

REQUEST FOR PROPOSALS
LOCAL WETLAND AND RIPARIAN AREA INVENTORIES
FOR NINE SMALL CITIES IN THE SOUTHERN WILLAMETTE VALLEY AREA

Issued: November 3, 2009

Proposal Due: December 3, 2009, 4:00 p.m. Pacific Time

LANE COUNCIL OF GOVERNMENTS
859 Willamette Street, Suite 500
Eugene, Oregon 97401

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REQUEST FOR PROPOSALS

LOCAL WETLAND AND RIPARIAN AREA INVENTORIES

FOR NINE CITIES IN THE SOUTHERN WILLAMETTE VALLEY

Introduction

Lane Council of Governments (LCOG) is requesting proposals from interested consultants to prepare Local Wetlands Inventories (LWIs) and assessments. These inventories and assessments are for nine small cities in the Southern Willamette Valley. For purposes of this RFP, these cities are divided into two groups including: Group 1 (Adair Village, Monroe, Harrisburg, Brownsville, Scio, and Mill City) and Group 2 (Creswell, Cottage Grove, and Lowell). Consultants may respond to this Request for Proposals (RFP) proposing to work with one or both groups. Although it is possible that one firm will be selected through this RFP, LCOG anticipates that two firms will be selected, one for each group.

The LWIs will be conducted according to Oregon's LWI Standards and Guidelines, which includes the Oregon Freshwater Wetland Assessment Methodology (OFWAM). Group 1 includes testing newly acquired light detection and ranging (LiDAR) data for the purpose of identifying wetlands and riparian areas in at least two of the cities. Group 2 includes using the Oregon Rapid Wetland Assessment Protocol (ORWAP) in addition to OFWAM, for one of the cities.

Background

Project Purpose and Goals

The purpose of this project is to provide a higher quality inventory of wetland and riparian resources within the urban growth boundaries (UGBs) and in some cases areas outside the UGBs where growth is anticipated. The improved inventories and assessment information will assist in complying with Statewide Land Use Planning Goal 6 and making more informed land use decisions within the cities and unincorporated lands within the UGB. The wetland and riparian area inventory and assessment work is part of a broader project to work with the nine cities as a team rather than as individual efforts to examine water resource issues and protection throughout the region.

The goals of the wetlands and riparian inventories and assessments are to:

- Complete Local Wetlands Inventories (LWIs) that meet requirements established in administrative rule (OAR 141-086-0180 through 141-086-0240 by the Department of State Lands (DSL); and
- Use the results of the LWI to determine Locally Significant Wetlands per criteria established in administrative rule by DSL (OAR 141-086-0300 through 141-086-0350).
- Complete riparian area inventories that meet the requirements established in administrative rule by the Department of Land Conservation and Development (OAR 660-023);

- Integrate wetlands and riparian area inventory information into city ordinance and land use decision review processes;
- Work with nine cities collectively and collaboratively to maximize efficiency and effectiveness.

Scope of Work

Project Requirements and Deliverables

The consultant will work with LCOG and Project Team staff to complete this project within one year. The scope of work is identical for each group with the exception that of testing using LiDAR in at least two cities in Group 1 and in using the Oregon Rapid Wetland Assessment Protocol for one city in Group 2. Project tasks and consultant and partnership roles are described below.

Task 1: Project Orientation and Planning (Completion by January 2010)

- A. Inventory and Assessment Kick-off Meeting. A kick-off meeting will be organized by LCOG with the cities, DSL, watershed councils, Department of Land Conservation and Development (DLCD), consultants and others, as applicable, to review the work program and allocation of tasks, etc. The consultant will attend this meeting and present an overview of the methods to be used for the inventory and assessment.
- B. Brief Public Officials. Inform officials of consultant selection and project scope.

Responsible Parties:

- LCOG will coordinate kick-off meeting.
- Consultant will attend and present at kick-off meeting.
- State agency and city staff will attend meeting.
- Either LCOG or city staff will brief public officials depending upon the wishes of the city.

