Request for Qualifications & Quotations #RP13-008NE
WILDFIRE FUELS REDUCTION AND BIOMASS UTILIZATION

PERIOD OF PERFORMANCE
July 2013 – December 2013

PROJECT NAME
Stevens County Biomass 1
County: Stevens

CONTENTS OF THIS REQUEST FOR QUALIFICATIONS & QUOTATIONS
1. Introduction
2. General Information
3. Proposal Contents
4. Evaluation and Award
5. Exhibit
   A. Contract with General Terms and Conditions
   B. Fuels Reduction/Defensible Space Plans
   C. Project Area Maps
   D. Rate Quote Form

BIDDER ELIGIBILITY
This procurement is open to those Contractors who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

RFQQ CONTACT
Steve M. Harris
Washington State Department of Natural Resources
Northeast Region
225 S. Silke Road
Colville, WA 99114
Phone: (509) 685-2712
FAX: (509) 684-7484
E-mail: steve.harris@dnr.wa.gov

PROPOSAL DUE DATE & TIME
July 1, 2013
4:30 pm (PST)
1. INTRODUCTION

1.1 Purpose and Background
The Washington State Department of Natural Resources, hereafter referred to as “DNR” is initiating this Request for Qualifications and Quotations (RFQQ) to solicit proposals from eligible firms interested in doing fuels modification and biomass utilization work.

The purpose and intent behind this work is to reduce the likelihood of catastrophic wildfire where fuels reduction and biomass utilization work is applied.

1.2 Scope of Work
The apparent successful contractor will be expected to provide labor, transportation, materials and equipment for this fuels reduction and biomass utilization project. Work will consist of fuel modification, vegetative clearing, tree thinning and pruning and biomass utilization in order to meet the prescription and specifications listed below and within the attached fuels reduction/defensible space plan, exhibit B. Biomass utilization is required for this project. Scoring will be based upon the percent of total available biomass utilized. Biomass includes thinning and pruning material and pre-existing slash piles, unless identified otherwise, within the unit boundary. Biomass utilization includes processing and transporting biomass to an off-site facility that will utilize the biomass. Contractors are encouraged to contact Ron Gray (509) 738-1502 at Avista Utilities Kettle Falls Generation Plant as a possible receiver of biomass. The project is located in: Stevens County, consists of 4 units, covers approximately 33.8 total acres and are located in S19-T36N-R38E, S24-T36N-R37E, and S3-T29N-R40E. Maps outlining the project boundaries are attached as Exhibits C1, C2, C3, and C4 attached hereto and incorporated herein.

I. General prescription/specifications
1. Meet all specifications and requirements identified in Exhibit A Attachment I, and Exhibits B1, B2, B3, and B4 (Fuels Reduction/Defensible Space Treatment Plans).
2. Meet all terms and conditions of the forest practice permit.
3. Treatment area boundaries are outlined in Exhibits B1, B2, B3, B4 and shown in Exhibits C1, C2, C3, and C4 Project Area Maps and are flagged in pink on site.
4. Leave tree selection criteria is outlined in Attachment I and the Fuels Reduction/Defensible Space Treatment Plans.
5. This is a biomass utilization project. Slash from thinning and pruning will be utilized as specified in the contractor proposal. Adjustment to biomass utilization must be pre-approved by the contract administrator.
6. All vegetation stump heights from thinning will be cut no higher than 4 inches above the ground. All cuts will be a parallel to the ground.
7. The Contractor will not cut any green trees that are greater than 6 inch diameter.
8. Berms, ruts and other operator caused ground disturbance will be smoothed out to original contours before leaving the immediate work area.

9. The main gravel road to directly east of Unit 2 Avista, must remain open for truck traffic at all times.

10. Road blockage on the Unit 3 Hanson, will be returned to original condition upon completion.

11. Use stretch gate on Unit 4 Sproull. Key will be provided by DNR.

12. Report any income derived from this project by providing copies of receipts upon final invoice submission.

Rate quotes are requested on a per acre basis. A quote form by unit is attached as Exhibit D, attached hereto and incorporated herein by this reference. This form must be used when submitting bids.

