

**Request for Proposals for the Engineering Design Refinement
of
the Winter Lake Phase III:
Floodplain Connectivity and Drainage Enhancement Project**



Requested by:
Coos Soil & Water Conservation District
379 N. Adams St.
Coquille, OR 97423

May 10th, 2024

**Request for Proposals for the Engineering and Design
for the Winter Lake Phase III Project**

PRE-PROPOSAL SITE TOUR (Optional)

Will be held on Wednesday May 22nd, from 1-2:30PM

Directions to the site:

Meet on the southwest side of Hwy OR-42E, in the gravel parking area beside the road (you will see a sign for the Winter Lake Project), located approximately 400ft Southeast of Garden Valley Rd, and 3.5 Miles Northwest of the city of Coquille. Note: There is no street address but the coordinates for the meeting location are: (43.199663°, -124.235845°). Please call the Coos SWCD Office at 541-396-6879 to RSVP for the tour.

Any statements made by the District's representatives will not be binding unless confirmed by written addendum. Proponents shall submit their proposal pursuant to the provisions of this solicitation to:

Coos Soil and Water Conservation District (Coos SWCD)
c/o Caley Sowers
379 N. Adams St.,
Coquille, OR 97423

SOLICITATION CLOSING DATE:

May 30th, 2024, by Midnight

(LATE PROPOSALS WILL NOT BE ACCEPTED)

Proponents are solely responsible for ensuring that the Coos SWCD receives the proposal. This Proposal Document and plan sets are available online (www.coosswcd.org), by phone (541-396-6879), and by email info@coosswcd.org)

Proponents shall familiarize themselves with this entire Proposal Document.

All questions and comments about this solicitation shall be directed IN WRITING via email to **Caley Sowers, Coos SWCD Manager**

Email to: Districtmanager@coosswcd.org

INVITATION TO PROPOSE

Notice is hereby given pursuant to this Request for Proposals (“RFP”) that sealed Proposals (a “Proposal”) for the **Winter Lake Phase III Project** (“Project”), which is described in more detail in Exhibit A Proposal Prospectus, will be received by The Coos Soil and Water Conservation District (“Coos SWCD”), an Oregon Special District, up to the deadline indicated in this Proposal Document. Specifically, Coos SWCD intends to contract the refinement and finalization of previously completed project designs/engineering and permitting of a large floodplain channel realignment and water control infrastructure project at Winter Lake, located near Coquille, OR (“Site”). This design and engineering phase will occur from July 1, 2024 to Dec 30th, 2024. The Project has had previous design and engineering completed to approximately the 45% level, including: redesigned channel layouts and other project features mapped, preliminary excavation calculations, an engineer’s topographic survey, a sediment and erosion control plan, and a no-rise certificate. **The contract documents (including special provisions and specifications) are available at the Coos SWCD office, 379 N. Adams St., Coquille, OR 97423, or requested via email: info@coosswcd.org**

Those receiving this RFP who wish to submit a Proposal (in each case, a “Proponent”) shall furnish labor, materials and equipment necessary for completion of the design in accordance with the specifications provided in the Proposal Prospectus. The project will consist of utilizing existing digital and Arc-GIS project designs to develop AutoCAD style, implementation ready project layout designs in both pdf/hardcopy and digital formats for project features. Design drawings include but are not limited to: channel layout/culvert installation depiction, berm repair and hydrologic bulb illustration. AutoCAD and digital files will be needed for equipment computers, as well as construction costs and quantities estimates. Contractor will take existing Project Team developed layout and specified project feature design information to inform project layout, utilizing additional surveys as needed to refine the information from existing formats into AutoCAD style drawings/designs with associated refined cut/balance quantities, and channel/other feature layout/grades. In addition, Contractor shall produce digital layout files for channels compatible with common modern excavator computer systems for locational orientation and invert elevation.

Note: An Individual Removal-Fill Permit Application to Department of State Lands, U.S. Army Corps of Engineers, Department of Environmental Quality, and other regulatory agencies has been developed by the Coos SWCD/Oregon Department of Fish and Wildlife (ODFW)/Beaver Slough Drainage District (BSDD) Project Team and currently already under review for this project. The contracted engineer shall Provide permit progress coordination assistance. A link to the 404 Application posted on the Coos SWCD Website is provided here:

https://www.coosswcd.org/files/bddbc3b90/1++Wntr_Lk_PhaseIII_404_App.pdf

Included in this Request for Proposals (RFP) is:

Exhibit A: Proposal Prospectus that includes project background, requirements for Proponents, proposal instructions, and required forms.

