0.035</b>	55	<b>2.227</b>
2019	<b>30.450</b>	64	<b>0.058</b>	63	<b>1.403</b>

2020	<b>17.103</b>	58	<b>0.044</b>	59	<b>1.792</b>
2021	<b>15.250</b>	57	<b>0.040</b>	57	<b>1.775</b>
2022	<b>22.800</b>	61	<b>0.048</b>	60	<b>1.080</b>
2023	<b>14.440</b>	57	<b>0.030</b>	53	<b>1.520</b>

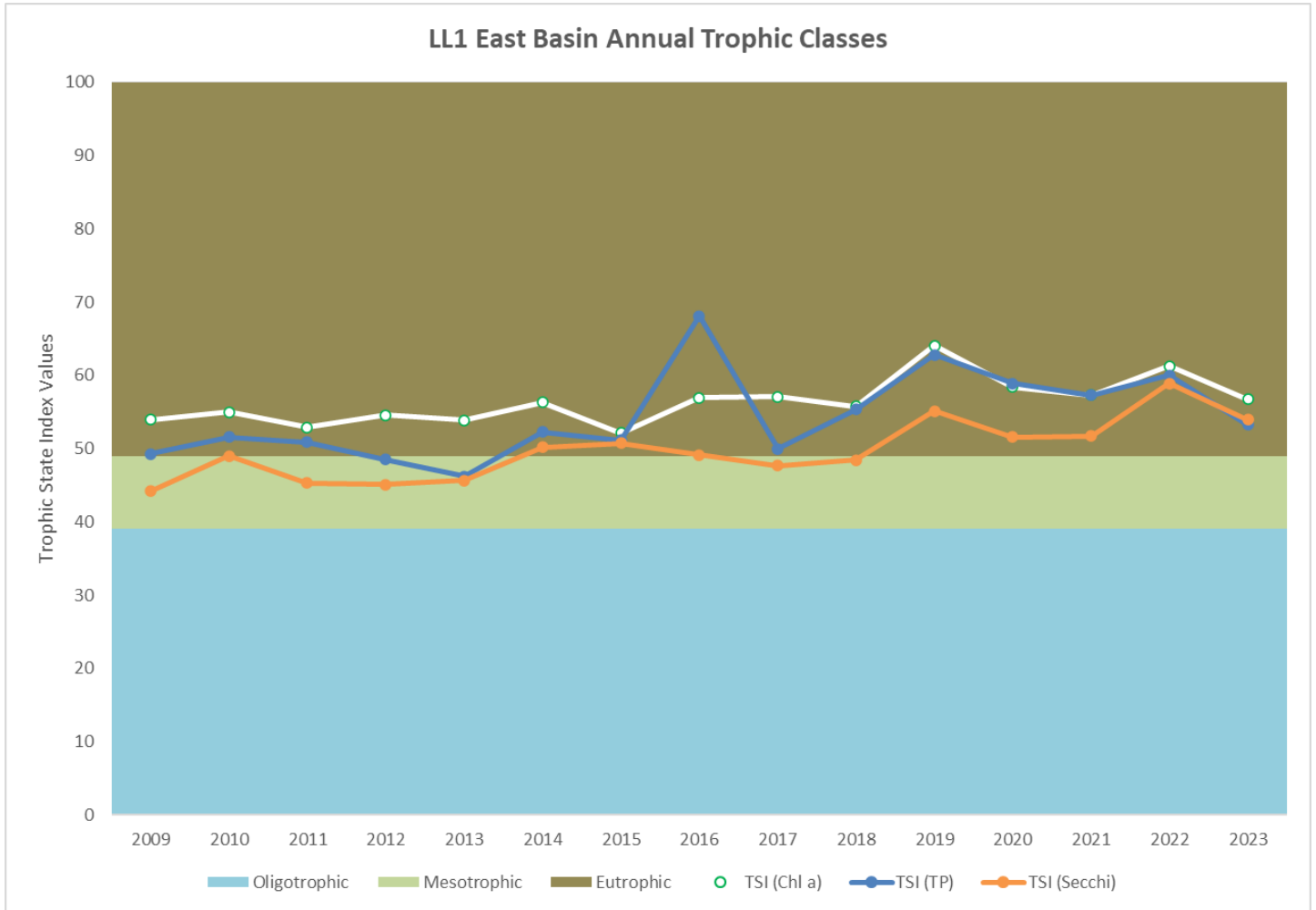


Table 2b. West Basin LL2 Trophic State Classification (TSI) for total phosphorus (TP), Chlorophyll a (Chla) and Secchi Disk (SD) depth from Thurston County Water Testing

Year	Chl a	TSI (Chl a)	Surface TP	TSI (TP)	Secchi	TSI (Secchi)
2009	<b>13.233</b>	56	<b>0.028</b>	52	<b>2.893</b>	45
2010	<b>15.283</b>	57	<b>0.033</b>	55	<b>2.385</b>	47
2011	<b>13.867</b>	56	<b>0.030</b>	53	<b>2.822</b>	45
2012	<b>13.850</b>	56	<b>0.028</b>	52	<b>2.513</b>	47
2013	<b>23.317</b>	61	<b>0.022</b>	49	<b>2.425</b>	47
2014	<b>30.550</b>	64	<b>0.032</b>	54	<b>1.855</b>	51
2015	<b>28.067</b>	63	<b>0.026</b>	51	<b>1.920</b>	51
2016	<b>9.333</b>	52	<b>0.023</b>	50	<b>1.850</b>	51

