



Siuslaw Watershed Council P.O. Box 422 ▪ Mapleton, OR 97453

Community ▪ Economy ▪ Environment
www.siuslaw.org

541-268-3044
watershed@siuslaw.org

December 29, 2020

INVITATION TO BID

Issued By:

Siuslaw Watershed Council (SWC)
PO Box 422
Mapleton, OR, 97453
(Mailing address)

Location of bid opening:

Siuslaw Watershed Council
10868 E. Mapleton Rd.
Mapleton, OR 97453
(Not the mailing address)

Contact persons:

Kyle Terry, SWC Programs Manager, (541) 268-3044, programsmanager@siuslaw.org
Mizu Burruss, SWC Executive Director, (541) 268-3044, coordinator@siuslaw.org

Timeline:

1. Invitation to Bid Release Date: January 1st, 2021
2. **Optional Site Visit** date: January 20th, 2021

The SWC will be conducting a pre-bid field tour January 20, 2021 for riparian revegetation associated with the multi-phase Fivemile-Bell Restoration Project on Fivemile Creek. We will meet on site, located at 43.8411348, -124.0411957, across from 9250 Fivemile Rd, Westlake, OR 97493, at 9:00am. We will meet at the gate on the east side of the gravel Douglas County Road 49. The tour will take approximately 2 hours to view the project and answer any questions. Please come prepared for uneven and muddy terrain. Please RSVP by contacting SWC Programs Manager at (541) 268-3044 or programsmanager@siuslaw.org.



Figure 1 Site visit meeting location.

1. Deadline date for bids: January 25th, 2021
2. Anticipated contract award date: January 29th, 2021
3. Anticipated work period: February 1st – March 30th, 2021

Project Background

This invitation for bid applies to the Fivemile-Bell Restoration Project. Fivemile and Bell Creeks form the largest tributary to Tahkenitch Lake, which is approximately 11 air miles south of Florence. In 2003, the United States Forest Service Siuslaw National Forest (USFS) acquired 600 acres in the Fivemile Creek watershed. Natural floodplain vegetation was once converted to non-native pasture grasses and the surrounding watershed converted to tree plantations. The goal of this project is to restore ecosystem functions along the Fivemile and Bell Creek floodplains and restore natural plant diversity on surrounding plantation slopes through a partnership between the USFS, the Siuslaw Watershed (Council, SWC), and many others. Instream, upland and riparian/wetland restoration actions are being implemented. The project is currently in the fifth phase of implementation.

Project Duration

The services cover the period from the date on the fully executed contract, which is anticipated in January 2021, through March 30th, 2021.

Description of Work

SWC invites qualified parties to submit a proposal to plant 10,000 willow stakes on 4.4 acres. The SWC can provide up to 5,000 cuttings to the successful bidder (Contractor), i.e., the Council can help gather materials if needed to complete the project on time. The Contractor has the option to harvest between 5,000 and 10,000 stakes and the Council will supplement the remainder. 2.15 acres are along Fivemile Creek and 2.25 acres are along Bell Creek floodplain. Planting will take place as specified by SWC and USFS project managers.

Contractor	SWC
Provide 5,000 – 10,000 willow stakes	Provide 0 – 5,000 willow stakes
Plant 10,000 willow stakes	Plant 0 willow stakes

Target stake dimensions will be one inch at base and four feet long. The diameter of stakes may range from 3/8-inch to two inches at base, and length may range from 3 ½ feet to 4 ½ feet. All branches will be removed from stakes.

Rain and high flows may result in part of the planting area being underwater. Successful bidder will plan according to the forecasts, be prepared to plant in shallow water (depending on stream flow), use multiple installation techniques and follow best management practices. Over 3,000 feet of the valley road adjacent to planting site is accessible by utility vehicle only, as mapped in Exhibit B.

Expect variable soil, terrain, weather, and stream flow conditions. The Contractor will collaboratively work with the SWC project manager to implement a successful project together.

