



KITTTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

Request For Proposals

Spring Creek Planting

Advertisement: April 22 and April 29, 2021

All submittals received after 4:00 PM Friday, May 14, 2021 will be discarded

1. Purpose

Kittitas County (County) requests contractor services for planting native vegetation on a portion of parcel 508933. Parcel 508933 is located at 731 Stone Rd., Ellensburg Washington. The site is south of the city of Ellensburg and adjacent to the Yakima River. This restoration project is sponsored by the Habitat Subcommittee of the Yakima Basin Integrated Plan. **The County requires a contractor with task-specific knowledge and expertise.** The planting portion of this project is scheduled to commence in **Fall 2021** but some tasks may occur before then in coordination with the County.

2. Scope of Project

In December 2019 the County purchased parcel 508933 for the purposes of reducing flood risk and improving floodplain habitat. This acquisition advances a high priority project identified in the 2015 Yakima River Jeffries Levee to Yakima Canyon Habitat Enhancement and Flood Risk Management Plan.

The goal of the Project is to establish riparian habitat along Spring Creek. Restoration activities will establish native species that are appropriate for site conditions, with an emphasis on tree overstory and shrub understory conditions that will mature to provide shade and cover for Spring Creek and increase floodplain roughness. Existing riparian vegetation adjacent to Spring Creek is limited to sporadic and relatively young native shrubs. None of these species are thriving due to previous land uses which limited vegetation growth along the creek.

The Spring Creek planting area is approximately 15.2 acres (**Appendix A, Figure 1 & Figure 2**). Areas to be planted by the contractor have been divided into 3 zones (**Appendix A, Figure 2**). This RFP is for planting native trees and shrubs in Zones 1 and 2 as well as seeding in Zones 1, 2, and 3. The County will plant cottonwood poles within Zone 3 prior to seeding by the contractor. The County may elect to optionally expand the baseline award to include soil amendment, fencing, and irrigation installation based on project funding availability.

3. Project Activities

The work to be performed under this contract consists of the following general tasks. These tasks are further itemized in the, Planting Plan (**Appendix B**) and Bid Sheets (**Appendix C**).

1) Planting

The contractor will plant native shrubs and trees in 4.9 acres (**Appendix A, Figure 2**). **Appendix B** provides the planting plan, which specifies species, stock type, and quantity for each planting zone. The contractor shall be responsible for securing the plant stock, transporting it to the project area, and planting according to the design. All plant stock shall be sourced from eastern Washington. Substitutions are allowed based on plant availability, with prior approval from the County.

Tree and shrub locations shown in Appendix B shall be considered approximate. The Contractor shall lay out and prepare planting areas and receive the County's acceptance of layout and preparation prior to any installation activities. The Contractor shall stake the location of all trees larger than 1-inch

caliper and the perimeter of all planting areas for acceptance by the County prior to any installation activities.

All planting areas shall be prepared so that they are weed and debris free at the time of planting. Planting should occur within two days of final site preparation. Root systems shall be kept covered and damp at all times. Plant material shall be kept in containers until the time of planting. Plants should be installed vertically in holes that are three times the root spread and dug to at least the root depth. All large clods, hard lumps, and rocks 2 inches in diameter and larger, and litter within planting holes shall be raked up, removed, and disposed of prior to planting. Rootballs should be broken up and circling roots should be pruned at time of installation. Soil removed from the hole should be used to backfill it once the plant is installed and mounded around the perimeter of the plant to form a watering well.

Plants shall be placed with the crown at the finished grade. In their final position, plants shall have their top true root (not adventitious root) no more than 1 inch below the soil surface, no matter where that root was located in the original root ball or container. The backfill material, including container and root ball soil, shall be thoroughly watered on the same day that planting occurs regardless of season.

Plants shall be pruned at the time of planting, only to remove minor broken or damaged twigs, branches or roots. Pruning shall be performed with a sharp tool and shall be done in such a manner as to retain or to encourage natural growth characteristics of the plants.