2017	<b>15.480</b>	57	<b>0.033</b>	55	<b>2.170</b>	49
2018	<b>13.496</b>	56	<b>0.045</b>	59	<b>1.867</b>	51
2019	<b>29.333</b>	64	<b>0.058</b>	63	<b>1.357</b>	56
2020	<b>18.085</b>	59	<b>0.071</b>	66	<b>1.633</b>	53
2021	<b>15.133</b>	57	<b>0.042</b>	58	<b>2.008</b>	50
2022	<b>20.500</b>	60	<b>0.044</b>	59	<b>1.210</b>	57
2023	<b>13.420</b>	56	<b>0.027</b>	52	<b>1.540</b>	54

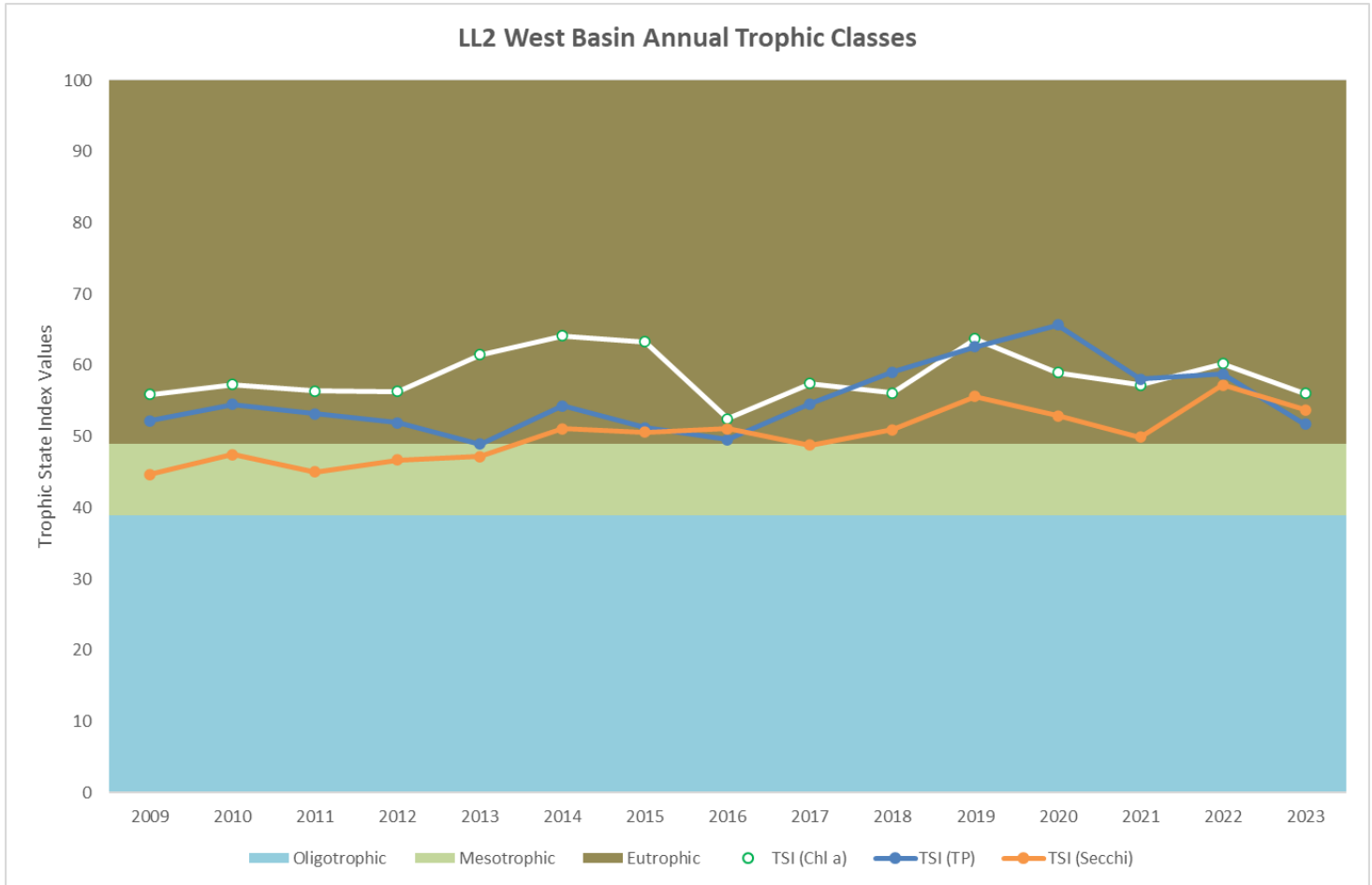


Table 3. Management Efforts:

