



2022

Invitation to Bid

## **Cole-Engle Habitat Implementation Project**

**Project Number: 221-6002-18956**

**Mandatory Bid Tour 10:00am on May 12<sup>th</sup>, 2022**

**Project Start Date: July 10, 2022**

**Project Completion Date: August 31, 2022**

**Bids Due by 4:00pm on May 26<sup>th</sup>, 2022**

Monument Soil & Water Conservation District  
311 Wilson Street  
PO Box 95  
Monument, Oregon 97864

Refer questions to:

Erik Rook

District Manager

Phone/Fax: (541) 934-2141

Email: [erook@monumentswcd.org](mailto:erook@monumentswcd.org)

## **Bid Request**

The Monument Soil & Water Conservation District (hereinafter called “District” or “Monument SWCD”) asks for a bid on the project described below. Please make your bids on a Completed Job Basis. Bids must be submitted to the District office by 4:00pm on May 26<sup>th</sup>, 2022. Hard copy or electronic submission of bids is acceptable, however all bids must be dated and signed by the principal of the Contractor regardless of the form of submittal and must include the Contractor’s Construction Contractors Board (CCB) license number and expiration date.

## **Project Overview**

This project will conduct instream improvements in Cottonwood Creek, near the town of Monument, OR that will stabilize the bed of the creek and remove a fish ladder associated with an irrigation diversion.

## **Mandatory Pre-Bid Conference and Site Tour**

A mandatory pre-bid conference and site tour has been scheduled for **May ,12th 2022** beginning at **10:00am**. The tour will meet on Grant County Road #6 (Courtrock Road) approximately 3.4 miles south of the town of Monument. The project is approximately 5 miles down the county road. Contractors must provide their own transportation. An authorized representative of the Contractor must be in attendance at this conference and site tour in order to submit a bid for this project.

## **References**

Bid submissions **MUST** include reference contact information and a brief project description for three (3) previous projects of this or comparable types. Failure to include references will cause the bid to be rejected.

## **Receiving of Bids**

All bids must be received by the Monument SWCD by 4:00pm on May 26<sup>th</sup>, 2022. Bids must clearly indicate the Project Name and Project Number shown on the cover page of this Invitation to Bid. Include the bid amount on a Completed Job Basis. Bids must be printed or written in ink, dated, and signed by the principle of the Contractor and must include the Contractor’s Construction Contractors Board (CCB) license number and expiration date. Any significant deviations from the Construction Materials and Design Specifications outlined within this Invitation to Bid that the Contractor wishes to propose should be adequately addressed and explained in full with the submitted Bid materials. Contractors may use the Bid Submission Sheet found in this document, or they may use their own bid submission form. Final contract selection will be made no later than June, 2<sup>nd</sup> 2022.

Failure to include all materials as requested above will result in the disqualification of your proposal. Proposals will NOT be considered from firms who do not attend the mandatory pre-proposal site tour on May 12<sup>th</sup>, 2022.

The Monument SWCD is a non-taxing district that has received grant funds in order to conduct this project. The selected Contractor will be made aware of any specific billing requirements

necessary for the Monument SWCD to acquire grant funded reimbursements. The District will review all invoices submitted by the selected Contractor and may ask for invoice modifications in order to meet these requirements. Invoices may be submitted no more than once per two-week period, and will be paid after reimbursement funds are received by the District from its funding entities. Payments are normally made within thirty (30) days after receiving satisfactory billing from the Contractor.

Any Contractor who has previously submitted a proposal or bid to the Monument SWCD or has requested to be notified of proposal/bid opportunities, and who does not intend to submit a bid/proposal must return the Statement of "No Proposal/Bid" to continue to receive notices of future opportunities from the Monument SWCD. Contractors who fail to respond with either a proposal or Statement of "No Proposal/Bid" to three (3) consecutive solicitations may be removed from the District's notification list.

The Contractor, by submitting a signed bid for this project, acknowledges that they have read all the information in this Invitation to Bid, understands it, and agrees to be bound by its terms and conditions for the review and selection by the Monument SWCD of a qualified Contractor to perform the tasks described herein.

### **Bid Selection Criteria**

Bids will be evaluated, as allowed under 279C.414(2) on the basis of price as well as Contractor experience, expertise, availability, project understanding, capacity, and responsibility. Bids must meet all the criteria set forth in this Invitation to Bid. The District reserves the right to reject any and all Bids or to accept the Bid deemed to be in the best interest of the District.