1.3 Minimum Qualifications
The Bidder must be licensed to do business in the state of Washington.

1.4 Funding
Any contract resulting from this RFQQ will be funded with the following grant

<table>
<thead>
<tr>
<th>CFDA #:</th>
<th>10.664</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>United States Forest Service</td>
</tr>
<tr>
<td>Agreement #:</td>
<td>10-DG-11062765-021</td>
</tr>
<tr>
<td>Fund Title:</td>
<td>Cooperative Forestry</td>
</tr>
</tbody>
</table>

1.5 Period of Performance
The period of performance of the contract resulting from this RFQQ is tentatively scheduled for July 15, 2013 to December 31, 2013. Any amendments extending the period of performance shall be at DNR’s sole discretion.

SECTION 2 - GENERAL INFORMATION

2.1 RFQQ Coordinator
The RFQQ Coordinator is the sole point of contact in DNR for this procurement. All communication between the Bidders and the DNR shall be with the RFQQ Coordinator, as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Steve Harris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address</td>
<td>225 S. Silke Road</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Colville, WA 99114</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(509) 685-2712</td>
</tr>
<tr>
<td>FAX Number</td>
<td>(509) 684-7484</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:steve.harris@dnr.wa.gov">steve.harris@dnr.wa.gov</a></td>
</tr>
</tbody>
</table>
Communication with individuals other than the RFQQ Coordinator will be considered unofficial and non-binding on DNR. Bidders are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Bidder.

2.2 **Estimates Schedule of Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals Due</td>
<td>July 1, 2013</td>
</tr>
<tr>
<td>Evaluate Proposal</td>
<td>July 2, 2013</td>
</tr>
<tr>
<td>Announce Apparent Successful Contractor/Notification to Unsuccessful Bidders</td>
<td>July 3, 2013</td>
</tr>
<tr>
<td>Negotiate Contract</td>
<td>July 8, 2013</td>
</tr>
<tr>
<td>Sign Contract and Begin Work</td>
<td>July 15, 2013</td>
</tr>
</tbody>
</table>

DNR reserves the right to revise this schedule.

2.3 **Submission of Proposals**

Bidders are required to submit four (4) copies of their proposal. One copy must have an original signature and three copies can have photocopied signatures.

The proposal is to be sent to the RFQQ Coordinator at the address listed in Section 2.1 above. The envelope should be clearly marked to the attention of the RFQQ Coordinator.

The proposal, whether mailed or hand delivered, must arrive at the DNR no later than 4:30 pm, local time, on the date specified in Section 2.2 above.

Bidders should allow for normal mail delivery time to ensure timely delivery of their proposals to the RFQQ Coordinator. The Bidder assumes the risk for the method of delivery they choose. DNR assumes no responsibility for delays caused by a delivery service.

Late submittal of a proposal will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the DNR and will not be returned.

2.4 **Public Disclosure**

Proposals submitted in response to this competitive procurement shall become the property of DNR and are subject to disclosure under the Public Records Act (RCW 42.56). All information in the proposal the Bidder claims is exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as such by the Bidder. The page must be identified and the particular exemption from disclosure relied upon by the Bidder must be identified. Marking the entire
If a public records request is made for the information that the Bidder has marked as exempt, DNR will notify the Bidder of the request and of the date that the records will be released to the requester unless the Bidder obtains a court order enjoining that disclosure. If the Bidder fails to obtain the court order enjoining disclosure, DNR will release the requested information on the date specified. If a Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, the DNR shall maintain the confidentiality of the Bidder’s information per the court order.

A charge will be made for copying and shipping records to a requester as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

2.5 Failure to Comply
If the Bidder fails to comply with any requirement of the RFQQ, DNR will reject the proposal.

2.6 Signatures
Proposals must be signed and dated by a person authorized to bind the Bidder to a contractual arrangement, e.g., President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

2.7 Revisions to the RFQQ
DNR reserves the right to revise the RFQQ and/or to issue addenda to the RFQQ. If DNR finds it necessary to revise any part of the RFQQ, addenda will be provided to all those who received the RFQQ.