Management Efforts	Years Conducted	Results	Notes
Mechanical Harvesting	1986-1989 & 1994-2008	<ul style="list-style-type: none"> <li>No observed reduction of vegetation.</li> <li>Plant parts not removed floated around &amp; contaminated other areas of lake.</li> </ul>	<ul style="list-style-type: none"> <li>Still a consideration for specific areas of lake if specific boom collection methods are used.</li> <li>Very expensive.</li> </ul>
Rotovation	1993-1995	<ul style="list-style-type: none"> <li>Long-term control was not obtained.</li> <li>Appeared to be causing spread of Fragrant Water Lily.</li> </ul>	<ul style="list-style-type: none"> <li>No longer a consideration.</li> <li>Too invasive &amp; did not work.</li> </ul>
Herbicides to control Fragrant Water Lily	1996	<ul style="list-style-type: none"> <li>After rotovation failure in 1995 80 acres of Fragrant Water Lily was treated with great success.</li> <li>Periodic control has occurred since.</li> <li>Last control effort was 2002 – 1 acre treated.</li> </ul>	<ul style="list-style-type: none"> <li>Initial results in 1996 eliminated most. Only periodic treatment of larger patches to maintain control is necessary.</li> <li>Shoreline Residents are trained on how to pull/dig isolated plants.</li> </ul>
Herbicide use on Submerged Aquatic Vegetation	2008 – Present except 2014 & 2023	<ul style="list-style-type: none"> <li>From 2008 -2015 an average of 36 acres a year was treated.</li> <li>From 2016 – 2023 an average of 22 acres was treated.</li> <li>Control efforts to reduce nuisance vegetation are working and fewer acres require treatment.</li> <li>Control efforts to eliminate or reduce invasive species (Curly) have not been successful. Working on solution.</li> </ul>	<ul style="list-style-type: none"> <li>Flurodine (Sonar) was the only herbicide used until 2018 and did not control invasive/noxious species (e.g., Curly Pondweed).</li> <li>2018 Prescription approved for Endothall (Aquathol) to treat for Curly. This worked but did not kill the turion plant bud and the vegetation would return the following year.</li> <li>2023 request was made to authorize Galleon SC to specifically target Curly. Approved Dec 23.</li> </ul>
Community Education	1986-Present	Success not quantifiable.	<ul style="list-style-type: none"> <li>Guest Speakers</li> <li>Flyers</li> <li>Newsletters</li> <li>Robust YouTube Channel <a href="https://www.youtube.com/@lakelawrence">https://www.youtube.com/@lakelawrence</a></li> </ul>
Volunteer Shoreline Surveys looking for overland flow of water into lake	Periodically since 1989	DFW installed crating/filter at bottom of boat ramp.	<ul style="list-style-type: none"> <li>There are no streams, creeks, culverts that empty directly into lake.</li> <li>Only overland flow comes from storm water.</li> </ul>
Water Level Monitoring	2018 – Present	Collecting data with intention to compare water levels over time with toxic algae blooms.	<ul style="list-style-type: none"> <li>First in state to partner with Univ. of Washington, North Carolina &amp;</li> </ul>



			<p>NASA in the Liquid Earth Citizen Science Program (<a href="http://www.locss.org">www.locss.org</a>).</p> <ul style="list-style-type: none"> <li>Data collected by volunteers every two weeks <a href="https://liquidearthlake.website">https://liquidearthlake.website</a> and <a href="https://liquidearthlake.website/gauge/scaledetailssizm/47">https://liquidearthlake.website/gauge/scaledetailssizm/47</a> that takes you directly to the Lake Lawrence Gauge Data.</li> </ul>
Water Temp Monitoring	2022 – Present	Collecting data with intention to compare over time with toxic algae blooms.	<ul style="list-style-type: none"> <li>Started with surface temperature monitoring.</li> <li>Will expand to subsurface monitoring in 2024.</li> <li>Data charted and toxic algae blooms included on charts for both temp and water level.</li> </ul>

Table 4. Water Quality Thurston County Lakes (Chart taken from Thurston Regional Planning Council website 9 November 2023)

**Water Quality in Lakes**

Watershed	Lake	2003-2005	2005-2007	2007-2009	2009-2011	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Black River	Deep Lake									
Budd Inlet/Deschutes River	Black Lake									
	Capitol Lake									
	Lawrence Lake									
	Offutt Lake									
	Ward Lake									
Henderson Inlet	Hicks Lake									
	Long Lake									
	Pattison Lake									
Nisqually River	Lake St. Clair									
Totten/Little Skookum Inlet	Summit Lake									

	Excellent
	Good to Excellent
	Good
	Fair to Good
	Fair
	Poor to Fair
	Poor
	N/A

Eng

## 2.3 STATEMENT OF WORK. See Attachment 2 – Statement of Work

## 2.4 CONTRACT PERIOD AND BUDGET

The County anticipates the Contract will be for a maximum duration of ten (10) months, beginning approximately May 14, 2024, through February 28, 2025. Contract extension options will be exercised at the sole discretion of the County. The Contract value will be for a maximum of \$85,000. Contract may be increased to meet the ongoing needs of the County for the services requested up through the Contract period of performance.

## 2.5 COMPENSATION

- A. Payment to Contractor will be based on the negotiated rate schedule and actual quantities/labor hours incurred as verified by work order.
- B. The negotiated rate schedule will be incorporated into the executed Professional Services Contract.

## SECTION 3 – ACQUISITION TIMELINE AND GENERAL REQUIREMENTS

### 3.1 PROCUREMENT SCHEDULE

Following is the procurement schedule for this RFP. The dates shown below are estimated, are provided for information only, and are subject to change at the sole discretion of the County.

**Table 1: Estimated Solicitation and Award Schedule**

<b>Due Date</b>	<b>Activity</b>
03/08/2024	RFP Issuance
4:00 PM PST on 03/18/2024	Cut-off Date for Questions
4:00 PM PST 03/22/2024	Responses to Questions posted on County Website
4:00 PM PST 04/08/2024	Proposal Due Date
4/9 - 4/12/2024	Proposal Evaluation and Contractor Selection
05/14/2024	Executed Contract
05/20/2024	Start Date

### 3.2 PRE-PROPOSAL CONFERENCE/SITE VISIT

There will be no Pre-Proposal Conference or tour of the site.