## **GENERAL PROVISIONS**

1. All work shall conform to the requirements of the contract, bidding documents, plans, state and federal permits, special provisions, NRCS Specifications for Construction Contracts, and professional and industrial standards. Questions regarding the work should be directed to the Monument SWCD. The Contractor shall notify the District at least 24 hours prior to commencement of any contract related work.
2. Contractor shall have a set of construction plans and specifications available on site during all phases of construction.
3. Contractor shall obtain an ODF Permit to Use Fire or Power-Driven Machinery for activities related to implementation of this project prior to construction, and provide a copy of the permit to the District prior to construction.
4. No claim for extra work shall be considered or allowed unless such work is approved by the District, in writing prior to commencement of such work.
5. All work shall be performed in compliance with Local, State and Federal laws, regulations, and safety requirements.

6. All Equipment will be cleaned prior to entering the work site to remove all contaminants and weed material that may be present. All Equipment shall be kept clean and free of oil leaks. All leaks developed during construction, shall be repaired immediately. Equipment Operators shall be prepared to contain spilled fuel or oil to prevent entry into stream.

7. All disturbed ground shall be restored or reshaped to near original conditions prior to completion of the work. All restoration or reshaping shall be considered incidental to the job if not specifically identified in a contract bid item.

**8. Insurance Requirements:** During the term of any Contract which may result from the subject project, the Contractor shall obtain, at the Contractor's expense, and keep in effect during the term of this project, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to the State of Oregon. This insurance shall include personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided during this project, shall name the Monument SWCD and Landowner(s) as Additional Insureds, and shall be issued on an occurrence basis. The selected Contractor shall provide proof of insurance of not less than the amounts listed in the following schedules:

\$1,000,000 per Occurrence  
\$2,000,000 Aggregate

As evidence of the insurance coverage required for this project, the selected Contractor shall furnish certificate(s) of insurance to the Monument SWCD prior to the beginning of the project. The certificate(s) will specify all of the parties who are Additional Insureds or Loss Payees. All insurance policies and coverage must be obtained from insurance companies or entities that are acceptable to the Monument SWCD and allowed to provide such insurance in the State of Oregon.

**9. Warranty of Work:** The selected Contractor will be required to warranty their work against any defects for a period of 12 months following completion of the all components contained in the resulting contract.

**10. Taxpayer Identification Requirement:** Payment under this Agreement is contingent upon Contractor furnishing Monument SWCD with a signed and completed W-9 IRS tax form. Unless the Contractor already has a current W-9 form on file with the Monument SWCD, one should be provided to the office at the time of contract/requisition routing. Contractor shall cooperate with Monument SWCD in furnishing any additional information Monument SWCD may need to comply with rules and regulations of the Internal Revenue Service.

## SCOPE OF WORK

### **Contractor will:**

- Mobilize/demobilize to the site
- Source and supply all rock, gravel & steel materials required to complete the job or harvest them on-site as appropriate and described in the designs.
- Construct design elements described below and in the design set
- Work with both District Staff and Contract Engineer to fulfil the requirements of the project as described in the design set. Any deviation from the designs must be approved by District staff and the Contracted Engineer.
- Conduct work within the fish isolation area and within water control structures in a fashion that limits long duration or high intensity water turbidity
- Block the fish ladder
- Clear, grub and contour project pre and post-construction to meet design specifications.
- Provide detailed invoicing

### **Monument SWCD will:**

- Provide project oversight, permitting, and project coordination
- Conduct fish salvage and isolation
- Monitor construction turbidity
- Coordinate cultural monitoring
- Source, supply and install all plantings and grass seeding
- Document and report project progress and completion
- Administer contract, process payment to contractor, and maintain administrative records

### **Project Background:**

In 2010 a diversion structure consisting of sheet pilings, a fish passage box, ODFW drum style fish screen and a headgate for irrigation was installed at the project location to service the water rights of two adjacent landowners. However, this structure has not held up well to high flow events which have exposed over three feet of the sheet pilings and caused moderate streambed erosion both above and below the structure. The placement of the fish passage box next to the headgate also creates a danger for juvenile fish which can be pulled into the headgate and through the fish screen causing them to swim in a "circle of death" as they try to navigate past the structure.

If measures are not taken to address the aforementioned problems, site conditions will continue to degrade and impede fish access to over 25 miles of crucial upstream habitat as well as compromise the landowner's ability to maintain irrigation water rights.

