

INFORMAL REQUEST FOR PROPOSAL (Informal RFP)
For
Interpretive/Biological Surveys for State Designated Water Trails
RFP19CRDLWBJWENC-0008

The Department of Natural Resources (DNR) is seeking a Service Provider to conduct interpretive/biological surveys of the following state designated water trails (listed in order of priority): the Middle River (Adair/Madison counties), Winnebago River (Winnebago County), Iowa River (Hardin County), Dubuque Water Trail (Dubuque County), Turkey River (Fayette/Clayton counties), and Cedar Valley Paddler's Trail (Black Hawk County). There are 235.1 total water trail miles. These surveys are to help in the development of interpretive water trail brochures, as well as provide useful information to the DNR for future planning efforts. DNR anticipates that the term of any resulting contract will be June 7, 2019 through July 31, 2020. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

DNR John Wenck, water trails coordinator
Iowa Department of Natural Resources – Land & Waters Bureau
502 E 9th Street
Des Moines Iowa 50319-0034
Fax: 515-725-8201
Email: john.wenck@dnr.iowa.gov

If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this Informal RFP orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

Submission of Proposals: Service Providers interested in providing the services described under the "Description of Work and Scope of Services" shall submit proposals to the **DNR Issuing Officer** no later than 3:00 p.m. CST on May 31, 2019. Any proposal received after this deadline shall not be considered.

Proposals will be accepted only if they are in written format received via e-mail.

Proposals shall include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the work identified in the Description of Work and Scope of Services. Proposals shall include the following information: "Service Provider Cost Proposal – DNR Informal RFP #19CRDLWBJWENC-0008"; examples of interpretive writing from previous work; Service Provider's experience in identifying flora and fauna; and Service Provider's paddling experience, which will enable the DNR to make a judgment about the Service Provider's ability to perform work outlined in Statement of Work below.

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the DNR Issuing Officer at the above address through 3:00 pm CST on May 29, 2019. Written responses to any questions received will be provided to all potential Service Providers via the State of Iowa Bid Opportunities / Hosted Bids website: <http://bidopportunities.iowa.gov/>.

Description of Work and Scope of Services:

Survey each of the water trails listed below, preferably in the priority indicated in the first column, and provide reports and photos by July 31, 2020:

Report Priority & Task #	Water Trail	Beginning Access	End Access	Miles
1	Middle River	Middle River Forest Park (Adair Co.)	Holliwell Covered Bridge Access (Madison Co.)	39.4

2	Winnebago River	Dahle Park	Pammel Park	26.1
3	Iowa River	Bigelow Park	Daisy Long Memorial Park	50.7
4	Dubuque Water Trail (Mississippi River & Catfish Creek)	A.Y. McDonald Park	Massey Marina	11.9
5	Turkey River (Fayette Co.)	Gouldsburg Park	Gilbertson Park Narrows	40.1
6	Turkey River (Clayton Co.)	Gilbertson Park Narrows	Ferry Landing Canoe Takeout	56.9
7	Cedar Valley Paddler's Trail	Loop Route in Cedar Falls that includes portaging between lakes and Cedar River.		10
			Total Miles	235.1

Routes, accesses, known hazards (dams, rapids, etc.), and aerial imagery for the water trails listed above to assist with planning can be viewed from the DNR's interactive paddling map at the following Web address:

<https://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Where-to-Paddle>

GIS data is available upon request.

Total budget for this project cannot exceed \$24,975.00.

Adherence to the priorities indicated in the first column is preferable, but due to weather and water levels, it is okay to complete surveys out of order. Surveys shall be done using canoe or kayak, though some limited sections may be surveyed by walking when conditions do not lend themselves to paddling. The Cedar Valley Paddler's Trail is a combination paddle and portage, and Lake Red Rock becomes hazardous during high winds. Service Provider is expected to be a well-seasoned, experienced, and skilled paddler able to plan and manage trips without assistance from the DNR.

Each survey report shall include a well-written description of each water trail segment (access point to access point) that includes interpretive information that can be inserted easily into a water trail Web brochures without editing. See current Web brochures that can be downloaded here for example descriptions:

<https://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Maps-Brochures>

In addition, each report shall include a separate section just for the DNR that identifies unknown or unlisted hazards, problems or concerns related to water accesses, parking, portage trails, water trail signage, maintenance issues, or any other concerns or problems that might warrant DNR's attention.

