

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of *Steel Lake and North Lake Aquatic Plant Management*. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by May 25, 2018.

Issue RFP	April 20, 2018
Deadline for Submittal of Proposals	May 11, 2018
Preliminary Selection of Firm	May 18, 2018
Notify Firm Chosen	May 25, 2018

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Mindi English, Water Quality Coordinator  
City of Federal Way  
33325 8<sup>th</sup> Ave S  
Federal Way, WA 98003-6325  
(253) 835-2756

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP” *Aquatic Plant Management*.

C. All proposals must be received by 12:00 p.m. on Friday, May 11, 2018, at which time they will be opened. Three (3) copies of the proposal must be presented. No faxed or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The Water Quality Coordinator, Mindi English, or representative will notify the firm selected by Friday May 25, 2018.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The Recipient, 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.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

**VI. SCOPE OF SERVICES.**

Please see Attachment A for the scope of services.

**VII. COMPENSATION.**

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

DJC  
Federal Way Mirror

April 20, 27, and May 4, 2018  
April 20, 27, and May 4, 2018

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# ATTACHMENT A

## SCOPE OF WORK

The following is the Scope of Work for the project: “2018 Steel Lake and North Lake Aquatic Plant Management”

### **TASK 1 Initial Systematic Aquatic Plant Surveys**

During the Spring growing seasons of 2018 (late May to early June), an initial systematic aquatic plant survey of the littoral zone and shoreline of both Steel Lake and North Lake will be conducted by Contractor using skilled aquatic biologists/botanists to inspect for major types of aquatic plants.

Contractor will provide a proposed survey schedule to Surface Water Management (SWM) staff a minimum of two (2) full business days prior to conducting the Initial survey. The notification may take the form of verbal, email or other written correspondence. This information is critical so that lake residents and users may be properly notified. City SWM staff must acknowledge the notice and confirm the date before Contractor can proceed with the survey.

During the initial survey, a trained survey team will inspect each lake from both the surface and sub-surface (with diving equipment) to locate and map both native and noxious species types (emergent, freely-floating, rooted floating-leaved, and submerged forms) of aquatic vegetation.

During the initial survey, a SCUBA diver will swim into areas inaccessible by boat (between all docks and rafts on each lake). The diver will provide signals to a survey team member in the boat of the locations and densities of all major types of aquatic vegetation found. The boat operator will mark all plant populations with a Global Positioning System (GPS) unit; and mark all milfoil locations with Global Positioning System (GPS) unit and buoys. The diver may be towed behind the boat in an effort to completely survey the entire littoral zone of each lake, paying special attention to the locations and densities of all aquatic plants observed.

Upon completion of the dive portion of the initial survey, field technicians will perform a complete surface survey of the littoral zone of each lake as an additional means of locating and mapping aquatic plants. Any aquatic plant locations not noted in the dive survey will be recorded with the GPS unit.

After completing the survey, Contractor technicians will incorporate the aquatic plant locations and densities from the GPS unit into Geographic Information Systems (GIS) software. This will be used to generate maps of aquatic plant locations and densities including:

- Locations and abundance (sparse, moderate, or dense) of all major types of aquatic plants;
- Highlighted locations of all noxious, exotic, and/or invasive aquatic plant species;
- Highlighted locations of all rare, sensitive, or endangered aquatic plant species;
- Locations of wetland areas;
- Locations and sizes of floating water lily masses;
- General sediment types; and
- Tributaries and outlets.

If a small number of milfoil plants (less than twenty) are discovered by the field technicians during the initial dive survey, they will be removed and properly disposed of at no additional cost. However, if a larger number of milfoil plants are discovered, their locations and densities will be recorded in the manner mentioned above. This information will be used to recommend specific eradication and/or control strategies and methods to City SWM staff.

All recorded information will be used for site-specific aquatic plant controls, and may be used for action strategy development following recommendations listed in both Integrated Aquatic Vegetation Management Plans (IAVMP) for Steel Lake and North Lake.