Task 2: Base and Field Map Production (Completion by January 2010)

- A. Identify land parcels or portions of parcels that are not developed and have potential wetlands and/or riparian corridors using geographic information systems (GIS) data including air photos, hydric soils and soils with hydric components, LiDAR (if available), waterways, National Wetlands Inventory, FEMA floodplain and floodway, and any prior wetland and riparian area inventory and assessment data for the city.
- B. Using DSL files, integrate property where wetland determinations or delineations have been completed.
- C. Finalize digital and hard copy base maps showing all potential wetland and riparian areas needing verification by field or other methods.

Responsible Parties:

- LCOG will gather GIS data and produce base maps.
- LCOG will provide aerial photos.
- DSL will provide LCOG with paper or scanned images of prior wetland determinations or delineations and LCOG will incorporate into base maps.
- LCOG will finalize base maps with consultant input.

Task 3: Initial Public Information and Landowner Notification (Completion by February 2010)

- A. Generate list of properties with potential wetlands where property access is desired.
- B. Draft letter for cities to mail to property owners on city letterhead. Respond to property owner inquiries through phone or meetings.
- C. Prepare meeting announcements such as flyers, newspaper articles, etc.
- D. Prepare meeting materials such as handouts, wall maps, diagrams, etc.
- E. Provide a drop-in sessions in each city for the public, regarding wetland inventory uses and benefits, what wetlands are, and how they function. Answer questions and encourage property owners that property access permission be granted.

Responsible Parties:

- LCOG will generate list of properties with consultant input.
- LCOG will draft letter to be mailed by the cities and LCOG will be the lead in responding to telephone inquiries. Consultant will respond to phone inquiries if needed.
- LCOG will be responsible for meeting announcements.
- LCOG to develop map to track notification responses.
- LCOG with assistance from the cities will organize and coordinate public meetings and prepare meeting materials.
- Consultant will attend and provide presentation of wetland and riparian area inventory procedures. State agency personnel will attend meetings to answer questions about the state role and regulations, if desired by the city.

Task 4: Conduct a Local Wetlands Inventory and Riparian Areas Inventory for Each City (Completion by August 2010) following applicable administrative rules (OAR 660-023 and OAR 141-086-0180 through 141-086-0240; and OAR 141-086-0300 through 141-086-0350)

- A. Where property access is granted, field map wetland and riparian area boundaries and if property access is denied, inventory wetlands and riparian areas using the off-site methods. Rectify on base maps. Where property access is granted, field map all wetlands 0.1 acres or greater. Where property access is not granted, map wetlands less than 0.5 acres when possible with a target mapping of at least 75 percent of all wetlands less than 0.5 acres.
- B. Check-in with DSL on proposed wetland assessment unit divisions.
- C. Using OFWAM results, determine the Locally Significant Wetlands; confer with LCOG regarding optional criteria. Prepare lists of significant wetlands, code significant wetlands on inventory maps, digital maps database, and wetland summary sheets.

- D. Also use the ORWAP assessment methodology for one city in Group 2 (city to be decided in consultation with LCOG and DSL).¹ Summarize a comparison of the two methods including but not limited to: time to complete the assessment, richness of information collected, ability to apply the method without site access, and possible numeric “breaks” for grouped functions and values to identify significance.
- E. Identify stream reaches and conduct a riparian assessment using the *Urban Riparian Inventory and Assessment Guide*.
- F. Test the use of LiDAR for wetland identification for at least two cities in Group 1. Testing should include but does not need to be limited to: the use of LiDAR in refining wetland boundaries, and the use in LiDAR in identifying potential wetland sites.
- G. Develop draft inventory report and maps that describe inventory and assessment findings and methodologies; field inventory work including data, assessment sheets, and documentation of OFWAM.
- H. Submit a copy of the draft report and maps to LCOG and DSL for review and comment. If needed, coordinate with DSL for a field review of draft inventory maps and data.

