



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. OFF PAT IVAMP 3824

OFFUT AND PATTISON LAKE MANAGEMENT DISTRICTS

Integrated Aquatic Vegetation Management Plan (IAVMP) Development

Solicitation Documents

RFP Issuance Date: March 8th, 2024

All solicitation documents, including any addenda, are published on the Thurston County Public Works website at: <https://www.co.thurston.wa.us/publicworks/delectus.html>

Proposal Due Dates

Questions about this RFP are due: 4:00p.m. PST March 18, 2024

Proposals are due: 4:00p.m. PST on April 8th, 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

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

Offut And Pattison Lakes IAVMP Development

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SECTION 1 – INTRODUCTION AND PURPOSE

1.0 INTRODUCTION

Thurston County Public Health & Social Services Department, Environmental Health Division, (Environmental Health) is seeking a qualified aquatic specialist contractor to create two complete Integrated Aquatic Vegetation Management Plans (IAVMP or Plan) one for Offut Lake and the other for Pattison Lake. Each IAVMP is to be specific to the unique conditions and needs of each lake. The IAVMP will be developed using the results of the contractor's thorough study of each lake.

To complete the IAVMP, the contractor's scope of work is expected to include at least:

- Review all Washington State and Thurston County data on water quality. A link to Thurston County's most recent lakes report is provided here: [2021 Lakes Report.pdf \(amazonaws.com\)](https://www.amazonaws.com). And fact sheets for each lake updated with our most recent data have been attached (Attachment...).
- Perform a lake survey that identifies, quantifies, and locates aquatic weeds/plants (native and non-native/invasive/noxious) , and sample the lake water throughout the growing season
- Research and estimate the impacts to the lake from the WDFW boat launch and fish stocking
- For the Lake Pattison IVAMP, the contractor must include an analysis of additional protections and/or best management practices that are necessary to protect the McAllister Springs Groundwater Area, which is the primary drinking water source for the City of Olympia. (Lake Pattison is partially in the catchment area of McAllister Springs). For example, the County and the Pattison Lake LMD must be confident that the implementation of the final plan will not result in a significant increase in groundwater nitrate levels. We have provided a link to the McAllister Springs Geologically Sensitive Area Resource Protection Report – June 1990 as an attachment to the RFP located here: [Contract Opportunities | Thurston County \(thurstoncountywa.gov\)](https://www.thurstoncountywa.gov). Additional information is provided on the City of Olympia's website.

Plan development must include attending meetings with each Lake Management District (LMD) Steering Committee , facilitating public meetings for input on Plan development and problem solving as issues arise, and consulting with staff from Environmental Health. When the study and meetings are complete, the contractor will provide a draft and final electronic written reports to the lake leaders and Environmental Health in a PDF formatted document. The Plan will include a narrative, summary of water quality analysis, and survey findings, evaluation of weed management options, plus recommended initial, and subsequent treatment schedule, with a proposed process to evaluate the effectiveness of treatment.

In addition to the IAVMP, contractors are to submit a scope of work and proposed budget for nutrient sampling and analysis of lake water and sediments of Pattison Lake. The Offut Lake Management District is not currently interested in this work.

The intention of this scope of work is to provide a set of robust baseline data to inform future actions to reduce the occurrence of toxic algae blooms. For the Nutrient Baseline Sampling and Analysis, the scope of work for Pattison Lake is expected to include:

- Compilation of historic lake nutrient data
- Sampling and Data Quality Plan,
- Incremental costs of sampling at times coincident with in-lake IAVMP work,
- A proposed schedule and number of sampling points (in water column and sediments),
- Recommended nutrient lab tests per sample, for water and sediments,
- Incremental costs of lab analysis, for water and sediments,
- Narrative and summary data report from nutrient sampling,
- Recommendations for an ongoing nutrient sampling and analysis program beyond 2024.