### 3.3 PRE-PROPOSAL INQUIRIES AND ADDENDUM

It is the responsibility of each Proposer to examine the entire RFP and, as necessary, seek clarification in writing (pre-proposal inquiries or PPIs). This RFP may only be modified by a written addendum issued by the County. Proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the RFP or obligation by the County.

All pre-proposal inquiries (PPIs) regarding this RFP shall be directed in writing (mail or e-mail) to Thurston County Department of Environmental Health, to the attention of:

**Stuart Whitford**  
**Environmental Health Program Manager**  
**3000 Pacific Avenue SE, Suite 225, Olympia, WA 98501**  
[EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us)  
**360-463-8323**

All PPIs must clearly identify the name of the inquiring company or person and the RFP number, title, and section/page number. The deadline for receipt of PPIs from Proposer are due according to the PROCUREMENT SCHEDULE identified in Section 3.1.

### **3.4 EXAMINATION BY PROPOSER**

Each Proposer is responsible for examining the RFP, including the sample Professional Services Contract (Attachment 3), prior to submitting a Proposal. Failure to examine such documents and any errors made in the preparation of a Proposal are at the Proposer's own risk.

The dates contained in this RFP are for informational purposes only. The County makes no warranty as to the accuracy of the dates. Each Proposer shall make its own examination, investigation, and research regarding the proper method of doing the work under this RFP and Contract, all conditions affecting the work to be done, the necessary labor, equipment and materials, and the quantity of work to be performed.

The Proposer agrees that it has satisfied itself by Proposer's own investigation and research regarding all such conditions, and that Proposer's conclusion to enter into the Contract and execution of the Contract is based upon such investigation and research, and the Proposer shall make no claim against the County because of any of the estimates, statements, or interpretations made by any officer or agent of the County that may prove to be erroneous in any respect.

### **3.5 MODIFICATION/WITHDRAWAL OF PROPOSALS**

Written requests to modify or withdraw a Proposal received by the County prior to the scheduled time of closing (i.e., 4:00 p.m. PT on the Proposal Due Date) will be accepted and will be corrected after opening. No oral requests will be allowed. Requests to modify or withdraw a Proposal must be addressed and labeled in the same manner as the Proposal and marked as a MODIFICATION or WITHDRAWAL of the Proposal. Requests for withdrawal after the time of closing will be allowed at the County's sole discretion.

### **3.6 PROPOSAL FIRM OFFER**

Proposal shall remain firm and unaltered after the time of closing (i.e., 4:00 p.m. PT on the Proposal Due Date) and for ninety (90) calendar days from such date. The County and the Proposers may mutually agree to extend the period during which the Proposal shall remain firm and unaltered.

### **3.7 PROPOSALS ARE PUBLIC RECORD**

If your Proposal contains information considered to be exempt from the Public Records Act, Section 42.56 Revised Code of Washington (RCW), those items must be clearly marked as such and may be returned to you upon request once Contract award has been determined.

### **3.8 CANCELLATION**

This RFP may be cancelled at any time and all Proposals may be rejected in whole or in part if the County determined such action to be in the best interest of Thurston County.

### **3.9 NO OBLIGATION**

This solicitation in no manner obligates Thurston County or any of its departments to use any of the proposed services until a valid written Contract is awarded and approved by the appropriate authorities.

### **3.10 EXPENSES INCURRED**

The County will not be responsible for any costs associated with participation in this RFP to include, but not limited to, preparation, submission, or presentation; interviews, if held; negotiation process; and Contract execution. All expenses related to the Proposal are entirely the sole responsibility of the Proposer.

### 3.11 NONDISCRIMINATION

Thurston County hereby notifies all Proposers that it will affirmatively ensure that all will be afforded full opportunity to submit a Proposal in response to this solicitation and will not be discriminated against because of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation, or the presence of any disability. Implementation of this policy shall be consistent with [RCW 49.60.400](#).

### 3.12 PRIME CONTRACTOR RESPONSIBILITIES

The prime Contractor is solely responsible for fulfillment of any Contract with the County awarded under this RFP and for all performance whether or not subcontractors are used. The County will make Contract payments to the prime Contractor only.

## SECTION 4 - PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

### 4.1 PROPOSAL SUBMISSION

1. Proposers shall submit their Proposal to Stuart Whitford by email at, [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us).
2. Proposals shall clearly identify the RFP# and Project Title in the subject line. The email must be received in Stuart Whitford's electronic in-box according to the PROCUREMENT SCHEDULE identified in Section 3.1. Proposers are responsible for verifying receipt. The Proposal shall be in a single PDF document.
3. Proposals received after the deadline will not be considered for award.