Within twenty-one (21) calendar days after the completion of the aquatic plant survey, a letter report will be generated and submitted to the City SWM Staff. The letter report will include:

- Detailed maps described above;
- Aquatic plant types targeted for control and/or treatment;
- Recommended control and/or treatment methods;
- Locations and frequency for the recommended control and/or treatment methods; and,
- Cost estimate for control and/or treatment methods.

The cost for the initial systematic survey will include all necessary support staff, materials, equipment, travel time.

## **TASK 2      Second Systematic Aquatic Plant Survey**

The second systematic aquatic plant survey of each lake (Steel Lake and North Lake) will take place later in the growing season, three (3) weeks after the completion of the last aquatic plant control method (if applicable). This second survey will be conducted in a manner identical to the initial systematic survey.

Contractor must provide a notice to SWM staff a minimum of two (2) full business days prior to conducting the survey. Notification may take the form of verbal, email or other

written correspondence. This information is critical so that lake residents may be properly notified. City SWM staff must acknowledge the notice and confirm the date before Contractor may proceed with the survey.

### **TASK 3 Control and Treatment Methods/Procedures**

Aquatic plant management control and treatment methods employed by Contractor may include one or more of the following methods:

- Diver hand pulling,
- Manual removal,
- Diver installation of bottom barriers,
- Skimming milfoil fragments from the water,
- Water lily island removal,
- Diver Dredging, and
- Treatment with Department of Ecology approved aquatic herbicides.

Written control and/or treatment options and their associated cost estimate(s) will be submitted to SWM for all anticipated aquatic plant control efforts. Contractor will obtain written approval from SWM prior to commencing any of the above control and/or treatment methods, and SWM reserves the right to withhold the approval for the use of any of these methods following a review of the submitted cost estimate.

Contractor must provide a notice to SWM staff a minimum of two (2) full business days prior to conducting control or treatment methods. Notification may take the form of verbal, email or other written correspondence. This information is critical so that lake residents may be properly notified. City SWM staff must acknowledge the notice and confirm the date before Contractor may proceed with the work.

Contractor will adhere to the Aquatic Plant Management information (control/eradication suggestions) provided on the State of Washington Department of Ecology website (<http://www.ecy.wa.gov/programs/wq/links/plants.html>). This information describes in detail specific strategies and methods used to eradicate and/or control non-native aquatic plants.

In addition, all aquatic plant removal action and bottom barrier installation will comply with WDFW Hydraulic Project Approval (HPA) and fish timing guidelines pursuant to information contained WDFW pamphlet *Aquatic Plants and Fish*.

#### **TASK 3-A Diver Hand Removal**

Removal of rooted/submerged vegetation via digging will be completed by trained commercial divers. The method will involve digging out the entire plant with a hand-held gardening tool, collecting the plant and roots in a storage bag, and properly disposing of the plant material.

The effectiveness of plant removal will depend on sediment type, visibility, plant type, and thoroughness in removing the entire plant. In water depth greater than about three feet, Contractor will employ the use of SCUBA divers in order to effectively manage a location. The dive team will consist of two (2) SCUBA divers and one (1) diver tender on the support vessel. The cost will include all necessary support staff, materials, equipment, travel time and plant disposal.

### **TASK 3-B Manual Removal**

Submerged, floating or emergent vegetation may require removal action other than by diver. These methods may involve cutting or raking using tools, removing seed heads, collecting the plant (and roots) in a storage bag, and properly disposing of all plant material. The manual removal team will consist of two trained technicians. The cost will include all necessary support staff, materials, equipment, travel time and plant disposal.

### **TASK 3-C Burlap Bottom Barriers**

Bottom barrier material is applied over the lake bottom to prevent plants from growing, resulting in weed-free areas that allow beneficial uses of the water body to be re-established. Contractor will employ the use of burlap (typically allowed by the Washington State Department of Ecology) when covering native plant areas, and burlap or synthetic material when covering noxious weed areas.

Installation will be conducted at any depth with the assistance of divers and a support vessel. Bottom conditions will not typically impede most bottom barrier installations, but logs and debris may need to be cleared from the area.