1.1 PURPOSE

Excessive weed growth and algae blooms have become increasingly problematic over the past ten years at both Offut and Pattison Lakes. Many times, during the year, lake residents and visitors are prevented from enjoying the beneficial uses of the lakes. Both lakes have recently formed Lake Management Districts and are seeking a qualified contractor to complete a thorough study of each lake and develop an IAVMP. It is anticipated that the study will begin in May 2024 and the plan will be completed by December 31, 2024.

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 lake management plans.
- B. Experience and expertise in aquatic surveying and mapping.
- 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 IAVMP that meets the requirements of Washington's Department of Ecology and are consistent with "A Citizen's Guide for Developing Integrated Aquatic Vegetation Management Plans." Additionally, this plan will encompass strategies to address management of invasive species, identify sources 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 IAVMP.

1.4 PROCUREMENT NOTIFICATION

This project is a formal competitive procurement and will be advertised in "The Olympian". It 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 separate sampling and documentation for both Offut and Pattison Lakes. If determined to be necessary, sediment testing will be part of each lake study. Contractor is responsible for all permits and compliance with all rules and regulations. Contractor will work with Environmental Health Point of Contact (POC), Stuart Whitford, or his designee, in addition to the Steering Committee representatives from both Offut and Pattison Lakes.

2.2 BACKGROUND INFORMATION (Two descriptions by lake)

OFFUT LAKE (OLMD)

Offut Lake is a geographically significant water body situated in central Thurston County, precisely nine miles to the south of Olympia and five miles northeast of Tenino. Notably, the lake's elevation stands at 234 feet above sea level, covering a surface area spanning 191.2 acres, with a maximum depth of 25 feet.

The lake's primary water source originates from natural springs, and its drainage system leads northeastward into the Deschutes River. Over the past five years, Offut Lake has undergone a substantial transformation in its aquatic ecosystem. Previously sparsely vegetated littoral zones are now grappling with infestations of invasive emergent macrophytes (fragrant water lily and yellow flag iris), accompanied by a marked increase in the growth of native submergent aquatic vegetation.

Most concerning is the notable surge in toxic algal blooms, a situation meticulously documented by Thurston County Public Health. Moreover, due to its hydrological connection to the Deschutes River, the water quality challenges observed in the lake could potentially have adverse consequences downstream.

This ecological shift is, in part, a consequence of continuous changes in land use and land cover within the lake's watershed. However, the issues extend further due to certain behavioral patterns among some lake residents, which include:

- Over-fertilization of the lake's watershed.
- Excessive use of pesticides that eventually find their way into the lake.
- Neglected maintenance of functioning septic systems, leading to unintended contamination of the watershed.
- Dilapidated docks containing items such as old tires, treated timber, and Styrofoam pellets.

The overabundance of aquatic vegetation has significantly hampered the enjoyment of lake residents and visitors, who traditionally seek recreational benefits in a healthy lake environment. Manual harvesting, often required multiple times per season, has become a necessity to preserve the usability of shoreline areas. The situation has escalated to a point where the owners of Offut Lake Resort have had to conduct rescue operations for numerous boaters stranded in floating weed islands.

OFFUT LAKE MANGEMENT DISTRICT (OLMD) OVERALL GOAL

The goal of this RFP is to create an IAVMP to revitalize Offut Lake's ecological health. The IAVMP needs to focus on the following key objectives:

1. Fragrant Water Lily Management:

- a. Reduce Fragrant Water Lilies by 95% within the initial 10 years.
- b. Continuously decrease coverage by 1% annually until complete elimination.