Deadline, midnight, May 30th, 2024. Proposals received after this date and time will not be considered. **Proposal shall be emailed in PDF format to the Coos SWCD office at info@coosswcd.org.** Proponents must clearly include the following information in the email in which their Proposal is sent:

From: (Name of Proponent)

RE: Engineering Proposal for Winter Lake Phase III Project

Exhibit A:

PROPOSAL PROSPECTUS

LOCATION: Winter Lake (43.199663°, -124.235845°), See Permit Application maps for specific project location.

https://www.coosswcd.org/files/bddbc3b90/1++Wntr_Lk_PhaseIII_404_App.pdf

OPTIONAL SITE TOUR: May 22nd 1:00pm

PROPOSAL DEADLINE: May 30th, 2024

APROXIMATE START: July 1st, 2024 or as soon as all contract documents are in order.

COMPLETION DATE: Dec 30th, 2024.

PROJECT BACKGROUND: The “Winter Lake” land area is a distinctive floodplain located west of Coquille, Oregon. The portion that is east and south of North Bank Lane and south of Hwy 42 bordered by the Coquille River is ~1,873 acres in size. Historically, the acres of this unique valley floodplain that lie below elevation 8.0ft NAVDD88 were subjected to regular tidal inflow and outflow. In 1906-1907 the Beaver Slough Drainage District (BSDD) was formed, followed by the Coaledo Drainage District (CDD) some years thereafter. These drainage districts provided the social, administrative, and financial framework to facilitate the construction of canal networks and installation of large tidegate systems for the properties to be drained. The BSDD installed canals and tidegates in 1908-1909, allowing for drainage of 1,700 acres and the CDD installed the Beaver Creek tidegate that allowed for drainage of the remainder in the early 1900s. The condition of the lands, prior to draining and conversion to pastureland, reflected forested condition with wetland tree species and contained a highly dendritic tidal channel network. As part of the land alterations, interior berms were constructed along pasture and property boundaries with elevation crests of ~5.5ft to allow for individual pasture management when water was below that elevation. The land area ownership was originally comprised of multiple individuals and entities in the early years, and land uses varied from cultivation of some crops to extensive hay production on higher elevation pastures. Currently the primary use is pastureland grazing and ownership has been largely consolidated.

In 2017 a largescale restoration project developed by the BSDD, Oregon Department of Fish and Wildlife (ODFW), and The Nature Conservancy (TNC) was implemented in the BSDD, where the four legacy 8.0ft corrugated metal culverts with associated top-hinged wooden tidegates connecting BSDD lands to the Coquille River were replaced with the C3P project (Phase I). The C3P project consisted of construction of seven 8.0ft (h) x 10.0ft (w) concrete box culverts and associated vertical slide-gates and side-hinged aluminum tidegates. In addition, an access road was rebuilt from Hwy 42 and from North Bank Lane, with associated bridges to provide access across existing legacy canals to serve this infrastructure. In 2018 restoration actions (Phase II) installed 31,000ft of sinuous channel on properties upstream of the C3P tidegate referred to as “Unit 2” lands and hydrology was returned to more historical condition within Unit 2 using the Muted Tidal Regulator (MTR) effects that were possible with the new C3P vertical slide-gates.

Upstream of the new C3P tidegate, in Units 1 and 3 and pastures along Beaver Creek in the BSDD and CDD are 42 undersized culverts with a high prevalence in the 2.0-3.0 diameter range. These

culverts greatly underserve the tidal inflow/outflow capacity of the new C3P tidegate and the water management strategies outlined under the BSDD Water Management Plan (WMP). Additionally, the tidal channels that were present historically were largely cut-off when linear field drainage channels were originally laid out. These linear channels were installed with little attention to microtopography, often on property and or pasture boundaries resulting in a number of hydrologic discontinuity issues. The Winter Lake Phase III project is proposing to replace the remaining 42 interior culverts and old-style top-hinged tidegates in Units 1, 3, and pastures along Beaver Creek with 38 appropriately sized culverts. Upstream of the new culverts within pastures the project will construct on-grade channels that meet the precipitation hydrology as well as the tidal hydrology of the landscape and the BSDD water Management Plan (WMP). Existing engineering tools (USGS Streamstats) and engineering culvert capacity information were utilized to develop culvert and channel sizing that meets or exceeds the site hydrology and fish passage guidelines for both Federal and State jurisdictions.