This survey is not intended to be a comprehensive biological survey of a given stream. Rather, it is an informed look at the trees, shrubs, and wildlife of a given stream segment at a given point in time. It will not include systematic trapping, transects, or other techniques of sampling all vegetation, vertebrates, or invertebrates, nor of threatened or endangered species—though all shall be noted in this survey when encountered.

Proposed Project Schedule: June 7, 2019 thru July 31, 2020

Deliverables: Seven reports with photos corresponding to each of the water trails identified in the above table, submitted electronically, that shall include:

- 1) A general description of each stream reach (between accesses) that will include the major vegetation groups (dominant species of trees, shrubs, grasses, others), wildlife observed, geological points of interest, and GPS coordinates (UTMs) for specific areas (including specific land forms or landmarks).
- 2) A separate section only for the DNR identifying unknown or unlisted hazards, problems or concerns with accesses or conditions of accesses, parking, portage trails, water trail signage, maintenance, other concerns, as well as GPS coordinates (UTMs) for specific areas (including severe erosion, unlisted hazards, etc.).
- 3) Major natural interpretive theme(s) for each segment, including items of specific interest to potential paddlers (wildlife, plant associations, geology, etc.).
- 4) Digital photos relevant to both the interpretive theme(s) and specific GPS points. Photos may subsequently be used for brochures, interpretive panels, or used for planning purposes. Photo credit will be given. Photos shall be transferred via DropBox or other means of digital transfer rather than embedded in the report. Photo names shall be kept short (less than six characters), and be listed in Excel or Word with identifying information.
- 5) Recommendations for the suitability of each stream reach (between accesses) for beginner, intermediate, or advanced level paddlers with a short explanation. See how these terms (beginner, intermediate, and advanced) are defined in the Web brochures here:

<https://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Maps-Brochures>

Source of Funding: The source of funding for the Contract entered into from this Informal RFP is from the Rebuild Iowa Infrastructure Fund (RIIF).

Acceptance of Contract Terms and Conditions: By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its “Service Provider Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider’s quote. With regard to the “DNR Standard Contract Conditions,” DNR and the successful Service Provider may agree to modifications to the terms of the “DNR Standard Contract Conditions” as necessary to negotiate the terms of a contract. A Service Provider’s failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider’s acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Additional information: The costs of preparation and delivery in response to this Informal RFP are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR unless at the time its response is submitted, the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa. Costs proposals may not be treated as confidential information.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within the informal competitive bidding opportunity or concerning the DNR or the State of Iowa's failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this Informal RFP.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this Informal RFP for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

Evaluation Criteria: Proposals will be reviewed by an evaluation committee and the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.

The evaluation committee will make its technical recommendation using the following technical criteria, which are listed in no particular order:

- a. Brief Company Overview including your capacity to complete the Statement of Work;
- b. Work Plan including time frame, if not already specified by DNR, for completing the Statement of Work;
- c. Past performance of work that is identical or similar to the Statement of Work identified;
- d. Experience and references that demonstrate, to the satisfaction of DNR, the expertise and ability of the Service Provider to provide the Statement of Work described in the Informal RFP;
- e. The capacity of the Service Provider to complete responsibilities described in the Statement of Work;
- f. Interpretive writing examples from past projects provided by Service Provider.

After the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the "DNR Informal RFP #19CRDLWBJWENC-0008" form.

Service Provider Cost Proposal – DNR Informal RFP #19CRDLWBJWENC-0008

The Service Provider Bid shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

Costs for Tasks:

Task	Time Frame	Total Costs
Task 1: Middle River Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 2: Winnebago River Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 3: Iowa River Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 4: Dubuque Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 5: Turkey River Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 6: Turkey River Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 7: Cedar Valley Paddler's Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Task 8: Lake Red Rock Water Trail	<i>Estimated days to complete survey and submit report & photos</i>	\$
Grand Total Quote		\$

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor Organization: _____

Address: _____

Phone: _____ E-mail: _____