2) Seeding

The contractor will seed a total of 15.2 acres (**Appendix A, Figure 2**). **Appendix B** specifies hydroseed species mix and application rate per acre of each for each planting zone. The contractor shall be responsible for securing seed specified, transporting it to the project area, and seeding according to the design. All seed shall be sourced from eastern Washington. Substitutions are allowed based on plant availability, with prior approval from the County.

The seed mix (**Appendix B, Table 5**) shall be applied at a rate of 20 lbs Pure Live Seed /acre. Seeding shall not be done during windy weather or when the ground is frozen, or excessively wet. Seed will be applied using a hydroseeder and shall have a tracer added to visibly aid uniform application. The tracer shall be HECF Short-Term Mulch applied at a rate of 200 to 250 pounds per acre and the tracer shall carry the measured specified seeding rate.

Prior to planting and seeding efforts in each zone, the sites should be prepped for seeding by dragging a rake or comparable piece of equipment across all areas to be seeded to increase the likelihood of seed contact with soil. Seeding shall occur within 2 days of the completion of planting in zones 1 and 2 and site preparation in Zone 3.

3) Mulch

Bark or wood chip mulch rings shall be applied to the surface of vegetation free soil in the isolated plant locations where trees and shrubs are planted. Bark or wood chip mulch shall be placed to a uniform

non-compacted depth of 3 inches to a radius of 3 feet around all plants within interplanted plant locations. Areas that are not mulched will be seeded.

Bark or wood chip mulch shall be derived from fir, pine, or hemlock species. It shall not contain resin, tannin, or other compounds in quantities that would be detrimental to plant life. Sawdust shall not be used as mulch. Mulch produced from finished wood products or construction debris will not be allowed.

Mulch shall be feathered to the base of the plant. Any contamination of the mulch due to the Contractor's operations shall be corrected to its former condition at no additional cost to the County. Mulch placed to a thickness greater than specified shall be at no additional cost to the County. The Contractor shall keep plant material crowns, runners, and branches free of mulch at all times.

4) Final Cleanup

All pots, containers, bags, and ties from the planting materials shall be removed from the site and properly recycled or disposed of.

5) Optional bid items

It is the County's desire to amend soil, provide wildlife exclusionary fencing, and temporary irrigation for the planted areas. Pricing of these three bid items is requested for potential optional award at the discretion of the County. The County may elect to optionally expand the baseline award based on project funding availability. Contractors are encouraged to bid all three options, though it is uncertain if they will be included in the contract. If contractors wish to suggest an alternative for these options, they may propose an alternative approach with an associated cost in their proposal. This optional pricing will not be factored into the evaluation of the apparent low bidder.

a) Soil Amendment

Compost used for soil amendments shall be the result of the biological degradation and transformation of organic materials under controlled conditions designed to promote aerobic decomposition. Compost shall be stable with regard to oxygen consumption and carbon dioxide generation. Compost shall be mature with regard to its suitability for serving as a soil amendment. The compost shall have a moisture content that has no visible free water or dust produced when handling the material. Compost shall be fine compost, meeting the following gradation:

Sieve Size	Percent Passing	
	Minimum	Maximum
1"	100	
5/8"	90	100
1/4"	75	100

Compost shall be included in site preparation for holes dug for potted shrubs and trees. Incorporate approximately 2 inches of compost into existing topsoil to a depth of 8 inches within each hole. Compost shall not be worked or placed when the ground or compost is frozen, or

excessively wet. The Contractor shall protect compost stockpiled for project use to prevent erosion and weed growth.