This project will implement design plans recently completed from OWEB Technical Assistance Grant 218-6037. These plans will involve blocking the fish ladder and reconstructing the creek channel so that the diversion can withstand a 100-year flood event and meet with ODFW fish passage requirements while still maintaining a surface water elevation sufficient to service the existing water rights.

## **Location**

This project is located at stream mile 12.75 on Cottonwood Creek, approx. 15 miles south of Monument in Grant County, OR. From Monument: Take Highway 402 south 3 miles to Courtrock Road. Continue on Courtrock/Cottonwood Rd for 12 miles. The project is located at 37796 Cottonwood Rd. Monument, OR 97864.

## **Work Elements**

Please reference the technical specifications for work element details, measurement, and payment.

**Proposal Submission Sheet**  
**RFP #MSWCD221-6002**

Name of Firm (tax filing):	Street Address:
Fed Tax ID# or Soc Sec #:	Mailing Address:
Email Address:	Telephone #:
CCB #:	CCB Expiration Date:

The individual signing on behalf of Proposer has the authority to bind Proposer, and certifies that Proposer possess, or has the ability to obtain, all necessary permits and licenses to perform the Work; and hereby accepts on Proposer's behalf, all terms and conditions contained in this Request for Proposal # \_\_\_\_\_, and the attached sample Contract.

Signature of Authorized Representative:	Date:
Print Name of Authorized Representative:	Title:

## Statement of “No Proposal/Bid”

Project Name: **Cole-Engle Habitat Implementation**

RFP Number: **#MSWCD221-6002**

**NOTICE TO VENDORS:** If you do not intend to submit a bid/proposal and wish to continue to receive notices of bid/proposal opportunities from the Monument Soil & Water Conservation District, you must return this Statement of “No Proposal/Bid.” Persons or businesses who fail to respond with a proposal/bid or this Statement of “No Proposal/Bid” to three (3) consecutive solicitations may be removed from the District’s direct notification list.

If you elect not to submit a proposal/bid, please indicate the reason below and mail it to the District.

- I/we do not offer the product/service or an equivalent
- My/our schedule would not permit us to perform
- Insufficient time to respond to the solicitation
- Unable to meet the required specifications
- Specifications not clear
- Unable to meet bond and/or insurance requirements
- Specifications “too tight”/restrictive (i.e., geared to specific brand or manufacturer)
- Subcontractor (submitted bid to General Contractor)
- Other (please explain) \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Request and Authorization Form  
To Release Information, Release of Liability/Claims,  
And Agreement to not Sue  
RFP#: MSWCD221-6002**

**To Whom It May Concern:**

I the undersigned, have submitted a response to a Request for Proposal (RFP) to contract with Monument Soil & Water Conservation District (“District”). I request and authorize you to furnish to the District any and all information you may have regarding my services, including but not limited to, evaluations or assessments of my job performance and educational records.

I request and authorize you to provide the information requested or to participate in a phone or in-person interview with a representative of the District.

In consideration of your cooperation with this request, I hereby release you, and any and all other persons employed by or connected with your agency and/or organization from any and all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the District as requested. I further agree to hold harmless the District, you, or any and all other persons employed by or connected with your agency/organization as a result of the furnishing of any information, including good faith expressions of opinion, to the District.

I am aware and understand that the information and good faith opinions furnished to the District pursuant to this request will remain confidential with the District if requested by you, and will not be disclosed to me or to any other person, except as required by law.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Scored Proposal Components Form**  
**RFP#: MSWCD221-6002**

<b>Estimated Fees (Use Price Proposal &amp; Mandatories Certification Form):</b>	<b>(40 points)</b>
<b>Understanding of Requested Services/ Project:</b>	<b>(10 points)</b>
<b>Contractor Qualifications:</b>	<b>(50 points)</b>



**RFP#: MSWCD221-6002**

**References:**

Reference 1: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Name of reference: \_\_\_\_\_

Title of reference: \_\_\_\_\_

Telephone number of contract person: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Name of reference: \_\_\_\_\_

Title of reference: \_\_\_\_\_

Telephone number of contract person: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Reference 3: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Name of reference: \_\_\_\_\_

Title of reference: \_\_\_\_\_

Telephone number of contract person: \_\_\_\_\_

Nature of work: \_\_\_\_\_

**By signing this document, Contractor certifies that all the Mandatories have been met.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_