This prospectus is focused on taking SWCD/ODFW/ BSDD Project Team developed layout/design/engineering products and geolocating these previously vetted design features/locations to produce AutoCAD style pdf/hardcopy documents and digital plug and play feature location and invert elevation files for excavators/dozers/other equipment. The Project Team has developed project action item drawings/designs, cut/fill quantity calculations, and hydrology from common digital tool methods, however, engineering tools implemented with the contractor for this project will allow for upscale improvements in the drawings/designs/and fill quantity calculations. Implementation ready designs will take these products and develop both digital (pdf) style and hardcopy large format (18x24") drawings of project features and specifications relevant including but not limited: quantities, elevations, and surveyable discoverable feature location for implementation information. Work will also include developing computer capable excavation invert and location files for earth moving equipment capable of using this technology. Contractor will assist SWCD and ODFW with permitting (in progress) coordination. Prospectus also seeks to obtain review and summary validation of "proof of concept" hydrology developed by Project Team. Team is seeking increased precision with project costing through production of an implementation cost estimate.

Coos SWCD is currently seeking Implementation ready refinement to the Phase III existing 45% level designs for layout quantity and cost estimates, and some limited permitting coordination assistance with pertinent agencies. Refined design/engineered drawings and improved cost estimates will enhance efforts to seek and obtain funding for the project and more precisely guide contractors with implementation of project actions leading to quality assurance of the final product.

PROJECT GOAL:

The proposed "Winter Lake Phase III" project has been developed by a team of partners including the BSDD, the Coos SWCD, and ODFW. This project is designed to complement the BSDD C3P tidegate replacement project (Winter Lake Phase I) which was completed in 2017. The overall goal of this project is to address the multiple undersized culverts/top-hinged tidegates, reduce the overall number of interior tidegates, enhance floodplain channels, and expand C3P tidegate ecological uplift potential for Winter Lake Units 1 & 3.

Winter Lake Phases I & II saw the installation of the C3P tidegate and restoration of 405 acres within the Beaver Slough Drainage District (BSDD) Unit 2. Units 1 & 3, which comprise 1,295

acres, are managed with a prominent “Working Landscapes” concept of ecological uplift combined agricultural multi-use. The C3P tidegate network’s potential to provide inflow/outflow is not currently accommodated by the existing undersized internal infrastructure and hydro-geomorphological discontinuity of channels in Units 1 & 3, where no restoration work has occurred.

Phase III actions proposed within BSDD Units 1 and 3 include replacement of 42 existing undersized culverts and their associated old-style top-hinged tidegates with 38 new culverts; installation of upgraded water control structures; and redesign of the interior pasture channel network. These project actions are anticipated to maximize hydrologic connectivity, with the goal of achieving a more sustainable balance of fish/wildlife and forage production. We are incorporating designs that meet the ODFW Habitat Mitigation Policy guidelines (OAR 635-412) and National Marine Fisheries Service (NMFS) Tidal Area Restoration Project (TARP) and Standard Local Operating Procedures for Endangered Species (SLOPES V) restoration guidelines.

PROJECT OBJECTIVES:

1. **Reduce the overall number of interior culverts as possible with associated tidegates:**
Complete the engineering/design for replacement and consolidation of undersized culverts (historically installed at inappropriate elevations) in order to allow for proper floodplain hydrology in Winter Lake Units 1 and 3. The Unit 1 and 3 interior top-hinged flapper gates will be addressed with substantial benefits through conversion of ~2/3 of the existing gates to slide-gate water control structures or side-hinged aluminum tidegates, which will be managed with a gate open default allowing for maximization of fish ingress/egress.
 - a) Engineer serves to provide advisory review of Project Team sizing for replacement of culverts, noting proper culvert sizing based on hydraulic analysis and proper elevation/grade setting for new culverts based on hydrology and topographic survey. Hydraulic Assessment methods have been used by Project Team to size the culvert/tidegates regarding the existing Water Management Plan and land area they serve, to meet both state and federal criteria based on velocity thresholds for the smallest life stage that would need to access the site. Engineer provides letter of validation of “proof of concept” for hydrology methodology.
 - b) Project Team has determined locations where existing several culverts and channels might be consolidated to reduce fish ingress/egress issues.
 - c) The Project Team has identified two newer/new water control structures for culverts where interior tidegates are able to be replaced following coordinated efforts with landowners. Engineer designs denote locations and provide additional input.
 - d) Project Team and engineer finalize appropriate model and strategies for implementation use of new slide-gate style control gates that are operated with a high degree of fish passability over currently used top-hinged tidegates; in as many locations as acceptable for water management and landowners.
 - e) Engineer refines Project Team developed landscape-scale project channel design that maximizes fish ingress/egress into the floodplain habitats and irrigation delivery potential and ensures placement locations and culvert infrastructure on the landscape. This includes specific culvert locations to maximize water inflow/outflow capacity and efficiency of delivery to individual landowner micro-watersheds. The Project Team has previously used hydraulic methodology to size culverts to meet both State and Federal fish passage guidelines;