### 4.2 ELECTRONIC PROPOSAL FORMAT

- A. Format: Page Size will be 8-1/2" X 11" with at least 1/2 margins all around. Typeface should be Times New Roman 12. Narratives shall be single spaced. All text shall be legible and easily read. Security markings, and page numbers should fall within the defined margin area.
- B. Unnecessary attachments or documents not specifically asked for in this solicitation should be avoided.
- C. Proposals shall be assembled in accordance with the format specified below. Failure on the part of the Proposer to clearly and completely provide all the content and information requested below may result in the County's rejection of the Proposal as nonresponsive. However, the County reserves the right to waive minor informalities and irregularities in the format of a Proposal at its sole discretion.
- D. Proposers shall adhere to the maximum page counts for the contents indicated below. Any and all pages that exceed the maximum page count for a given section will be removed from that section and not considered. Proposal covers, table of contents, forms, and any attachments that are required contents are not limited as to the number of pages but must not be excessive and must be directly related to the specific content requested.

### 4.3 PROPOSAL CONTENTS

1. THE REQUIRED PROPOSAL CONTENTS AND ORDER OF THE CONTENTS ARE AS FOLLOWS Cover Page  
The cover shall have text and graphics limited to RFP number; RFP name/title; Proposal due date and time; Proposer's business name and address, email address, telephone number, web address, and contact person's name.

2. Cover Letter

Include a cover letter signed by an authorized official of the company including the following:

- A. Company name, Tax ID Number (TIN), Washington Uniform Business Identification number (UBI) address, telephone number and contact person with title and email address. If the name of the principal owner or the company has changed within the last three years, provide all prior names.
- B. Evidence of meeting minimum qualifications as stated under paragraph 1.2 above.
- C. Statement the Contractor has made its own examination, investigation, and research regarding the proper method of doing the work under the RFP and Contract, all conditions affecting the work to be done, the necessary labor, equipment and materials, and the quantity of work to be performed.
- D. Statement as to whether or not the Proposer accepts, or has exceptions, revisions, or additions to the standard Professional Services Contract Terms and Conditions presented in Attachment 3 of this Solicitation. Include an explanation as to why such exception, revision, or addition is requested. It will be up to the discretion of the County whether or not to accept changes to the standard Contract terms and conditions requested if no objections are included.

### **3. Technical Submission:**

#### **A. Summary of Company's Qualifications and Experience:**

Include the following information in this section, which shall not exceed five (5) pages. Provide a narrative with general information about the company including:

- A description and history of the company including general expertise and experience, size, facility, available resources (equipment, labor, subcontractors, etc.), and service locations.
- A list of current applicable State and federal permits, licenses, certifications, accreditations, and/or credentials for the company and company's employees or other entities that demonstrate competency for the work that will be performed under the Contract.
- A list of infractions or violations cited by the Washington State Departments of Ecology or Agriculture, and any other regulatory agency over the past five years for the company, principal, and applicators. The thoroughness of the list will be verified with the department's records. Any error or omission may be used as a basis for disqualification.
- A copy of the company's Certificate of Insurance or evidence that Liability Limits can be met.
- Any additional information the Proposer feels is relevant to the general qualifications of the Proposal.

#### **B. Relevant Experience/Past Performance (References):**

Include the following information in this section, which shall not exceed two (2) pages for Project Experience and (2) pages for Past Performance for a total of four (4) pages per reference.

Information to be submitted on Attachment 4 – PROJECT EXPERIENCE/PAST PERFORMANCE FORM.

1. COMPANY'S EXPERIENCE: Submit three (3) recent, relevant service projects by completing Attachment 4, Page 1.

**Recent** is defined as projects that are on-going or have been completed within the last 5 years of the date of issuance of this RFP that have been executed by the Proposer and its team members as a prime Contractor.

**Relevant** is defined as projects of similar size, scope, and complexity to the services in this solicitation. Specifically, similar projects include development of IPMPs.

2. COMPANY'S PAST PERFORMANCE: Proposer will submit a completed Past Performance Questionnaire (PPQ) on each of the three (3) service projects submitted under paragraph (1)

above. Proposer shall have the project owner/reference complete Attachment 4, Page 2 of the form using the objective rating prescribed in Attachment 4, Page 3. Proposers should ensure correct phone numbers and email addresses are provided for the client point of contact. If the Proposer is unable to obtain a completed PPQ from a client prior to the Proposal due date, submit the PPQ with the Proposal indicating attempts to obtain the information. Note: Thurston County reserves the right to contact other references.

**C. Key Personnel:**

Submit resumes of all personnel to be assigned to the team in support of this project. Resumes shall be limited to 2 pages per resume (not including attachments) and include at a minimum:

- Job titles
- Years of Experience
- Years with the Company
- Education
- Professional Certifications
- Role/Responsibility on this project
- Experience on previous similar projects.
- Resumes may be submitted on Attachment 5 – Personnel Resume Format or similar format.

**D. Proposed Work Plan:**

Include the following in this section which shall not exceed 10 pages:

1. Describe your approach to and methods you will use for both lake and area surveys and IPMP development. Address how results will be used to formulate the IPMP.
2. Describe detailed method for distributing and posting information to inform lake management district membership.
3. Identify potential risks and how they will be mitigated to ensure that the project is delivered as per the schedule.
4. Chart of proposed deliverables with approximate costs and associated delivery dates including at least 3 in-person public presentations. Two with the LMD Steering Committee and one the LMD Steering Committee and all LMD membership.

**TAB 2 - Pricing Submission:**

A. Submit prices on Attachment 1 – Price Schedule (Bid Sheet).

B. Submit a break-out of costs by task including Material/Product, Equipment, Labor Classification, Unit Prices/Rates, Quantity/Hours, and Extended amounts for:

1. Phase 1 – Initial meeting with LMD Steering Committee and members (public). All meetings will be posted to the LMD Website and announced at all LMD regular meetings at least one month in advance. All members and public have access to that website. Survey and evaluation of the lake and watershed around the lake.
2. Phase 2 – Nutrient source identification, water, soil, and sediment core testing. Second meeting with LMD Steering Committee.