Upon completion of topsoil placement, shall not leave any remaining stockpiled compost. the Contractor shall either, at no additional expense to the County, dispose of or spread compost on site outside the restoration area at a depth of less than 2 inches.

b) Fencing

Install 8-foot wildlife exclusionary fencing with access gates along the outer perimeter of Zones 2, 3, and 4 (**Appendix A, Figure 2**). Approximately 4,430 linear feet of fence will be needed to fence this area. The fence and materials used should be expected to remain functional and be in place for a minimum of 5 years. Fencing materials will become the property of the County and may consist of materials such as wire or propylene mesh and t-posts.

c) Irrigation

Install above-ground irrigation system for 4.9 acres of planted shrubs and trees in Zones 2 and 3. Spring Creek will be the water source for irrigation, so a system that connects via mobile pump at multiple locations is anticipated. A PVC system with risers spaced for adequate coverage is anticipated. Supplemental irrigation rate is assumed at minimum two inches per week during the growing season.

Acceptance and Storage of Plant Materials

Live woody or herbaceous plant material shall be vigorous, well formed, with well-developed fibrous root systems, free from dead branches, and from damage caused by an absence or an excess of heat or moisture, insects, disease, mechanical or other causes detrimental to good plant development. Evergreen plants shall be well foliated and of good color.

The Contractor shall notify the County, not less than 48 hours in advance, of plant material delivery to the project. No plant material shall be planted until it has been inspected and accepted for planting by the County. Rejected material shall be removed from the project site immediately. No substitution of plant material, species or variety, will be permitted unless evidence is submitted in writing to the County that a specified plant cannot be obtained and has been unobtainable since the Award of the Contract. If substitution is permitted, it can be made only with approval by the County. The nearest variety, size, and grade, as approved by the County, shall then be furnished.

Plants stored under temporary conditions prior to installation shall be the responsibility of the contractor. Plants stored on the project shall be protected at all times from extreme weather conditions by insulating the roots, root balls, or containers with sawdust, soil, compost, bark or wood chips, or other approved material and shall be kept moist at all times prior to planting.

Completion of Planting and Seeding

Upon completion of the initial planting and seeding within a designated area, the County will make an inspection of all restoration areas. The County will notify the Contractor, in writing, of any replacements or corrective action necessary to meet the plant installation and seeding requirements.

The Contractor shall replace all materials rejected or missing and correct unsatisfactory conditions. Completion of the initial planting and seeding within a designated area includes the following conditions: 1) 100 percent of each of the plant material categories are installed as shown in the **Appendices A and B**; 2) Planting Area is cleaned up; 3) Mulch coverage for planted and seeded areas is complete; and 4) All weeds are controlled within planted and seeded areas. There is no bid item in this contract for plant establishment beyond the initial planting effort.

Schedule

Planting and seeding will occur in the fall of 2021. All planting and seeding shall be performed between October 1st, 2021 and November 15, 2021, with a preference for the first half of that window. An extension to the planting window may be granted by the County. Under no circumstances will planting be permitted during unsuitable soil or weather conditions as determined by the County. Unsuitable conditions may include frozen soil, freezing weather, saturated soil, standing water, high winds, heavy rains, and high water levels. If included in the project, optional bid items must be completed by December 31, 2021.

A site visit will be held on site (731 Stone Rd., Ellensburg, WA) on Wednesday, May 5th at 10:00 a.m. Attendance at the site visit by personnel who would be substantially involved in the project is required in order to submit a proposal. You must RSVP by 4 pm on May 4th with the Project Manager to attend the site visit. Contact Project Manager at (509) 962-7523 or arden.thomas@co.kittitas.wa.us.

4. Submittal Requirements

- 1) Each responsible proponent shall respond to the “Submittal Requirements” and the “Submittal Content Requirements” of this RFP. Proposals received without the required information will be rejected as incomplete.
- 2) Submittals shall be titled “Spring Creek Planting Proposal” and shall include three (3) hard copies of submittal documents mailed to:
Arden Thomas
Kittitas County Public Works
411 N. Ruby St, Suite 1; Ellensburg, WA 98926

No page limits are provided regarding the submittals for consideration. Proposals will be received until 4:00 p.m. on May 14. Any proposals received after the scheduled closing time for receipt of proposals shall be deemed ineligible for award consideration.
- 3) Proposals should provide a straightforward, concise description of proponent’s capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

The County Reserves the Right to:
 - a) Reject any and all proposals received in response to this RFP, if deemed to be in the best interest of the project and in consideration of the limited grant funds available.
 - b) Waive or modify any irregularities in proposals received, after prior notification to the proponent.