2. **Finalize Channel Design & Layout:** Refine/complete engineering designs to the 95-100% (5% is often retained for project implementation adjustments) level that are fully vetted/approved that will be developed for on-grade swale type channels (see 404 permit application attachment A. https://www.coosswcd.org/files/cd48adcc1/2+404_Attach_A_Figures.pdf Figure 12. Typical swale channel design cross-section) that provide both corridors for fish to penetrate floodplain pastures in the fall/winter/spring and for refugia from the surrounding shallow adjacent floodplains when tidal and floodwaters recede.
 - a) Finalize engineering designs for on-grade swale-type channel network (see 404 permit application attachment A. https://www.coosswcd.org/files/cd48adcc1/2+404_Attach_A_Figures.pdf Figures 11, 12)
 - b) Engineer elevates the 45% level design to the 95-95% level based on outcomes and findings of the Cultural Resources Survey and SHPO and Tribal feedback.

3. **Permitting:** SWCD staff will work with the engineer/BSDD/ODFW/landowners to complete all state and federal permitting required to bring the proposed project to a shovel-ready implementation phase, including:
 - a) County Planning approved land use review (includes FEMA floodplain certification-previously completed by Kilgren Water Resources (KWR).
 - b) State of Oregon DSL 404 Fill and Removal Permitting.
 - c) Federal (U.S. Army Corps of Engineers) 404 Fill and Removal Permitting.
 - d) State of Oregon and Federal Fish Passage permitting/receive approvals for culverts, water control structures, and channels.
 - e) Coordinate with DSL and USACE to ensure DEQ, DLCDD approvals.
 - f) Complete Archeological consultations and site review with Tribes and SHPO. ***Note: An archaeological survey and report of findings has already been completed based on preliminary project designs.***

SCOPE OF WORK:

1. **Design:** The Winter Lake Phase III project has been developed/designed with special consideration of the current canal and tidegate infrastructure that was newly completed in 2017, existing canals, and the existing cattle pasture grazing land use. As such, specific features currently on the landscape remain important (water control structures and drainage networks). Extensive consultation over a 4yr period has occurred with landowners, SWCD, and ODFW to develop project layout and actions (channel locations, tidegate locations, berm repair locations). There continues to be a gap in the acuity of the design products for obtaining funding and implementing the project with offsite contractors. Resultantly, the strong need for an engineer to vet and refine the design products and convert into AutoCAD style pdf/hardcopy and digital files, while maintaining the previously defined channel/tidegate layout, berm repair features, etc.

Deliverables: The deliverables to be provided by the Contractor will consist of the following:

- a) Contractor/Engineer conducts any remaining as needed the ground surveys to augment previously obtained data to geolocate and then refine Project Team channel layout drawings into AutoCAD style and digital format.
- b) Contractor/Engineer refines Project Team developed drawings/design and defines surveyable discoverable locations for culverts and associated **tidegat or knife-gate** water

- control structures.
- c) Contractor/Engineer refines Project Team drawings/designs and defines location for all new and reconstruction **channel excavation**.
- d) Contractor/Engineer refines Project Team drawings/designs and defines location for all hydrologic bulb locations.
- e) Contractor/Engineer refines Project Team drawings/designs and defines location for all berm repair locations.
- f) Contractor/Engineer develops layout drawings for and specifications for all **thin spread** of material necessary for accommodating excavation for the project.
- g) Develops cursory survey to confirm yardages of excavation from canals wherever noted in design drawings.
- h) Engineer refines cut fill balances/yardage estimates from refined drawings and develops **cost estimates** for excavation/fill/infrastructure of the project.
- i) Contractor/Engineer needed to attend meetings with Project Team members, landowners, and pertinent other potential funders and parties.
- j) Contractor/Engineer provides coordination assistance to SWCD and Project Team for 404 Fill and Removal permit to DSL/USACE/DEQ 1200C.

3. Permitting Meetings: It will be necessary for the contractor to attend onsite meetings with permitting agencies, landowners, and pertinent funders. A total minimum of five meetings is expected.

4. Existing Information to be Used: The Contractor/Engineer will be developing the project based on specifically laid out designs of the Project Team. These are available in a combination of georeferenced pdf's Arc-GIS geodatabases, Excel Spreadsheets, and drawings. Several relevant information and previously-completed engineering items will be supplied to the Contractor Including:

- Site topographic survey data
- Final DRAFT Report Archaeological Investigation by Chronicle Heritage

EXAMINATION OF SITE, PROPOSAL DOCUMENTS, PERMITS, ETC.:

Before submitting a Proposal, each Proponent shall be responsible for: (i) becoming fully acquainted with the Site and the conditions relating to the Work, in order to understand fully the facilities, difficulties, and restrictions attending the execution of the Work; (ii) carefully examining each component of the Proposal Documents and any other available supporting data, in order to become thoroughly familiar with all of the requirements; and (iii) obtaining for itself, at its own cost and expense, copies of all agency and association guidelines and standards cited in the proposed Contract and necessary to perform the Work. No failure or omission of any Proponent to receive or examine any such information or to visit the Site and become acquainted with the conditions existing at the Site shall in any way relieve such Proponent from obligations with respect to its Proposal, any Contract entered into with such Proponent, or the Work, and the submission of a Proposal shall be taken as *prima facie* evidence of compliance by the submitting Proponent with the requirements of this paragraph.