3. Phase 3 – Development of the IPMP. Meeting with LMD Steering Committee and all LMD Members (public) to present findings. Again, all meetings posted to LMD Website and announced at all LMD regular meetings at least one month in advance.

## SECTION 5 - EVALUATION AND SELECTION

This section describes the method the County will use to evaluate Proposals received in response to this solicitation.

### 5.1 INITIAL SCREENING OF PROPOSALS

All Proposals will be initially screened for responsiveness and the minimum qualifications outlined in this solicitation. Those Proposals that do not clearly meet the minimum qualifications may be considered nonresponsive and may not be further evaluated.

### 5.2 EVALUATION CRITERIA

The County will evaluate and score the Proposals based on the following criteria:

EVALUATION CRITERIA	POINTS POSSIBLE
<b>Company's Qualifications and Experience</b> Proposer has the expertise and experience that meet the needs of the County. Proposer has the appropriate resources (facilities, size, labor, equipment and location) to efficiently provide services in a timely manner. Proposer has no infractions/violations issued by Department of Ecology or Department of Agriculture, or any other regulatory agency.	20
<b>Project Experience/Past Performance (References)</b> The Proposer has recent relevant experience and a history of good past performance.	10
<b>Key Personnel</b> The qualifications of the Proposer, any subcontractors, and key personnel assigned to this project meets/exceeds the needs of the County.	15
<b>Approach to Work</b> The Proposer's approach to the work demonstrates an understanding of the scope of work, including compliance requirements; awareness of risks; and other related matters.	25
<b>Cost</b> The Proposer's cost for the work is reasonable, reflects an understanding of the scope and is an exceptional value for the approach to the work.	30
<b>Total Points</b>	100

### 5.3 INTERVIEWS

Interviews will be held at the sole option of the County. Proposers selected for interviews will be selected at the sole discretion of the County. If interviews are conducted, selected Proposer should plan to have the identified key personnel assigned to the project team make the presentation. Selected Proposers may be asked to provide supplemental or additional information for review by the evaluation committee prior to the interviews. The interviews may be conducted electronically.

### 5.4 EVALUATION PROCESS

The County will evaluate and rank the Proposals according to the evaluation criteria in Section 5.2. If interviews are held, then the County will score the companies interviewed and conduct a final evaluation and ranking of the Proposers based on the criteria listed in Section 5.2 and interviews.

### 5.5 SELECTION AND NEGOTIATION

The County will select the highest-ranked qualified Proposer based on the criteria and evaluation process outlined above. The County will initiate negotiations (as necessary) with the Proposer who, in the sole opinion of the County, best meets the County's needs as outlined in this solicitation.

The County intends to award without discussions/negotiations based on the pricing submitted with the Proposal but reserves the right to hold discussions/negotiations with the highest ranked Proposer on any aspect of the Contract and/or fee schedule for purposes of executing the Contract.

Although the County may open discussions with the highest-ranked Proposer, consideration or negotiations resulting in a Contract are not guaranteed. If the County is unsuccessful in negotiating with the selected Proposer or if negotiations do not proceed in a timely fashion, the County reserves the option to terminate negotiations and proceed with the next-highest ranked Proposer, and so on, until an agreement is reached with one of the Proposers or the process is terminated.

### 5.6 BOARD APPROVAL AND CONTRACT EXECUTION

The County will be required to make a recommendation to and obtain approval from the Board of County Commissioners prior to any Contract award.

Once the County has finalized and issued a Contract for signature, the successful Contractor must sign the Contract and provide any outstanding documents, including, but not limited to, certificates of insurance and W-9 (or equivalent). The County will sign the Contract only upon receipt of all required documents.

## SECTION 6 CONTRACT TERMS AND CONDITIONS

Attachment 3 is a link to Thurston County's Professional Services Contract template which will be entered into between Thurston County and the successful Proposer. Proposers who want additional or modified Contract terms must include the requested change(s) in their initial Proposal in order for the change(s) to be subsequently considered. Note that any Contract negotiated between the County and a successful Proposer is subject to review by a County attorney from the Thurston County Prosecuting Attorney's Office and approval by the Board of County Commissioners prior to being submitted to that Proposer for signature and final execution by the County.

### 6.1 INSURANCE

Contractor will be required to maintain at their own expense during the term of service provision the following insurance (minimum requirements):

TYPE	LIMIT
Workman's Compensation	Statutory
Professional Liability Insurance	\$2,000,000 each occurrence
Commercial General Liability (combined bodily injury/property damage)	\$1,000,000 each occurrence \$2,000,000 aggregate
Automobile Liability (combined bodily injury/property damage)	\$500,000 each accident
Pollution/Environmental Liability	\$1,000,000 each occurrence \$2,000,000 annual aggregate



A current Certificate of Insurance executed on the appropriate form must be submitted prior to execution of the Contract.

## **6.2 COMPLIANCE WITH LAWS**

All work must be performed in accordance with applicable federal, state, and local regulations. This includes, but is not limited to, all transportation, environmental, health, and safety regulations.