DNR also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.8 Rejecting Proposals
DNR reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract from this RFQQ.

2.9 Acceptance Period
Proposals must provide 60 days for acceptance by DNR from the due date for receipt of proposals.

2.10 Responsiveness
All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this
RFQQ. The Bidder is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive.

DNR also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.11 Most Favorable Terms
The DNR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal shall be submitted initially on the most favorable terms that the Bidder can propose. There will be no best and final offer procedure. DNR does reserve the right to contact a Bidder for clarification of the proposal during the evaluation process. In addition, if the Bidder is selected as an apparent successful contractor, DNR reserves the right to enter into contract negotiations with the apparent successful contractor, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the Bidder’s entire proposal. The Bidder is to be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. It is also understood that the proposal will become part of the official procurement file.

2.12 Obligation to Contract
This RFQQ does not obligate the state of Washington or DNR to contract for services described.

2.13 Cost to Propose
The DNR will not be liable for any costs incurred by the Bidder in preparation of the proposal submitted in response to this RFQQ, or any other activities related to responding to this RFQQ.

2.14 Commitment of Funds
The Commissioner of Public Lands or his delegate is the only individuals who may legally commit the DNR to the expenditures of funds for a contract resulting from this RFQQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 Indemnity and Insurance Coverage
The contractor must indemnify and have adequate insurance coverage to hold DNR and the State harmless for any claims arising out of or resulting from the contract. See the contract at Exhibit A for the specific requirements.

SECTION 3 – PROPOSAL CONTENTS
Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Bidder in preparing a thorough response.
Items marked as “mandatory” must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 Qualifications Section
The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Bidder’s understanding of the types of services proposed, the firm’s ability to accomplish them and the ability to meet tight time frames.

3.1.1 Business Information (Mandatory)
A. State the Bidder’s business name, address, e-mail address, principal place of business, telephone number and fax number of legal entity or individual with whom the contract would be made.

B. Specify the legal status of the business (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.

C. Include the Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number issued by the state of Washington Department of Revenue.

D. If the Bidder has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposal or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party’s name, address, and phone number. Present the Bidder’s position on the matter. The DNR will evaluate the facts and may, at its sole discretion, reject the proposal on the ground of the past experience. If no such termination for default has been experienced by the Bidder in the past five (5) years, so indicate.

3.1.2 Qualifications (Scored)
1. Experience (Scored)
A. Identify the number of years the Bidder has successfully provided the type of service as being requested within this proposal.

B. Specify the Bidder’s level of knowledge and experience in the following areas: 1. Pre-commercial thinning and wildland fuels management in NE Washington using hand crews; 2. Pre commercial thinning and wildland fuels management in NE Washington using
mechanized equipment; 3. Collection and marketing of forest debris for biomass; 4. Defensible space zone work in the wildland urban interface; and 5. Implementation of government agreements and contracts.

C. State Bidder’s capacity and ability to complete this scope of work within the period of performance in addition to meeting the administrative reporting and invoicing requirements in a timely manner.

D. Include a list of contracts the Bidder has had during the last five years that relate to the Bidder’s ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

2. Biomass Utilization (Scored)

Biomass utilization is required for this project. Scoring will be based upon the percent of total available biomass utilized. Biomass includes thinning and pruning material and preexisting slash piles, unless identified otherwise, within the unit boundary. Identify, by percentage of total available, how the biomass will be utilized. If material is not utilized, identify how it will be treated.

For example: 25% of the total biomass material available will be used as chips for landscape material and hauled to ABC facility. 50% of the total material available will be utilized as hog fuel for electricity generation and hauled to XYZ facility. 25% of the total material cannot be utilized due to access limitations. This material will be masticated and retained on site. In summary, 75% of the material will be utilized and 25% will be retained on site.

Describe how the material will be collected from the forest, processed and transported. Identify the type of equipment to be used.