SELECTION AND EVALUATION CRITERIA:

Proposals will be evaluated by the SWCD Project Team, which will include: the SWCD Director, ODFW Habitat Conservation Biologist, and SWCD Project Committee Board Members. SWCD

will decide as well if a representative from the Beaver Slough Drainage District will review proposals. Proposal evaluation will be based on the ability of the Proponent to meet the specifications for the tasks described in this RFB in a timely fashion. Selection will also be based on the ability of the Proponent to work in a cooperative manner with Coos SWCD staff and project partners on the Project. Coos SWCD will generally not disclose the status of any award until the appropriate authority at Coos SWCD has approved the award of a Contract. Normally, the awarding of a Contract or Proposal rejection will occur within 10 calendar days after Proposal opening. If the selected Proponent and Coos SWCD agree, this deadline may be extended, but Coos SWCD reserves the right: (i) to award multiple Contracts for parts of the Work; (ii) to consider such criteria as it may deem appropriate with respect to the Project; (iii) to reject any or all Proposals; and/or (iv) not to proceed with the Work and/or the Project (or any part thereof); all in the exercise of its sole and absolute discretion. Coos SWCD will provide a written notice of its intent to award a Contract to the successful Proponent(s) (in each case, a "Notice of Intent to Award Contract"), and any submittals required to be submitted to Coos SWCD within a certain number of days after award is made will count from the day that the Notice of Intent to Award Contract is given. The actual award shall, however, be dependent on full execution of the Contract(s) and submission by the successful Proponent(s) of all other required documents.

EVIDENCE OF RESPONSIBILITY:

Upon the request of Coos SWCD, a Proponent whose Proposal is under consideration for the award of a Contract shall submit promptly to Coos SWCD satisfactory evidence showing the Proponent's financial resources, experience, and organization available for the performance of the Work.

RIGHT TO AWARD OR REJECT: This RFP does not obligate the Coos Soil and Water Conservation District to award a contract, the Coos SWCD reserves the right to reject any and all proposals and to further amend or refine a proposal and negotiate a contract with one of the proposers. The Coos Soil and Water Conservation District reserves the right to offer a contract to other than the lowest cost Proponent based on other evaluation criteria.

CONTRACT REQUIREMENTS: It is the desire of the Coos Soil and Water Conservation District to enter into a contract that includes all of the services necessary to achieve the goal of the project, whether or not those services are specifically outlined or described in this RFP. This project includes federal funds, therefore the selected firm must be able to comply with any specific federal provisions and regulations that may apply to such a federally funded contract and may be required to sign certain assurances related to applicable federal or state laws.

WAIVER OF INFORMALITIES: The Coos Soil and Water Conservation District reserves the right to waive minor informalities contained in proposals, when in the Association's sole judgment; it is in the best interest of the Watershed Associations to do so. The Coos SWCD reserves the right to waive minor informalities in the Proposals received. The Coos SWCD may also reject any Proposal not in compliance with all prescribed requirements, including the requirement to demonstrate the Proponent's responsibility and may reject for good cause any or all Proposals upon a finding by the Coos SWCD that it is in the public interest to do so, in accordance with OAR 137-049-0440.

PROPOSAL ERRORS AND WITHDRAW: A Proponent may withdraw its Proposal at any time by means of written notice which is given to Coos SWCD before the date and time that Proposals are due. A Proponent may also modify and/or resubmit its Proposal at any time prior to the date and time that Proposals are due.

PROponents INTERESTED IN MORE THAN ONE PROPOSAL: No person, firm, or corporation shall be allowed to make, file, or be interested in more than one Proposal for the Work. However, a person, firm, or corporation which has submitted a sub-proposal to a Proponent, or which has quoted prices of materials to a Proponent, is not thereby disqualified from submitting a sub-proposal or quoting prices to other Proponents or making its own Proposal.

COSTS INCURRED: The Coos Soil and Water Conservation District accepts no liability for any costs incurred by respondents in the preparation or presentation of proposals.