## **6.3 RECORDS**

Contractor must agree at such time and in such form as the County may require to furnish the County reasonable periodic reports and documents as it may request pertaining to the work or services undertaken pursuant to the Contract Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matter covered by the Agreement. Contractor will maintain accounting records in accordance with accepted accounting principles and practices to substantiate all invoiced amounts.

## **SECTION 7 FORMS**

The following forms must be completed by the Proposer for inclusion in the Proposal.

Attachment 1: Price Schedule (Bid Sheet) - The Price Schedule for Lake Management District IPMP must be completed in its entirety.

Attachment 4-A: Project/Services Experience - Relevant Experience Form must be completed by the Proposer.

Attachment 4-B: Proposer Reference Sheet – Proposer to complete the number of references requested or explain in detail why the number of references requested cannot be provided and provides the list to county POC.

Attachment 5: Key Personnel Resume Format - The use of the Key Personnel Resume form is optional. An alternative form/format may be used provided it contains the same information.

## ATTACHMENT 1 PRICE SCHEDULE (Bid Sheet)

### Integrated Phosphorus Management Plan (IPMP)

Item or Activity	Start Date	Description	Due Date	Amount
Phase 1		Initial meeting with LMD Steering Committee and members (public). All meetings will be posted to the LMD Website and announced at all LMD regular meetings at least one month in advance. All members and public have access to that website. Survey and evaluation of the lake and watershed around the lake.		\$ _____
Phase 2		Nutrient source identification, water, soil, and sediment core testing. Second meeting with LMD Steering Committee.		\$ _____
Phase 3		Development of the IPMP. Meeting with LMD Steering Committee and all LMD Members (public) to present findings. Again, all meetings posted to LMD Website and announced at all LMD regular meetings at least one month in advance.		\$ _____
		<b>Grant Total Not to Exceed (Items 1 through 3)</b> (Attach detailed cost break out)		\$ _____

## ATTACHMENT 2 - STATEMENT OF WORK

Date:

Lake Lawrence Lake Management District

### 1.0 PURPOSE

Thurston County Department of Public Health & Social Services, Environmental Health Division, is seeking a qualified and commercially licensed aquatic specialist to provide a complete study of Lake Lawrence and complete an Integrated Phosphorus Management Plan. The IPMP will be developed using the results of a thorough study of the lake ecosystem.

### 2.0 BACKGROUND. See RFP Section 2.2 Background Information.

### 3.0 SITE PARTICULARS

#### A. Hours of Operation

Work shall be conducted during standard business hours Monday through Friday 7am to 5pm. Weekend work will not be permitted due to heavy recreational use of the lake. The work season is expected to be late spring throughout the year to early spring the following year.

#### B. Security/Access

The lake can be accessed from a public Washington Department of Fish and Wildlife (WDFW) boat launch. Contractor will be responsible for obtaining a permit from WDFW, Region 6, Lands Program Manager, Habitat Management Program to use the public boat ramps for the duration of the projects. The public WDFW boat launch is the only source of lake access for the Contractor.

### 4.0 COUNTY AND LMD PROVIDED INFORMATION

The LMD Steering Committee website at <https://www.lakelawrencelakemanagementdistrict.com>, documents section, contains studies of the lake that will provide detailed information about the lake and past practices, recommendations, and actions taken. The LMD Steering Committee also has one study document in hard copy only, Lake Lawrence Phase I Restoration Analysis Final Report December 1991, completed by Kramer, Chin & May, Inc. (KCM), 1917 First Avenue, Seattle, WA 98101-1027 in association with Hart Crowser, Herrera Environmental Consultants, Water Environmental Services, Inc. Aquatic Research, Inc. This document can be loaned out and is available by contacting the LMD at [lakelawrence750@gmail.com](mailto:lakelawrence750@gmail.com). Additional historical information and video tours of all parts of the lake can be viewed at the Lake Lawrence YouTube Channel at: <https://www.youtube.com/@lakelawrence>.

## 5.0 SCOPE OF SERVICES

The Contractor shall provide all materials, equipment, and labor necessary to perform the work below.

The tasks required for this Contract includes the following:

### **Task 1: Nutrient Source Identification**

Task Description: Conduct a comprehensive assessment of Phosphorus and Nitrogen sources in the lake and surrounding watershed to include, but not necessarily limited to:

- Perform a lake and area survey with the LMD Survey Committee Chair to identify all possible nutrient sources entering the lake that could impact lake eutrophication.
- Identify and address Phosphorus and Nitrogen nutrient sources in a targeted lake ecosystem to mitigate eutrophication.
- Identify impact of aquatic plant vegetation on increasing nutrient sources.
- Sample water and sediment from all sources entering the lake ecosystem and already in the lake ecosystem to determine extent of nutrient load to the lake ecosystem from each source. This will require core sampling in the deepest parts of both lake basins and analysis of both suspended and total phosphorus at various depths.
- Identify impact of non-migratory waterfowl on lake ecosystem to determine extent of nutrient load to the lake ecosystem.
- Identify impact of public access points (e.g., WDFW boat launch and Thurston County undeveloped (15 acre) park) to the lake ecosystem.
- Identify impact of septic systems, fertilizer and other chemicals used by residents throughout the watershed to determine extent of nutrient load to the lake ecosystem.

Task Goal Statement: Identify the major contributors to nutrient loading.

Task Expected Outcomes: Detailed report on nutrient sources and hotspots.

### **Task 2: Integrated Phosphorus Management Plan Development**

Task Description: Develop a tailored phosphorus management plan based on the findings from Task 1.