- c) Consider proposals or modifications received at any time before the award is made, if such action is in the best interest of the County.
- d) Seek clarification of each contractor’s proposal.

RFP Timeline

Table 1: RFP Event Dates

RFP released	April 22, 2021
Prebid Site Visit	May 5, 2021. 10 a.m.
Proposals due no later than 4 p.m.	May 14, 2021
Proponent selection*	May 21, 2021
Execute contract*	June 1, 2021
Mobilize for Construction*	October 1, 2021

*Projected dates

Incurring Costs

The County shall not be liable for any cost incurred by proponents prior to issuance of a contract.

Addenda

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all attendees of the May 5th site visit.

Acceptance of Proposal Content

The contents of the proposal of the successful proponent will provide the basis for a more detailed contractual obligation if the proposal is accepted. Failure of the successful proponent to accept these obligations in a contract may result in cancellation of the award.

Liability

If a contract is awarded, the successful proponent must provide a certificate of coverage at the time of contract execution, indicating proof of insurance coverage with limits not less than \$100,000 property damage per claimant, \$200,000 all other claims per claimant, \$1,000,000 all claims. Such insurance shall be evidenced by Certificate of Insurance provided to the County, indicating coverage, limits and effective dates, by an insurance company licensed to do business in the State of Washington. If a contract is awarded, the successful proponent must provide documentation of Errors and Omissions (professional liability) Insurance Coverage and Workers Compensation Coverage.

Contracting Requirements

If you wish to be considered for work under this Request for Proposal, you must be a registered on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (<https://mrscrosters.org/>).

Selected contractor(s) will be required to enter into a Professional Services Agreement with the County. Selected contractor(s) must comply with all federal, state, and local laws and regulations governing the performance of the business or activity.

Disqualification

In compliance with Executive Order 12549, the County will not award a contract to any contractor or subcontractor that has been debarred or suspended or otherwise excluded from participation by Executive Order 12549. Contractors will be asked to state that they have not been debarred, suspended or otherwise excluded.

Americans with Disabilities Act (ADA) Information

Kittitas County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Arden Thomas at arden.thomas@co.kittitas.wa.us or by calling collect 509-962-7523.

Title VI Statement

Kittitas County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

5. Proposal Content Requirements

Contractors shall submit unit prices, extensions, and total budget on the bid sheet (**Appendix C**). A contractor will be selected on the basis of cost, their past work experiences on similar projects, capacity to meet the project schedule, and the proposal documents as outlined below. Three references must be provided as well as a narrative supporting their firm’s capacity to meet the proposed schedule. Companies should focus references within central and eastern Washington if possible. Contracts will be negotiated with a “not to exceed” cap. Progress payments shall be based on completion of the items on the cost sheet at the unit prices submitted. If situations require additional work than originally contracted, County approved change orders may be utilized. All work must be completed prior to December 31, 2021.

- 1) Describe the proposed approach to completing the tasks and meeting the goals described in this RFP.
- 2) Total Bid price, not including Optional Bid items or alternate Bid items subject to optional County award.

- a) If submitting a proposed option for soil amendment, fence installation, and irrigation installment, please provide sufficient information for the County to evaluate the costs, risks and benefits of the proposed approach.
- b) These optional bid items will not be factored into evaluation of apparent low bidder.
- 3) Provide the completed cost sheet, including all costs and taxes.
- 4) Provide three client references, preferably references in central Washington, when available.
- 5) If contractor has completed similar restoration jobs in the past, indicate this in the response to proposal.
- 6) Demonstrate ability to meet the timeline outlined in Section 6 of this document.