Responsible Parties:

- Consultant to complete wetland and riparian inventory and wetland assessment with assistance from LCOG and cities in identifying stream reaches.
- Consultant to provide LCOG with wetland boundaries drawn on aerial photo and tax lot base maps provided to consultant.
- LCOG to digitize wetland and riparian area boundaries, in consultation with consultant.
- Consultant to prepare inventory and assessment reports.
- LCOG in conjunction with the Department of Environmental Quality to conduct riparian area assessment.
- LCOG will provide field assistance if desired (please note in proposal).
- LCOG to provide and map LiDAR data. Consultant, with assistance from LCOG, to test LiDAR applications to two wetland inventories in Group 1.
- Consultant to conduct ORWAP for one city in Group 2 and provide summary evaluation report comparing the two methodologies.
- Consultant, with assistance from LCOG, to prepare summary report evaluating the use of LiDAR in wetland identification.
- LCOG and the city to review draft maps and reports and provide input to DSL.
- DSL to review draft LWI products and provide feedback to consultant.
- LCOG to rectify riparian areas with current GIS data.

¹ DSL staff may conduct an ORWPA assessment for one or more additional cities in Group 1 or Group 2. DSL will coordinate field work with the consultant’s schedule, if needed.

Task 5: Property Owner Information Regarding Wetland and Riparian Areas for Public Meetings (Completion by November 2010)

- A. Develop a letter/flyer to identified landowners to provide information on the wetlands and riparian inventories including information on the draft inventory report, assessment data, and determination of significance.
- B. Respond to property owner inquiries through phone or meetings.
- C. Prepare draft inventory for staff and DSL review.
- D. Prepare materials for, attend, and be available to answer questions about the wetland and riparian inventory results at public meetings.
- E. Revise and finalize inventory and/or assessment based on review and input from DSL, LCOG, city staff, the public, field review, or other sources. Make any final revisions based on input. Submit final reports to DSL for review and approval.
- F. Prepare letter for cities to mail to affected property owners. LCOG will be listed as contact entity in the letter.
- G. Meet with project team to brainstorm and identify assets, gaps, and opportunities to integrate wetland and riparian areas into other natural resource features in the cities.

Responsible Parties:

- LCOG will draft property owner letters, be the lead in responding to inquiries, and develop meeting materials.
- Consultant will respond to inquiries if needed and present at two or three meetings (per group), if requested.
- Consultant will prepare final draft inventory and assessment reports for each city.

Consultant Products List

Overall Requirements

- A. To meet all requirements of the local wetland inventory and significance determination found in DSL OAR 141-086-0180 through 141-086-0240 and DSL (OAR 141-086-0300 through 141-086-0350).
- B. Include wetlands 0.1 to 0.5 acres in the inventory and assessment.
- C. Each wetland and riparian assessment unit shall show a label point within each identified polygon. Each label point shall have attribute data including site code, onsite/offsite delineation or prior delineation, and significance determination, where possible. Attribute data will be provided to LCOG in an Excel spreadsheet.

Draft and Final Inventories and Reports for each city including results of applying the locally significant criteria and summary table

- A. Three copies of draft inventory report and maps and Locally Significant Wetland data and determinations per city: one to city, one to LCOG, and one to DSL.
- B. Four copies of final report and maps: two to city, one to LCOG, and one to DSL. The report should include wetlands and riparian mapping information at a report scale (likely 11 x 17).
- C. One digital version of final report in Microsoft Word and PDF format to LCOG and DSL.