2. Yellow Flag Iris Management:

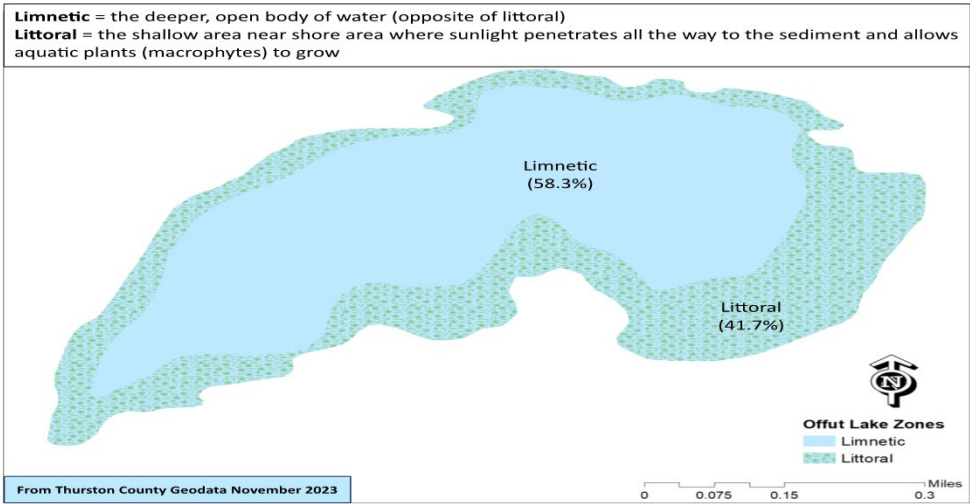
- a. Achieve a 95% reduction within the first 10 years.
- b. Reduce Yellow Flag Iris coverage by 1% yearly until extirpation.

3. Conservation Areas:

- a. Eradicate 100% of invasive weeds within conservation areas in 5 years.
- b. Maintain invasive weed regrowth below 1% for three consecutive years over 10 years.

These objectives, integrated into the IAVMP, will form a structured framework to address invasive species and restore Offut Lake's ecological balance. Each objective is tailored to specific invasive species, ensuring a clear pathway for lasting ecological restoration.

Maps of Offut Lake



Map of Pattison Lake



PATTISON LAKE (PLMD)

Pattison Lake is a eutrophic and urban lake that is the second lake in a series of four lakes (Hicks, Pattison, Long, and Lois) draining into Woodland Creek. Pattison Lake is divided into two sections by a large berm across the lake, with the main north-south Burlington Northern – Santa Fe railway across the top. Pattison Lake is located in Thurston County with a small portion of the North basin within city limits of Lacey, WA.

Water from Hicks Lake flows from a wetland stream into the north Pattison basin. North Pattison flows into south Pattison, then through a wetland stream to Long Lake, then to Lois Lake, Woodland Creek, and the final destination of Puget Sound at Henderson Inlet. Other water sources for Pattison Lake are underground aquifers and springs, precipitation, and stormwater flow.

The north Pattison basin is 81 acres and the depth ranges from 14 feet to 22 feet. The South basin is 190 acres with a mean depth of 13 feet and the maximum depth of 25 feet. The lake experiences seasonal stratification during the warmer months. During those months, the lake frequently has algae blooms that become toxic. In the past few years, Pattison Lake has experienced more algae blooms that last longer than in years past.

The Pattison Lake Management District (PLMD) is most interested in the effective management of noxious and nuisance weeds as well as reduction of the frequency of toxic algae blooms. But any management techniques that are selected for inclusion in the plan must take into consideration additional protections of the McAllister Springs Groundwater Area which is the primary drinking water source for the City of Olympia, etc. Although not part of this RFP, the PLMD plans to develop, at a later date, a cyano-bacteria management plan (Algae Management Plan).

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 approximately ONE (1) year with an initial term beginning May 1, 2024, through December 31, 2025. Options will be exercised at the sole discretion of the County. The expected contract value for the IAVMP is estimated in the range of \$145,000 for both plans (\$75,000 for Offut and \$70,000 for Pattison).

The Nutrient Baseline Sampling and Analysis task for Pattison Lake is not included in the estimated cost for the IAVMPs. The contractor must track those expenses separately and bill as a separate line item or a separate bill as directed by the County.