6. Contractor Selection Process

Proposals shall be ranked based on the budget, prior work history, and ability to meet construction schedule. Review criteria will include:

- 1) Budget (as shown on the bid sheet) - 40 points
- 2) Ability to meet construction schedule and desired outcomes – 30 points
- 3) Past work experiences on similar projects/References – 30 points

7. Procedure for Negotiating a Contract

- 1) Contract negotiations will be directed toward obtaining written agreement on the contractor's tasks.
- 2) Upon completion of successful negotiations, a contract between the County and the contractor will be mutually executed.
- 3) Negotiations with a high-ranked proponent may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the next ranked proponent, and if necessary, the next proponent and so on, until the negotiations result in a contract.

8. Contract Administration

Project administration is conducted through the County.

The awarded contract will be between the chosen contractor and the County. The County's project representative and primary contact is:

Arden Thomas
Kittitas County Public Works Phone: 509-962-7690
arden.thomas@co.kittitas.wa.us

411 N. Ruby St, Suite 1; Ellensburg, WA 98926
www.co.kittitas.wa.us

A “not to exceed” total contract price with agreed upon unit costs will be negotiated prior to start of work.

Appendix A. Figures

Figure 1. Spring Creek Project Vicinity

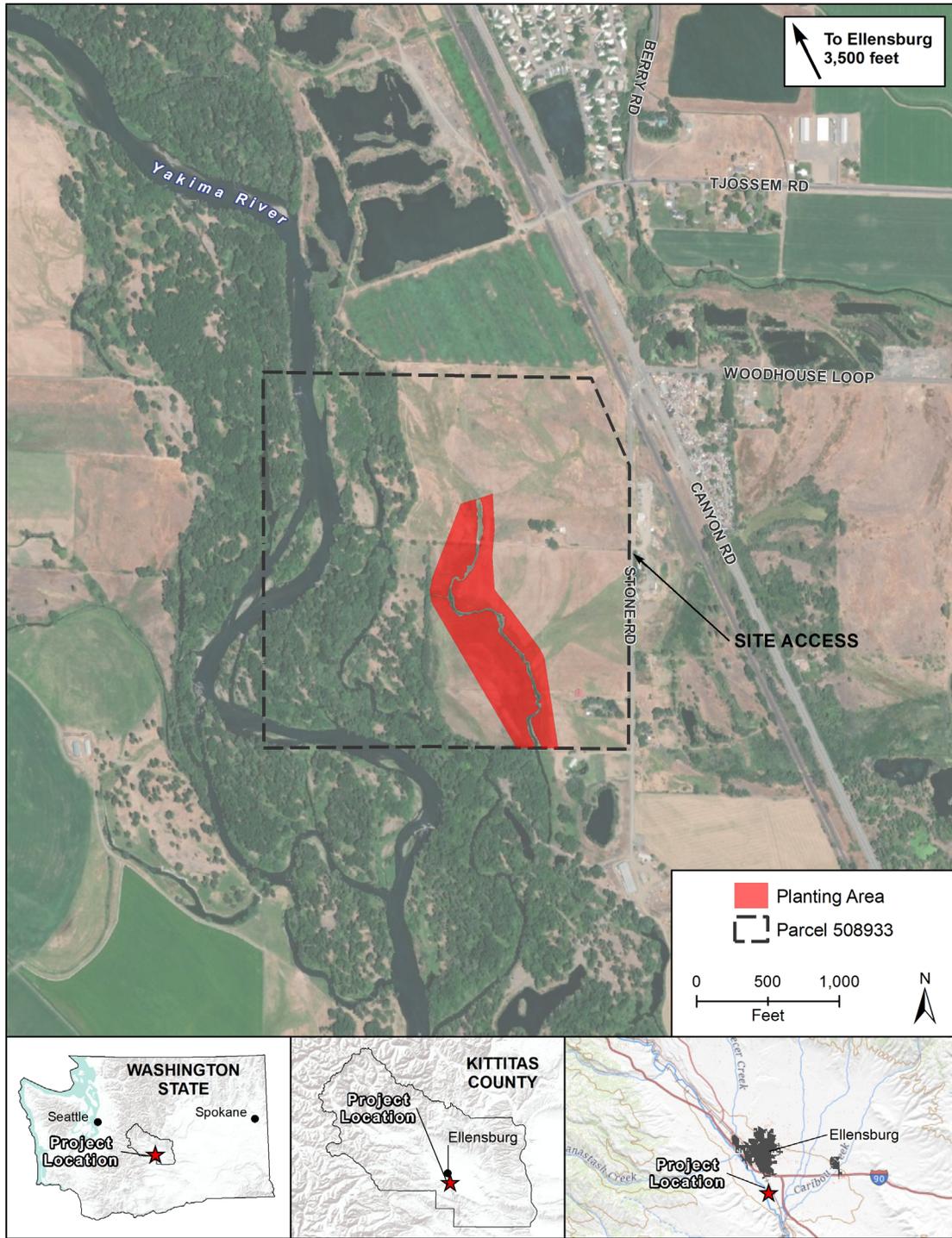
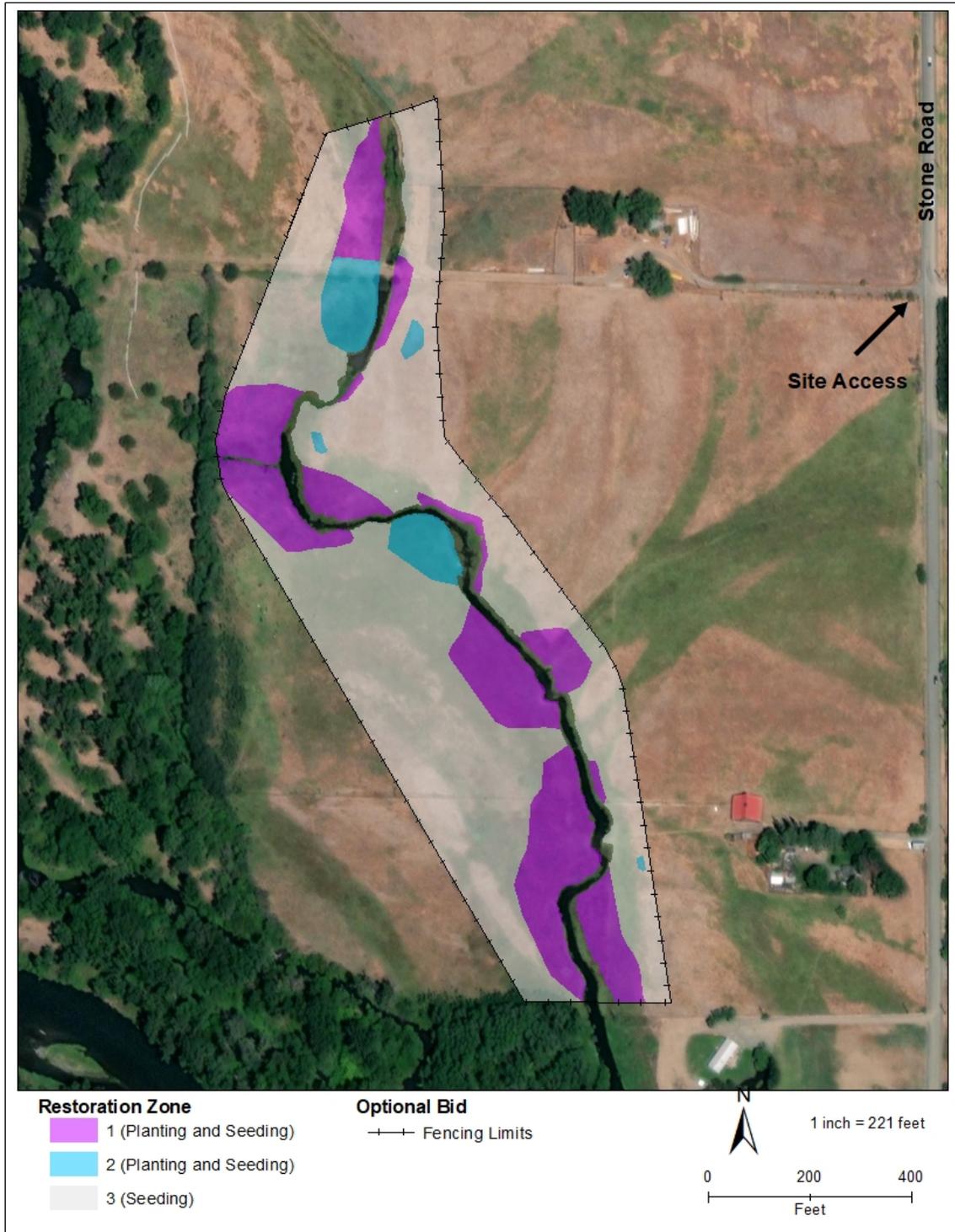