Task Goal Statement: Create a comprehensive, science-based plan to reduce nutrient inputs and mitigate algal blooms

Task Expected Outcomes: A detailed phosphorus management plan addressing all nutrient sources.

### **Task 3: Communication, public outreach and education**

Task Description: Meet with LMD Steering Committee members at least twice and hold one public meeting for all LMD members to provide information on the plan, facilitate input for the plan, problem solving as issues arise, and consulting as needed. Maintain contact with SC lead throughout the process to report problems and to provide expertise in project planning.

Task Goal Statement: Obtain valuable information and insight from local experts, raise awareness, and promote responsible lake use.

Task Expected Outcomes: Enhanced product outcome, educational materials for members and community engagement events that will reduce watershed nutrients so LMD Steering Committee members can utilize these materials/information to better educate all residents within the watershed with the goal of substantially reducing nutrient load.

## ATTACHMENT 3 - PROFESSIONAL SERVICES CONTRACT

Available here:

[Contract Opportunities | Thurston County \(thurstoncountywa.gov\)](https://thurstoncountywa.gov/contract-opportunities)

## ATTACHMENT 4-A PROJECT/SERVICES EXPERIENCE

IPMP for Lake Lawrence  
This section to be completed by **Proposer**

<b>Project/Service Title:</b>	<b>Dates of Service:</b>
<b>Location:</b>	<b>Original Contract Amount: \$</b> <b>Final Contract Amount: \$</b>
<b>Contact Type:</b> _____ <b>Firm Fixed Price</b> _____ <b>Cost</b> _____ <b>Other</b> (Specify)	<b>Number of Change Orders:</b>  <b>Total Dollar Value of Change Orders: \$</b>
<b>Primary</b> _____ <b>Subcontractor</b> _____	<b>Complexity of Project/Service</b> _____ <b>Difficult</b> _____ <b>Routine</b>
<b>Reference/Owner Contact Information:</b>	
<b>POC Individual Name</b>	<b>POC Title</b>
<b>POC Organization Name</b>	<b>POC Address</b>
<b>POC Phone Number</b>	<b>POC Email</b>
<b>Summary of Actual Performance Under Scope</b>	
Describe type of work, tasks performed, and solutions implemented to overcome challenges encountered during the project.	

## ATTACHMENT 4-B PROPOSER REFERENCE SHEET

IPMP for Lake Lawrence

**Proposer to complete this section of the form and return to the county POC.**

Bidders should provide three (3) references for similar services that have been provided by the Bidder within the past five (5) years. The County reserves the right to evaluate the quality of Contractor's work through site visits with Contractor's references.

REFERENCE 1: Contact Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contract/Project Name: \_\_\_\_\_  
Contract/Project Dates (from-to): \_\_\_\_\_  
Contract/Project  
Description: \_\_\_\_\_

REFERENCE 2: Contact Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contract/Project Name: \_\_\_\_\_  
Contract/Project Dates (from-to): \_\_\_\_\_  
Contract/Project  
Description: \_\_\_\_\_

REFERENCE 3: Contact Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contract/Project Name: \_\_\_\_\_  
Contract/Project Dates (from-to): \_\_\_\_\_  
Contract/Project  
Description: \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

## ATTACHMENT 5 - KEY PERSONNEL RESUME FORMAT

### IPMP for Lake Lawrence

Provide information, listed below, on separate sheets showing qualifications of each key personnel individual assigned to the project.

- a. Name: \_\_\_\_\_
- b. Current Position/Title: \_\_\_\_\_
- c. Proposed Assignment on the Services Contract, including specific duties to be performed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. No. of Years in Same Assignment as Proposed on the Contract \_\_\_\_\_
- e. Name of Your Company \_\_\_\_\_
- f. No. of Years: With this Company \_\_\_\_\_ With other Companies \_\_\_\_\_
- g. Education:  
Degree(s) earned: \_\_\_\_\_  
School attended: \_\_\_\_\_  
Year Degree granted: \_\_\_\_\_  
Degree field/specialization: \_\_\_\_\_  
Specialized Training: \_\_\_\_\_
- h. Active Registration/Professional License/Certification, if any:  
Type: \_\_\_\_\_ No. \_\_\_\_\_ State(s) \_\_\_\_\_ First Year/ Current Year \_\_\_\_\_/ \_\_\_\_\_
- i. Describe Your Specific Experience and Qualifications Relevant to the Services in the RFP:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- j. Provide the following for three (3) relevant project/service examples:  
Project Title: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Project Dollar Value: \_\_\_\_\_  
Project Size: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Duties performed: \_\_\_\_\_  
Company employed with during Project: \_\_\_\_\_



ATTACHMENT 6 CERTIFICATION

Lake Lawrence Lake Management District  
Integrated Phosphorus Management Plan

The undersigned hereby certifies they have examined and have read and thoroughly understand the Sample Professional Services Contract including insurance requirements and the method by which payment will be made for said work.

Company Name: \_\_\_\_\_

Company Representative Name & Title: \_\_\_\_\_

BY: \_\_\_\_\_ | *Sign here*

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**  
(NOTE: Signature is required for Proposal to be valid)

Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

ALL PROPOSERS MUST COMPLETE THIS SECTION  
Proposer acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Date Received \_\_\_\_\_

By \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received \_\_\_\_\_

By \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received \_\_\_\_\_

By \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received \_\_\_\_\_

By \_\_\_\_\_