INQUIRES: Questions concerning this request for proposals should be directed in writing to: Coos SWCD Project Manager – Caley Sowers, Email: districtmanager@coosswcd.org

Each Proponent shall promptly notify Coos SWCD of any discovered conflicts, ambiguities, or discrepancies in or between, or omissions from, the Proposal Documents. Proponents should note that questions received less than two calendar days prior to the date scheduled for opening of the Proposals may not be answered. Any interpretation or correction of the Proposal Documents will be made only by Addendum, and a copy of such Addendum will be sent directly to each Proponent. No oral interpretations of any provision in the Proposal Documents will be made to any Proponent.

PROJECT DESIGN MILESTONES

Pre-Proposal meeting (Optional) and Site visit:	May 22 nd 1pm
Deadline for submitting requests for information:	May 25 th 2024
Proposal due date:	May 30 th 2024
Anticipated opening of Proposals:	May 31 st 2024
Successful Proponent(s) to provide contract/all paperwork to Coos SWCD:	June 10th, 2024
Anticipated Start Date for commencing the Work:	July 1st, 2024
Anticipated final completion of entire Project:	Dec 30 th 2024

PROPOSAL INSTRUCTIONS:

Proposals must be received on or before May 30th, 2024. Proposals shall be submitted digitally via email to;

info@coosswcd.org

Attn: Caley Sowers

Proponents must clearly include the following information in the email in which their Proposal is sent:

From: (Name of Proponent)

RE: Engineering Proposal for Winter Lake Phase III Project

Proposals shall include, at a minimum, the following items:

Proposal Form with Schedules 1-4 completed.

- A. Proposal Form with Schedules 1-4 completed.**
- B. Please provide a work plan** to accomplish the Project goals as described in the RFP, including a description of the work product, time estimates for each task, personnel to be assigned (where possible, individual staff members and titles should be provided), and costs, taking into account the proposed timeline for completion of the Work indicated in the RFP.
- C.** A list of equipment, if any, with size expected to be on the project.
- D.** A written statement affirming your ability to undertake and complete specific phases of this work in a timely fashion from roughly July 1st 2024 through on or before December 30th, 2024.
- E.** A signed statement that you can and shall provide the Insurance requirement as listed.

Proposals must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the Proposal, in the named person's own handwriting. In order for a Proposal to be considered responsive, it must contain all of the documents and information which are required by this RFP, with signatures and notarization as indicated, and it must: (i) cover the complete scope of work as defined in the RFP; (ii) not include any exclusions or qualifications and (iii) include additive, alternate, unit and lump sum costs as listed on the Proposal forms.

Proposal Form

Engineering for Winter Lake Phase III Project

Coos Soil and Water Conservation District

Attn: Caley Sowers
379 N. Adams St.
Coquille Oregon
97423

This Proposal is being made to The Coos Soil and Water Conservation District, a State of Oregon non-profit corporation (“Coos SWCD” or “Owner”) in the form of a sealed Proposal (the “Proposal”) with respect to the project known as “Winter Lake Phase III Project” (the “Project”), located immediately west of the town of Powers, in Coos County, Oregon (the “Site”). The undersigned (“Proponent”) is making this Proposal pursuant to the terms of the Request for Proposals for the Project, dated May 10th, 2024 (the “RFP”), a copy of which was supplied to Proponent by or on behalf of Coos SWCD and has been reviewed in its entirety by Proponent. The RFP and all of the documentation required of a proposed Proponent on the Project under the terms of the RFP are sometimes hereinafter referred to collectively as the “Proposal Documents”.

Name of Proponent: _____

Business License Number: _____ Federal Tax Id No: _____

Contact Person(s): _____

Place of Residence (if individual): _____

State of Incorporation/Formation (for entities): _____

Business Mailing Address: _____

Shipping Address (if different): _____

Telephone Number: _____

Email: _____ Fax Number: _____

Pursuant to and in compliance with the RFP, the undersigned Proponent, having become familiar with the conditions at the Site and otherwise affecting the performance of the Project; the cost of the work to be done in carrying out the Project (collectively, the “Work”); the terms of the Proposal Documents; and the form of the Contract to be awarded to the successful Proponent (the “Contract”); hereby proposes and agrees to perform the Work within the time stipulated in the Proposal Documents and to provide and furnish any and all labor, materials, equipment, transportation, utilities, and services necessary to perform and complete the Work in a workmanlike manner and in strict conformity with the requirements contained in the Proposal Documents, including any addenda referenced below, for the amount(s) and/or at the rates indicated below (collectively, the “Proposal Price”).

By signing and submitting this Proposal to Coos SWCD, Proponent hereby represents, warrants, acknowledges, and agrees to and with Coos SWCD, or certifies to Coos SWCD (as applicable), as follows:

1. Proposal. Proponent hereby offers to carry out and complete the Work for the Proposal Price, made up of the price(s) and/or rates, and according to the budget, which are more particularly described in Schedule 1 to this Proposal, and Proponent has checked all of the figures contained in this Proposal carefully and understands that Coos SWCD will not be responsible for any errors or omissions on the part of Proponent in making this Proposal.