Figure 2. Restoration Planting Zones



Appendix B. Planting Plan

Table 2: Zones with Planting Acreage

Zone	Restoration Type	Acres
1	Planting and Seeding	4.1
2	Planting and Seeding	0.8
3	Seeding	10.3

Table 3: Shrub and Tree Species for Zones 1 and 2

Common Name	Zone	
	1	2
Black cottonwood	X	
Blue elderberry	X	
Chokecherry	X	
Common snowberry	X	X
Golden currant	X	
Nootka rose	X	
Ponderosa pine		X
Rose spirea	X	

Table 4: Plantings for Zones 1 and 2

Potted Stock			
Common Name	Scientific Name	Minimum Size	Quantity
Black cottonwood	<i>Populus balsamifera</i>	1 gal pot	1,000
Blue elderberry	<i>Sambucus nigra sp. cerulea</i>	1 gal pot	1,250
Chokecherry	<i>Prunus virginiana</i>	1 gal pot	1,500
Common snowberry	<i>Symphoricarpos albus</i>	1 gal pot	4,225
Golden currant	<i>Ribes aureum</i>	1 gal pot	1,250
Nootka rose	<i>Rosa nutkana</i>	1 gal pot	3,000
Ponderosa pine	<i>Pinus ponderosa</i>	1 gal pot	355
Rose spirea	<i>Spiraea douglasii</i>	1 gal pot	1,000
		Total Pots	13,580

Table 5: Seed Mix for Zones 1, 2, and 3. To be applied at a rate of 20 lbs Pure Live Seed /acre

Common Name	Scientific Name	Percentage of Seed Mix
Bluebunch Wheatgrass	<i>Pseudoroegneria spicata</i>	25%
Basin Wildrye	<i>Leymus cinereus</i>	25%
Bottlebrush Squirreltail	<i>Elymus elymoides</i>	15%
Sandberg's Bluegrass	<i>Poa secunda</i>	15%
Green rabbitbrush	<i>Chrysothamnus viscidiflorus</i>	10%
Rubber rabbitbrush	<i>Ericameria nauseosa</i>	10%

Appendix C. Bid Sheets

Table 1. Spring Creek RFP Bid Sheet for required Project Activities

Item No.	Item	Costs			
		Quantity	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS		
2	Potted Plants ¹	13,580	EA		
3	Upland Seed ²	15.20	Acre		
4	Mulch	1,200	CY		
5	Final Cleanup	1	LS		
Subtotal					
Washington Sales Tax (8.3%)					
Total					

¹ Includes acquisition costs, storage, and planting effort.

² Includes acquisition costs, area preparation, and seeding effort.

Table 2. Spring Creek RFP Bid Sheet for Optional Bid Items.

Item No.	Item	Costs			
		Quantity	Unit	Unit Cost	Total Cost
A	Soil amendment - import and incorporation	20	CY		
B.	Fencing - materials and installation	4,430	LF		
C	Irrigation - materials and installation	1	LS		
Subtotal					
Washington Sales Tax (8.3%)					
Total					