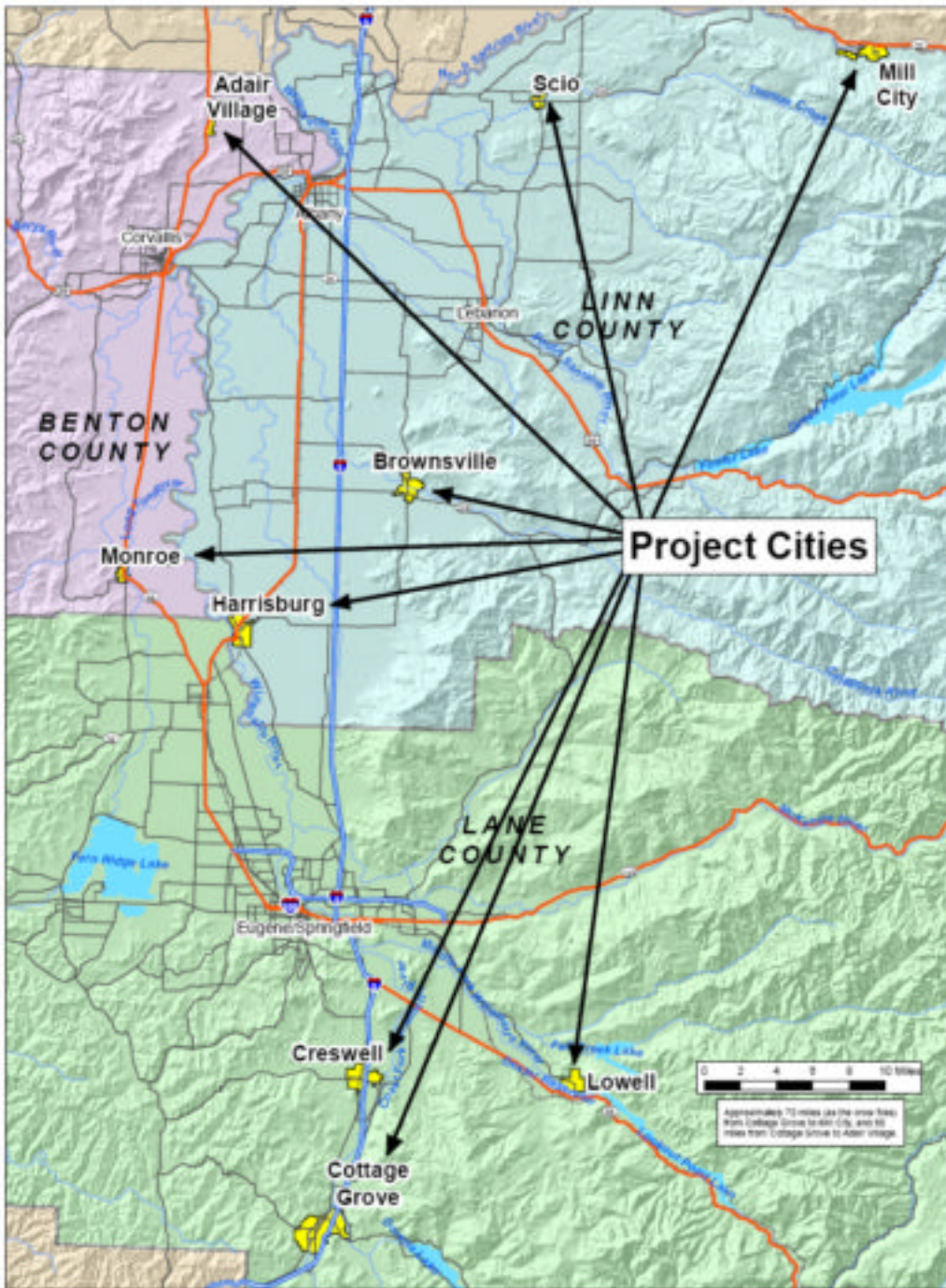
Group 1 and Group 2 Separate Requirements

- A. Group 1: Assessment of using LiDAR for wetland inventory summary report.
- B. Group 2: Evaluation of using ORWAP for wetlands inventory and assessment, including assessment data sheets and summary report.

Below is a map of the project area and cities involved and a table showing the acres within each city’s UGB as well as acres outside the UGB that are potential growth areas and which also require inventory work. The consultant should keep in mind that several of the cities such as Creswell, Cottage Grove, and Harrisburg, have included potential growth areas outside the UGBs because the majority of land within the existing UGB is no longer vacant. LCOG will be posting base maps (hydric soils, National Wetland Inventory, floodplains, aerials, contours, etc.) to the project webpage during the month of November.