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: Solicitation and Anticipated Award Schedule

Due	Activity
3/8/2024	RFP Issuance
4:00 pm PST - 03/18/2024	Cut-off for Questions
4:00 pm PST - 3/22/2024	Responses to Questions posted on County Website
4:00 pm PST - 4/8/2024	Proposals Due
4/9 – 4/12/2024	Proposal Evaluation and Contractor Selection
05/7/2024	Executed Contract
5/8/2024	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
360-463-8323 EH_LMD@co.thurston.wa.us

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 is 4:00 p.m. (PST) as identified in Section 3.1 PROCUREMENT SCHEDULE.

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 Proposer 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 DUE DATE AND TIME

1. Proposers shall submit their Proposal to Stuart Whitford by email at, 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 Whiteford's electronic in-box by the due date and time specified in the RFP. Proposers are responsible for verifying receipt. The Proposal shall be in a single PDF document.
- A. Proposal is as listed in the Proposal Schedule. 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:

THE REQUIRED PROPOSAL CONTENTS AND ORDER OF THE CONTENTS ARE AS FOLLOWS:

1. 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 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 IAVMPs and nuisance and noxious aquatic plant control projects for private and public clients and experience in the use of aquatic pesticides and herbicides on the County- Approved List

(<http://www.co.thurston.wa.us/health/ehipm/aquaticreview.html>).

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 surveys and IAVMP development. Address how results will be used to formulate the IAVMP, and address contractor scope of work expectations outlined above in Subsection 1.0, Introduction, as well as Attachment 2, Statement of Work tasks below.
2. Describe detailed method for distributing and posting information to inform lake management district membership.
3. Identify risks for timely completion of the project and how they will be mitigated.
4. Chart of proposed deliverables with associated delivery dates including at least 2 in-person public presentations.

4 - Pricing Submission:

- A. Submit prices on Attachment 1 – Price Schedule (Bid Sheet).
- B. Submit a break-out of costs as follows:
 1. Supplies and Equipment
 2. Labor costs (Total estimated hours by hourly rate) for each work product (lake survey and IAVMP)

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
Company's Qualifications and Experience 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
Project Experience/Past Performance (References) The Proposer has recent relevant experience (minimum three years) and a history of good past performance.	10
Key Personnel The qualifications of the Proposer, any subcontractors, and key personnel assigned to this project meets/exceeds the needs of the County.	15
Approach to Work 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
Cost 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
Total Points	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 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 sample of the Contract that will be entered into between Thurston County and the successful Proposer with incomplete information to be added based upon the final negotiations between the 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. It is highly unlikely that changes to the County's professional services contract language will be approved.

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 furnishing 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: Rate Schedule - The Rate Schedule for Combined Lake Management Districts IAVMP must be completed in its entirety.

Attachment 4-A: Relevant Experience/Past Performance - Relevant Experience Form must be completed by the Proposer for each reference and the Past Performance Survey must be completed by each reference (project owner) identified by the Proposer or provide a statement of the attempts to obtain the survey.

Attachment 4-B: Past Performance Survey

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– A & 1B– RATE SCHEDULES

1-A Integrated Aquatic Vegetation Management Plan (IAVMP)

Item or Activity	Description	OLMD Amount	PLMD Amount
1	Survey the lake	\$ _____	\$ _____
2	IAVMP development	\$ _____	\$ _____
3	Supplies and materials	\$ _____	\$ _____
	Total Items 1 through 3 (Attach detailed cost break out for labor, supplies, and etc.)	\$ _____	\$ _____

ATTACHMENT 1-B – OPTIONAL RATE SCHEDULE

Nutrient Baseline Sampling and Analysis

Item or Activity	Description	OLMD Amount	PLMD Amount
1	Nutrient Baseline Sampling	\$ _____	\$ _____
2	Analysis	\$ _____	\$ _____
3	Historic Data and Recommendations for Ongoing Sampling	\$ _____	\$ _____
	Total Items 1 through 3 (Attach detailed cost break out for labor, supplies, and etc.)	\$ _____	\$ _____

ATTACHMENT 2 – STATEMENT OF WORK

Date:

Offut Lake Management District

Pattison Lake Management District

1. PURPOSE

Thurston County Environmental Health is seeking a seeking a qualified and commercially licensed aquatic specialist to provide a complete study of Offut and Pattison Lakes and complete a management plan for each lake specific to the unique needs of each lake. The management plan will be developed using the results of a thorough study of each lake.