2. Quantities. Proponent understands that the quantities mentioned in the RFB are approximate only and are subject to increase or decrease, and hereby proposes to perform all quantities of work as either increased or decreased in accordance with the terms of the Contract.

3. Proposal to Remain Open. This Proposal, unless withdrawn prior to the scheduled closing time for receipt of Proposals, or thereafter when permitted under the terms of the RFB, shall remain valid and will not be withdrawn by the undersigned Proponent for a period of thirty (30) days after the scheduled closing time for receipt of Proposals.

4. Responses to Coos SWCD Concerns. Proponent hereby responds to Coos SWCD’s concerns about the following issues as indicated below, with such responses being continued/contained on attached schedules to the extent indicated below in each case:

(a) Minority- and Women- Owned Business Enterprises. Is the Proponent’s firm at least 51% minority- or women-owned, controlled and operated: Yes No

If the answer is “yes”, identify the % of minority- or women-ownership, control and operation:

(b) Additional Information. Please provide any other information you feel would help Coos SWCD’s selection committee evaluate your firm for this Work.

5. License(s). By execution of this Proposal, the undersigned Proponent declares that Proponent holds the following license(s) relevant to the Work, in accordance with the applicable licensing laws where the Project is to take place, as follows:

Classification: _____ License number: _____

Expiration date: _____

6. Interested Persons. The names of all persons interested in this Proposal as principals are as follows:

If Proponent or another interested person is a corporation, state the legal name of the corporation, its state of incorporation, and the names of the president, secretary, treasurer, and manager thereof.

If Proponent or another interested person is a partnership or other form of legal entity, state the name and form of the entity, its state of formation, and the names of all the individual partners, members, joint venturers or others with an interest in the entity.

If Proponent or another interested person is an individual, the person's state of legal residence, and the first and last names in full, and give all fictitious names under which the individual does business.

7. Notices. Proponent understands that, except as noted below, notice of acceptance of this Proposal, any requests for additional information, and any other notices to Proponent with respect to this Proposal shall be given in writing and addressed to Proponent at the business address for Proponent which is set out above. Each such notice or request shall be deemed given either upon actual delivery (or attempted delivery) to such address (whether personally or via courier), or three calendar days after being placed in the US mail, postage prepaid, addressed to Proponent at such address. However, Proponent understands that Coos SWCD may, if it chooses, elect to respond by email to questions from Proponent, at the email address provided in this Proposal.

8. Attachments. Attached to these Proposal cover pages and incorporated into this Proposal by this reference are the following required items, in the forms required under the RFB:

- (a) Schedule 1 – Proposal Price sheet with the details of the Proposal Price (an Excel spread sheet may be used instead of the form provided);
- (b) Schedule 2 – List of references for similar projects completed;
- (c) Schedule 3 – List of proposed subcontractors and suppliers;
- (d) Schedule 4 – Insurance requirements

9. Requirements Upon Award. If this Proposal is accepted by Coos SWCD and notice of such acceptance is timely delivered to the undersigned, then the undersigned shall, within ten (10) days after receipt of such notice, execute and deliver to Coos SWCD:

- (a) the Contract, in the form required under the RFB, as prepared by Coos SWCD;
- (b) the insurance certificates required under the RFB and the Contract; and
- (c) such other documentation as may be required under the Contract.

Thereafter, the undersigned will commence and complete the Work within the time required by the Contract.

10. Proponent's Acknowledgment, Certification, and Agreement as to its Proposal. By submitting this Proposal, Proponent shall be deemed to acknowledge, certify, and agree to and with Coos SWCD that Proponent:

- (a) has taken steps reasonably necessary to ascertain the nature of and location of the Work;
- (b) has investigated and satisfied itself as to the general and local conditions that can affect the Work or its cost, including but not limited to:
 - conditions bearing upon acquisitions, transportation, disposal, handling, and storage of materials;
 - the availability of labor, materials, water, electric power, and access via roads or waterway;
 - uncertainties of weather, river stages, tides, or similar physical conditions at the Site;
 - the conformation and condition of the ground and any shoreline or riparian area;
 - the character of equipment and facilities needed preliminary to and during Work performance; and
 - the Site's biological, chemical, and associated physical hazards;
 - has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered, insofar as this information is reasonably ascertainable from an inspection of the Site as well as from the Proposal Documents and other information made a part of the RFB; and
 - has satisfied itself as to the adequacy of time allowed for the completion of the Work.