<http://www.lcog.org/southwillamettelwi/default.cfm>

City	Population	UGB Acres	Growth Areas	Total Acres
Group 1				
Adair Village	930	176	0	176
Monroe	690	343	50	393
Mill City	1,640	925	235	1,160
Scio	775	340	46	386
Harrisburg	3,435	1,120	280	1,400
Brownsville	1,775	929	0	929
<i>Subtotal</i>	<i>9245</i>	<i>3,833</i>	<i>611</i>	<i>4,444</i>
<i>% of Total</i>	<i>38%</i>	<i>44%</i>	<i>37%</i>	<i>43%</i>
Group 2				
Cottage Grove	9,445	2,787	570	3,357
Creswell	4,710	1,316	330	1,646
Lowell	1,015	756	143	899
<i>Subtotal</i>	<i>15,170</i>	<i>4,859</i>	<i>1,043</i>	<i>5,902</i>
<i>% of Total</i>	<i>62%</i>	<i>56%</i>	<i>63%</i>	<i>57%</i>
Total	24,415	8,692	1,654	10,346



Instructions for Proposal Development

This section of the RFP describes the required format and content for the consultant's proposal. Failure to comply with the required organizational outline in this section may result in the elimination of the proposal from further consideration. Standardization will facilitate the evaluation of comparative merits of all proposals submitted and the selection of finalist in this process.

The proposals should be prepared simply and economically, providing a straightforward, concise description of consultant capabilities to satisfy the requirements of the RFP. Special bindings, color displays, promotional materials, etc. are not desired. All proposals should be submitted on 8.5 x 11 white paper, with a single staple in the upper left corner. The proposals should not be bound in any way other than with a single staple, and they should not have any plastic or card stock covers or dividers. Emphasis should be on completeness and clarity of content. LCOG is not liable for any cost incurred by the consultants for the preparation and presentation of their proposals.

Proposals must include the following in the order indicated:

- A. Cover Page: Clearly marked **Request for Proposals – Nine City Wetlands and Riparian Area Inventories and Assessments**. The cover page should include the project title, as well as the project manager's name, mailing address, email address, telephone number, and fax number.
- B. Staffing, Organization, Project Management: Identify and describe the members of the project team, the proposed management structure, project monitoring procedures, and organization of the project team. Describe the proposed organization and management of the project including fiscal management, key personnel to be assigned, percent of total project time for each person on the project team, and identification of the person responsible for day-to-day supervision of the work. List any subcontractors and their responsibilities. Also, include any special requirements or innovations for the completion of the project and the process to be used to involve LCOG staff.
- C. Statement of Assurances: Verification of the legal authority to contract and agreement to comply with all applicable federal, state, county and local laws, ordinances and regulations. The consultant and each of its employees will comply with all pertinent legal requirements regarding licensure, certification, permits and insurances.
- D. Project Description/Approach: The project description should outline the general plan of work and approach for the entire project. The description should include the broad design of activities to be undertaken, and, where appropriate, provide a clear description of procedures to be used. Enough detail should be provided so that reviewers will understand how the goals of the project will be met within a one-year time frame.
- E. Project Schedule: Provide projected milestones or benchmarks for substantial project tasks, including the submission of reports and deliverables. Work must be completed by December 31, 2010.

- F. Qualifications and Experience: Indicate the qualifications and relevant experience of key project personnel. Outline qualifications and briefly describe directly related experience and ability of your firm to complete the project described in this RFP. Provide a list of successful wetland delineations and local wetland and riparian inventories completed. Demonstrate experience in delineating large scale sites. The wetlands inventory must be accomplished in compliance with DSL Local Wetland Inventory requirements.
- G. Provide a list of at least three references for whom work of comparable type and scope has been completed in the last five years. Reference information must include the name, address, and telephone number of the organization, name and title of a contact person(s) familiar with the work, and a brief summary of the project, timeline, and outcomes. Reference information must include other wetland and riparian area inventories relevant to the proposed project.
- H. Work Plan: Briefly review the Scope of Work and Consultant Products List sections provided in this document by identifying any suggested changes and or innovations to these sections.
- I. Cost Proposal: This section should provide all the relevant cost information of the project as proposed. Submit a separate budget for each group that you are proposing to work with. Present a detailed project budget that includes line items for personnel expenses, material and equipment estimates, travel expenses, and all other expenses that comprise the total cost proposal.