Obligations of the Contractor

Contractor Shall:

1. Procure insurance, at Contractor's own expense, with companies satisfactory to the SWC. Prior to the implementation of this agreement, Contractor shall furnish SWC a certificate(s) of insurance, dated and signed by a stated, authorized agent for the insuring company or companies, in a form acceptable to the USFS and SWC and containing a representation that coverage is provided with the required limits listed in Exhibit A. The USFS and SWC reserve the right to require a certified copy of the policy or to examine the actual policy.
2. Complete and submit a W-9 to the SWC, prior to beginning work.
3. Coordinate with the SWC Project Manager and the landowner, USFS, to correctly identify plant placement and spacing along Bell Creek and Fivemile Creek and the surrounding floodplain.
4. Commit to a schedule mutually acceptable to the SWC and the USFS.
5. Plant cuttings in mapped willow polygons provided by SWC staff.
6. Plant cuttings at an approximate spacing of 4' x 4' and should have 50% of their total length, or about two feet from base, planted in the ground (e.g., 4' long cutting would have 2' underground).
7. Backfill auger holes completely.
8. Stage bundles of cuttings properly, labeled and flagged along the road next to the planting site with the cut-end base-down in water.
9. Where it is efficient to do so, install stakes randomly to emulate natural conditions, not in rows.
10. Gather any twine or small rope used to stage willows and dispose of offsite.
11. Invoice SWC for payment upon completion of project deliverables for approval by the SWC as described in, and unless otherwise specified in, Remuneration below.
12. Provide all equipment, labor and materials required to complete the project. The work shall be performed using the Contractor's own tools. Except maps and previously staged willows provided by SWC, all supplies and equipment shall be furnished by the Contractor.

Additional Requirements:

- A. Bid proposals shall be received at the SWC office, 10868 East Mapleton Road (not the mailing address), mailed to SWC at PO Box 422, Mapleton, OR, 97453, or emailed to programsmanager@siuslaw.org, by January 25th, 2021.
- B. Bid proposal will be presented as a total, by the acre, or by the stem basis.
- C. Bid proposal must specify a number of willow stakes the Contractor will harvest between 5,000 and 10,000.
- D. Prior to the implementation of this agreement, Contractor shall furnish the SWC with current insurance certificate(s) and endorsement(s), dated and signed by a stated, authorized agent for the insuring company or companies, in a form acceptable to the SWC and containing a representation that coverage is provided with the required limits listed in Exhibit A. Digital copies are acceptable.
- E. Bid proposal will include a list of related work experience.
- F. Contractor must agree to comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- G. The terms of this invitation to bid, and all other information provided by SWC in connection with this invitation, are confidential and proprietary to the SWC. Such materials are to be used solely for the purpose of responding to this request. By submitting a proposal, bidder agrees not to disclose

any such information to any third party without the prior written consent of the SWC (which consent shall be conditional upon the written agreement of the intended recipient to treat the same as confidential). The Council may request at any time that any or all SWC material be returned or destroyed.

- H. The Council reserves the right to accept or reject any or all bids in whole or in part, to waive irregularities not affecting substantial rights, and to postpone the award of the work as necessary for a period of time not to extend beyond 30 days from the bid opening date. Bid prices quoted shall remain firm for a period of 120 days from the date of bid opening. The SWC shall enter into a contract with the contractor whose bid appears to best serve the interest of the SWC in terms of qualifications and cost.
- I. Contractor is responsible for furnishing all required tools and equipment for the project. Contractor is furthermore required to secure all willow poles and plant propagation materials as outlined in the scope of work above.
- J. The Contractor is expected to abide by the specifications outlined above, and by the procedures outlined within their Council-approved bid proposal. The Contractor shall not make any changes to the procedures outlined within the proposal without approval from the Council. The Council Project Manager, may inspect work at any time during the course of the contract. The Council will conduct a final inspection within three business days of the Contractor's request. This final inspection will be to ensure that all tasks have been conducted to the satisfaction of the Council. The Council shall give written notice to the Contractor stating acceptance of work and absolving contractor of further duty.

Payment:

The successful bidder may invoice SWC once the work is complete. All invoices must be submitted no later than May 15th, 2021. Payment will be made as soon as possible and within 45 days of the invoice receipt.