11. Addenda. Proponent has received, reviewed, and understands, the following Addenda to the original Proposal Documents (list all Addendums associated with this Proposal packet):

Addendum Number	Date of Addendum

In witness whereof, this Proposal is being executed and delivered by Proponent as of the date(s) set forth below

If Proponent consists of or includes one or more corporations, partnerships, or other forms of legal entity, the full legal name of the entity shall be set forth in the signature block below, together with the signature(s) of the officers, partners, or other individuals authorized to sign contracts on behalf of and to bind the entity.

Signature: _____

Print Name: _____ Print Title: _____ Print Date: _____

If Proponent consists of or includes one or more individuals, the following form of signature block is to be used for each of such individuals. Print additional sheets if necessary.

Signature: _____ Print Name: _____

Print Date: _____

Signature: _____ Print Name: _____

Print Date: _____

Schedule 1

Proposal Price Sheet (Note: You may substitute this form with your own spreadsheet form)

Proposal Item	Units	Contract Quantity	Unit Price	Extended Cost
Landscape geolocating of Project Team design layout of channels, culverts, tidegates, hydrological bulbs, and thinspread. Includes cursory surveys to assess yardages of excavation needed in canal locations where noted in design drawings.	1			
Refinement of design features, layout, and project actions following geolocations and coordination with Project Team. Refinement includes yardage calculations.	1			
Development of AutoCAD style contractor layout and implementation designs/features, with cross-sectional culvert representation, inverts at location, top width/sloping of channels, specific water control structure type for individual locations, numerical or other system to identify individual culvert/channel/water control structure locations/cross-sectional depictions.	1			
Development of digital files of channel locations, inverts for plug and play in excavation, dozer, and other implementation equipment. Delivery of files in a format consistent with industry standards to SWCD.	1			
Develop cost estimate for implementation of all project features and actions.	1			
Assist Project Team with two video or phone conference permitting meetings	2			
Travel to Coquille, Oregon and present the restoration alternative at each the 60% and 90% design levels to the primary partners of the project to describe the alternative, answer questions and receive input.	5			
Other: Please line item and justify additional expenses for the completion of the design and engineering of the Project	TBD			
Total:				

Schedule 2

Proponent's References for Similar Projects Completed

Please list references, including name, address, and telephone number of those who have personal knowledge of Proponent's abilities to undertake and complete projects of similar scope and complexity.

Project Name	Reference	Address	Phone Number

References will be contacted. If possible, provide a brief description of each project.

Schedule 3

List of Proposed Subcontractors and Suppliers

Please list the name and the location of the place of business of each proposed subcontractor or supplier who will perform work or labor or render service or materials to the prime contractor as part of the Work. List only one subcontractor for each such portion as is defined by the prime contractor in this Proposal. Proponent understands and agrees that, if its Proposal is accepted, Proponent shall not: (i) substitute any subcontractor for one that was listed in its Proposal; (b) permit any subcontract to be voluntarily assigned or transferred by the original subcontractor or allow it to be performed by anyone other than the original subcontractor listed here; or (c) subcontract any portion of the Work to any subcontractor except as listed here, except as authorized by Coos SWCD in writing.

Portion of Work	Name of Subcontractor	Address of Subcontractor

Check this box if no subcontractors will be used.

Material Supplied	Name of Supplier	Address of Supplier

Schedule 4

Insurance and Security

*Contractor is responsible to comply with all federal, state, county and local laws, ordinances and regulations applicable to this contract. At the time or request for Proposal the information listed below was know additional coverages may be required or change.

INSURANCE: The Coos SWCD shall have no obligation to CONTRACTOR until CONTRACTOR has fully complied with the following requirements. CONTRACTOR must carry insurance policies offering the following minimum coverage levels and provide Certificates of Coverage to the Coos SWCD before work commences.

1. Commercial Auto Liability Coverage of \$500,000 combined single limit;
2. Professional, Business, or General liability coverage in sufficient amounts to meet the damage cap limits for local governments in the Oregon Tort Claims Act, ORS 30.272 and 30.273, which for the period of July 1, 2023 to July 1, 2024 are as follows:
 - (a) **Bodily injury and death claims:**
 - **Single claimant: \$830,300**
 - **All claimants: \$1,660,400**
 - (b) **Property damage or destruction claims:**
 - **Single claimant: \$136,200**
 - **All claimants: \$680,900**

The District shall be named as an additional insured on each policy. Certificates of insurance shall be provided to the District prior to commencement of work. This requirement may be waived only by the District's Board of Directors, or its designee.

The above polices as shall reference as additional insured as follows and copies be provided to:

Coos Soil and Water Conservation District
379 N. Adams St.
Coquille, OR
97423