Provide a cost estimate of each work task. If submitting a proposal for Group 1, separately identify costs associated with testing LiDAR data. If costs exceed the maximum project budget, submit a proposal to recommend tasks to be deleted in order to bring project costs in line. The cost proposal must be delineated by line item and use, at a minimum, the following categories:

- Direct Labor (hours and cost)
- Overhead
- Materials
- Equipment
- Travel
- Subcontracts
- General and Administrative Expenses
- Fixed Fee or Profit

Prices quoted shall be deemed to include all costs for which LCOG shall be responsible. Unspecified costs will be paid by the consultant. All costs should be in U.S. dollars.

General Information

Management

Project and Contract Manager: Denise Kalakay, LCOG

RFP Evaluation Committee composed of three to five representatives from:

- Cities
- LCOG
- DSL

Geographic Limits

Nine cities in the southern half of the Willamette River Basin. See included map of study area locations.

Available Resources

The maximum amount available for consultant services is \$180,000 to \$200,000. (*Note: a range is shown because this amount is still being negotiated.*)

RFP and Project Timeline

- Request for Proposals IssuedNovember 3, 2009
- Proposals Submission Deadline..... 4:00 p.m., December 3, 2009
- Notification of Finalists December 15, 2009
- Oral Interviews and Presentations by Finalist
to the RFP Evaluation Committee (if necessary)..... No later than December 30, 2009
- Notification of Award No later than January 5, 2010
- Completed Project/Reports No later than December 31, 2010

The statement of award date expresses the present intent of LCOG to award this project, but is not an agreement or promise that this contract will be awarded on that date or at any other time.

Inquiries

Questions regarding this proposal should be directed to Denise Kalakay (LCOG), (541) 682-7415 or dkalakay@lcog.org.

LCOG will make every effort to answer questions, and if warranted, to amend the RFP. LCOG recommends that interested firms provide through email, notification of an intent to submit a proposal to Denise Kalakay, LCOG Project Manager. In the event that it is necessary to revise any part of the RFP, addenda will be provided to all consultants who received the initial RFP or who have provided intent to submit notification. Any addenda so issued are to be considered part of the specifications of the RFP. LCOG is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addendum.

General Provisions

- A. LCOG reserves the right to reject any or all proposals received or to withdraw this RFP.
- B. Proposals that do not address all areas requested by the RFP and do not follow instructions to consultants as contained in this RFP may be deemed unresponsive and

may not be considered for a contract. LCOG reserves the right to waive minor deviations that are immaterial to performance or cost.

- C. LCOG reserves the right to consider proposal modifications received after the date and time designated, but before the award is made, should such action be in the best interest of LCOG.
- D. LCOG reserves the right to make an award without further discussion of the proposals submitted. Therefore the proposal should be initially submitted on the most favorable terms which the consultant can propose. The consultant shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions contained in the RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to LCOG.
- E. Any attempt to influence members of the LCOG Board of Directors, or the RFP Evaluation Committee, or otherwise affect the outcome of the award, outside the process provided in this RFP, shall be grounds for disqualification.
- F. Issuance of this RFP does not commit LCOG to award any contract. All costs incurred in the preparation and submission of a proposal under the RFP are the sole responsibility of the consultant.

Submission of Proposals

In order to be considered for selection, sealed proposals must arrive at LCOG on or before **4:00 p.m. Pacific Time, December 3, 2009**. Send or deliver to:

Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401

ATTN: Denise Kalakay
Nine City Wetland and Riparian Area Inventories

In submitting the response to this RFP, the consultant represents that:

- the consultant has read and understands the RFP and their proposal is made accordingly;
- the consultant has familiarized themselves with conditions LCOG will use in relation to requirements for the study and has correlated such observations with the requirements of the proposed contract documents; and
- the proposal is based upon the proposal documents without exceptions, except for those noted.

In order to be considered for selection, consultants must submit a complete response to this RFP, using the format provided. Consultants should submit one original, three (3) hard copies, and one copy on CD, of the proposal in a sealed package or envelope. No new proposals will be accepted after the closing time and date specified.