2. COUNTY PROVIDED INFORMATION

Thurston County will provide ARCGIS shapefiles to the Contractor.

3. SCOPE OF SERVICES

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

The tasks required for this Contract include the following:

1. Comply with all laws, regulations, permits, conditions, requirements, and Thurston County IPM Policy (http://www.co.thurston.wa.us/health/ehipm/ipm_cntyimp.html) related to these projects, including posting affected parcels, and notifying all affected property owners.
2. Using digital ARCGIS maps, shapefiles, and bathymetry provided by Thurston County, use high accuracy GPS equipment to document sampling locations.
3. Study will include Review of all Washington State and Thurston County data on water quality of each lake, lake survey and sampling water and plant vegetation, identification of invasive plants and levels of noxious and nuisance weed growth.
4. Plan development will include attending meetings with LMD Steering committee members, facilitating public meetings for input on plan development and problem solving as issues arise, and consulting with staff from Environmental Health LMD Management Program as needed.
5. Maintain contact with County staff to report issues or problems and to provide expertise in project planning.
6. Additional in-lake sampling and analysis to establish baseline nutrient levels in water column and sediments coincident with site visits associated with IAVMP sampling.

6.0 DURATION/WORKORDERS

The period of performance of this Contract will be from date of execution of the Contract to December 31, 2024, Contractor will work with County staff and LMD Steering Committees to determine the best time to begin study based on biological activity in the lake.

A. Work Order Procedure:

1. County staff with LMD Steering Committee input will issue a request for proposal to Contractor.
2. Contractor will submit a proposed scope, schedule, and price for the effort. Proposed price shall provide sufficient detail to include estimated quantities for product, equipment and labor at the pre-negotiated rates provided in the Rate Schedule incorporated into the Contract.
3. Thurston County and LMD steering Committee will review the Contractor proposal and either accept or reject the proposal.
4. Thurston County will issue an authorization to proceed with the Work Order.

B. Payments:

5. Invoices are to be submitted within 30 calendar days from completion of the work.
6. Invoices are to be sent via email to the Thurston County LMD Point of Contact at EH_lmd@co.thurston.wa.us. The email subject line should include the Contract # and Work Order # to identify the invoice.
7. Invoices will be verified against the Work Order.
8. Payments will be made within 30 calendar days from receipt of a proper invoice.

ATTACHMENT 3 – PROFESSIONAL SERVICES CONTRACT

PROFESSIONAL SERVICES CONTRACT

THURSTON COUNTY / CONTRACTOR

IAVMP for Offut Lake and Pattison Lake

Available here:

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

ATTACHMENT 4– A PROJECT/SERVICES EXPERIENCE

IAVMP for Offut Lake and Pattison Lake
This section to be completed by **Proposer**

Project/Service Title:	Dates of Service:
Location:	Original Contract Amount: \$ Final Contract Amount: \$
Contact Type: _____ Firm Fixed Price _____ Cost _____ Other (Specify)	Number of Change Orders: Total Dollar Value of Change Orders: \$
Primary _____ Subcontractor _____	Complexity of Project/Service _____ Difficult _____ Routine
Reference/Owner Contact Information:	
POC Individual Name	POC Title
POC Organization Name	POC Address
POC Phone Number	POC Email
Summary of Actual Performance Under Scope	

ATTACHMENT 4-B PROPOSER REFERENCE SHEET

IAVMP for Offut Lake and Pattison Lake

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

IAVMP for Offut Lake and Pattison Lake

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

Offut Lake Management District
Pattison Lake Management District
Integrated Aquatic Vegetation 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 _____