Proposal Submission Instructions:

Proposals should address the following:

- 1. Bid Sheet Template
- 2. Description of Work
- 3. Obligations of Contractor
- 4. Additional Requirements
- 5. References Table

If the bidder takes exception to any part of this invitation, the bidder shall itemize those exceptions and submit them with the Proposal with the heading: "EXCEPTION(S) TO INVITATION PACKAGE". Documents should be submitted on or before January 25, 2021 to:

Siuslaw Watershed Council
Attn: Programs Manager
PO Box 422
Mapleton, Oregon
97453

Force Account Basis:

If the method of payment cannot be agreed upon prior to beginning work, and the Project Manager directs that the work be done on a force account basis, then the Contractor shall furnish labor, equipment, and materials necessary to complete the work in a satisfactory manner and within a reasonable period of time. For the work performed, payment will be made for the documented actual cost of labor.

References:

Name of Client, Project Location	Description of Work Completed	Contact Name/Phone Number

Bids will be received from qualified vendors for the following tasks

1. Harvest, process, and stage between 5,000 and 10,000 live willows as specified by onsite SWC or USFS project managers.
2. Plant approximately 10,000 willows on 4.4 acres as specified by onsite SWC or USFS project managers.
3. Successful bidders will break out costs of harvesting and planting willows separately in bid.

Bid Sheet Template

Procurement of the willow stakes:		
A. Number of willow stakes you will provide: _____	B. Cost per stake to the Council: \$ _____	C. Procurement Subtotal (Box A x Box B): \$ _____
Planting of the willow stakes:		
D. Labor, mobilization and equipment to install 10,000 willow cuttings on 4.4 acres , rate per plant or by the acre: \$ _____ per/by the _____		E. Planting Subtotal: \$ _____
TOTAL BID (BOX C + BOX E): \$ _____		

Exhibit A: Insurance Requirements

INSURANCE: _____ ("CONTRACTOR") AGREES TO CARRY INSURANCE EQUAL TO OR GREATER THAN THAT LISTED BELOW AND NAME SIUSLAW WATERSHED COUNCIL AS AN "ADDITIONAL INSURED" WHERE INDICATED.

COMMERCIAL GENERAL LIABILITY AND AUTO LIABILITY

\$1,000,000. EACH OCCURRENCE

\$2,000,000. GENERAL AGGREGATE

\$1,000,000. PRODUCTS/COMPLETED OPERATIONS AGGREGATE

\$1,000,000 PERSONAL & ADVERTISING INJURY

5,000 MEDICAL EXPENSE

\$1,000,000 AUTO LIABILITY

\$1,000,000 UMBRELLA (FOR EACH OCCURRENCE)

- SWCMUST BE NAMED AS AN ADDITIONAL INSURED. THIS INSURANCE IS REQUIRED TO BE PRIMARY AND NON-CONTRIBUTORY AND INCLUDE A WAIVER OF SUBROGATION.
- THE ADDITIONAL INSURED ENDORSEMENT MUST INCLUDE PRODUCTS AND COMPLETED OPERATIONS; ISO CG 20 10 OR ITS EQUIVALENT AND ISO CG 20 37 OR ITS EQUIVALENT. PLEASE ATTACH A COPY OF THE ENDORSEMENT TO THE CERTIFICATE OF INSURANCE
- INSURANCE MUST BE MAINTAINED CONTINUOUSLY

WORKERS COMPENSATION

\$1,000,000 EMPLOYER LIABILITY FOR EACH INCIDENT; \$1,000,000 DISEASE EACH EMPLOYEE; AND

\$1,000,000 DISEASE POLICY LIMITS.

COMPLIES WITH ALL APPLICABLE WORKERS COMPENSATION LAWS OF THE STATE OF OREGON

CERTIFICATE OF INSURANCE ONLY

- WORKERS COMPENSATION MUST CONTAIN A WAIVER OF SUBROGATION

IN WITNESS WHEREOF, SWC "and "CONTRACTOR" have executed this agreement, effective the date of the last authorized signature.

BY: Siuslaw Watershed Council.

BY: _____

CONTRACTOR (COMPANY NAME)

BY: _____

(Mizu Burruss, SWC Executive Director)

BY: _____

CONTRACTOR (AUTHORIZED SIGNATURE)

DATE: _____ DATE: _____

Exhibit B: Planting Area



Figure 2 Planting area during base flows, little precipitation leading up to this photo



Figure 3 Planting Area



Figure 4 Planting Area



Figure 5 Planting Area