All materials submitted by the consultant as part of the proposal shall be considered the property of LCOG, and LCOG shall not be required to return the same to the consultant unless otherwise noted in the RFP. The materials submitted will be treated in the same manner as LCOG's own records.

Evaluation and Selection of Consultant

Proposals will be reviewed and evaluated against the selection criteria below. At its option, LCOG may choose to invite one or more finalists to an oral interview and presentation. The final selection will be at LCOG's discretion. LCOG reserves the right to accept or reject any or all proposals.

An evaluation committee will review the proposals. During the proposal review, LCOG has the right to require clarification in order to understand the consultant's approach to the project and view of the work scope. This review and any changes will be made before executing the contract and will become part of the final consultant contract.

Tasks in the evaluation phase may include, but are not limited to, the following:

- Detailed review of the proposal and the related documentation.
- Consultant's oral presentation if required.
- Demonstration of previous work.
- Reference checks.
- Follow-up contact with consultants to obtain additional information.

Proposals will be evaluated on responsiveness to this RFP. Consultant selection will be based on agreement to comply with assurances, qualifications and related experience of the organization and individuals assigned to the project, clarity and content of management and work plans, the proposed schedule, and proposed cost of the project.

The following criteria will be considered in the evaluation process:

- Range of background, skills and resources necessary to successfully accomplish work assigned to the consultant in the project Scope of Work.
- Similar projects completed by team or team members.
- Workload and size of firm in relation to work required by this proposal.
- Individual team member depth of experience and specific qualifications. At least one person with primary responsibility for performing or overseeing the work on the project should be a certified Professional Wetland Scientist through the Society of Wetland Scientists' Certification Program or satisfactory equivalent (as determined by evaluation committee).
- Organization of the team, project management approach and policies related to work quality, and cost control.
- Quality of past work.
- Experience and reputation for satisfactory work, judgment, integrity, and reliability, including positive references of past and present clients of the firm.
- Demonstrated ability to meet deadlines set by the client.
- Financial responsibility and cost of services.
- Clarity, content, and completeness of the proposal.

- The extent to which the proposal meets stated requirements and specifications.
- Results of the interview and presentation, if required.
- Technical acceptability: wetlands and riparian area inventory and assessment expertise.

After the detailed evaluation phase has been completed, the evaluation committee will prepare its recommendations for delivery to the LCOG. LCOG will review the evaluation committee's recommendations, cost information and other management considerations and make the final decisions on entering into contract negotiations and award of the contract.

Contract Negotiations

Upon selection of the successful consultant according to the evaluation process previously described, LCOG will provide written notice of the intent to enter into contract negotiations.

The objective of the negotiation process is to develop the detailed terms of the contract for the study. During this process, specific performance objectives, completion date, the change order process and payment terms will be defined and become an integral part of the contract terms. Major attention will be paid to the detailed work program. Additionally, the consultant's proposal and the contents of the RFP will be included as contractual obligations as part of the final contract.

If for any reason during the negotiation process LCOG determines that negotiations with the selected consultant should be terminated, LCOG will provide written notice to the consultant of their decision. In this event, LCOG may enter into contract negotiations with another consultant who qualified through the evaluation process as previously described. Additionally, LCOG will not be responsible for any costs incurred by a consultant during the contract negotiation process.

After contract negotiations have been successfully completed in accordance with the timing of events described in this RFP, LCOG will provide written notice of the intent to award the contract. The successful consultant will be required to assume full responsibility for all services and products offered in their proposal, whether or not the consultant subcontracts any of this work. Further, LCOG will consider the consultants to be the sole point of contact with regard to contractual matters, including payment of any and all charges included in this proposal.

LCOG will evaluate and accept (or reject) the professional services for which LCOG has contracted. The evaluation and acceptance will be done in accordance with the terms of the contract. Throughout the evaluation and acceptance phase, LCOG will have the final decision on contract interpretation. Additionally, and according to the terms of the contract, scheduled payments will be disbursed to the consultant only upon LCOG's formal acceptance of the work/services completed.