3 Staffing (Scored)

Provide a description of the proposed crew structure to include number of persons on crew and their experience levels to be used on this project, including any subcontractors.

4. Schedule (Scored)

Describe the Bidder’s ability to meet deadlines, especially on a short-time frame, and give examples of how past tight deadlines have been successfully met.

5. References (Mandatory)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. The
Bidder must grant permission to the DNR to contact the references. Do not include current DNR staff as references. References will be contacted for the top-scoring proposal(s) only.

3.2 Cost Quotation (Scored)

3.2.1 Cost Details
The evaluation process is designed to award this procurement not necessarily based on least cost, but rather to the Bidder who best meets the requirements of this RFQQ. This is a biomass utilization project. Include anticipated income from biomass in the cost detail sheet.

Complete Exhibit D, Cost Detail Sheet

3.2.2 Washington State Taxes and Permit Fees
Bidders are required to pay all applicable Washington state taxes and permit fees. Applicable permit fees must be included in the bid proposal. The Forest Practice Applications will be paid for by the participating landowners.

SECTION 4 – EVALUATION AND CONTRACT AWARD

4.1 Evaluation Weighting and Scoring
The following weighting and points will be assigned to the proposal for evaluation purposes:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points (maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Details</td>
<td>35</td>
</tr>
<tr>
<td>Biomass Utilization</td>
<td>30</td>
</tr>
<tr>
<td>Qualifications of the Bidder</td>
<td>35</td>
</tr>
<tr>
<td>Experience</td>
<td>25</td>
</tr>
<tr>
<td>Staffing</td>
<td>5</td>
</tr>
<tr>
<td>Schedule</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL EVALUATION POINTS</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

4.2 Notification to Unsuccessful Bidders
Firms whose proposals have not been selected for further negotiation or award will be notified via e-mail at the e-mail provided in the proposal.

4.3 General Terms and Conditions
The apparently successful contractor will be expected to enter into a contract with the DNR which is substantially the same as the sample contract attached as Exhibit A, including the DNR General Terms and Conditions.

4.4 Protest Procedure
Bidders who responded to this solicitation may file a protest to the selection of the winning proposals with the RFQQ Coordinator within three (3) business days after contract award.
Bidders protesting this selection shall follow the procedures described below. DNR will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statement of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQQ Coordinator.

Only protests raising one or more factually supportable issues concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document.

When DNR receives a protest, DNR will hold a protest review. The Commissioner of Public Lands or his delegate will consider all available facts and issue a decision in five (5) business days of receiving the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest might affect the interest of other Bidders that submitted a proposal, those Bidders will be given an opportunity to submit its views and any relevant information on the protest to the RFQQ Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold DNR’s action; or
- Find only technical or harmless errors in DNR’s acquisition process and/or conduct and determine the DNR to be substantially in compliance and reject the protest; or
- Find merit in the protest and provide the DNR options which may include:
  - Correct the errors and re-evaluate all proposals
  - Reissue the solicitation document
  - Make other findings and determine other courses of action as appropriate.

If DNR determines that the protest is without merit, DNR will enter into a contract with the apparently successful contractor.
Contractor Name, Address, E-mail and Contact Phone Numbers:

Availability:

Rate Quote: Complete the form below.
A. The unit area is shown in this column. Do not change this number.
B. Insert your total unit expense to complete the project in this column minus any income derived. This should include all associated costs such as permits, labor, insurance, biomass processing, equipment, fuel, transportation, owner profit, etc. Forest Practice Application to be paid by owner(s).
C. In this column, identify how much material will be utilized as a percentage of the total material available. This figure should match the amount shown in RFQQ section 3.1.2.2, Biomass Utilization.

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>A. Unit Area (acres)</th>
<th>B. Unit Cost (gross cost minus income)</th>
<th>C. Percent of Material Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blue Mountain</td>
<td>10.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Avista</td>
<td>7.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hanson</td>
<td>12.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sproull</td>
<td>4.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>33.8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This quote includes all applicable Washington State taxes and permit fees.

Submitted By: __________________________ Signature: __________________________ Date: __________