This cost will include diver time, support staff, the material, travel time and sandbags used to attach the barriers to the lake bottom. The bottom barrier installation team will consist of two (2) SCUBA divers and one (1) diver tender on the support vessel.

### **TASK 3-D Diver Dredging**

Diver dredging of submerged plants may be employed to remove sparse colonies of submerged plants (primarily Eurasian milfoil), and is best implemented when controlling localized infestations of low plant densities where fragmentation must be minimized.

Diver dredging will utilize a small barge or boat carrying portable dredges with suction heads that are operated by SCUBA divers to remove individual rooted plants from the sediment. Divers will physically dislodge all plant parts with sharp tools which are then suctioned up and carried back to the support vessel via hoses operated by the divers. Plant material will be sieved out and retained in catch baskets on the support vessel for proper off-site disposal. The diver dredging team will consist of two (2) SCUBA divers and one



(1) diver tender on the support vessel. The cost will include all necessary diver time, support staff, materials, and equipment and travel time.

### **TASK 3-E Water Lily Island Removal**

All water lily removal action will be approved by Washington Department of Fish and Wildlife (WDFW); and will comply with WDFW Hydraulic Project Approval (HPA) and fish timing guidelines pursuant to information contained in the WDFW pamphlet *Aquatic Plants and Fish*.

### **TASK 3-F Aquatic Herbicide Application**

Aquatic herbicide applications will be accomplished if the City and Contractor judge that the larger plants, or a significant concentration of plants, require herbicide treatment. Aquatic herbicide applications for both native and noxious plant species will be done pursuant to NPDES Permit requirement and label directions. In addition, all Contractor personnel applying the aquatic herbicide will be approved as a Washington State licensed aquatic herbicide applicators.

Herbicide applications during the contract term are likely to include the following targeted plants: milfoil, fragrant water lily, yellow flag iris, purple loosestrife, and Japanese knotweed.

Contractor will implement a procedure to physically mark properties according to plant species targeted (e.g., some properties may be targeted for fragrant water lily, but do not provide access to treat yellow flag iris).

Based upon historical herbicide effectiveness on Steel Lake and North Lake, the following treatment benchmark schedule will be followed (unless Contractor provides an acceptable alternate schedule that is approved by SWM):

- Herbicide treatment for milfoil (2,4-D) must be applied when the plants are actively growing, but no later than July 31 of each contract year.
- The first seasonal herbicide treatment for fragrant water lily (glyphosate) must take place between June 24 and July 31 of each contract year. A second (or follow-up) treatment/final treatment will be scheduled for 14 days following the first treatment if possible, but no later than August 15 of each contract year.
- The first herbicide treatment for yellow flag iris (glyphosate) must be applied when the plants are actively growing and when most have reached early head or early bud stage of growth. Treatments shall not extend beyond September 1 of each contract year.

- The first herbicide treatment for purple loosestrife (glyphosate) must be applied when the plants are actively growing at or beyond the bloom stage of growth. Treatments shall not extend beyond September 1 of each contract year.
- The first herbicide treatment for Japanese knotweed (glyphosate) must be applied when they are in flower bud stage (July or August).

The herbicide application team will consist of two (2) field biologists and all necessary materials, and equipment. Contractor will adhere to the following price schedule (\$/acre) for the application of aquatic herbicides:

<b>Control Option</b>	<b>Description</b>	<b>Cost</b>
2,4-D (DMA4*IVM)	Price per surface area treated	\$ To be determined
Glyphosate (Rodeo)	Price per surface area treated	\$ To be determined

When the plant communities are scattered, have variable densities, and are not readily accessible for treatment (e.g., between docks), a unit price per hour for glyphosate treatment may be the most reasonable means for billing when spot treating (i.e. treating a total of one acre that is scattered in patches throughout the lake system). The herbicide application team for this effort will consist of two (2) field biologists. Contractor will adhere to the following price schedule (\$/hour) for spot application of glyphosate to scattered plant colonies, which includes all labor, materials, equipment, and travel costs:

<b>Control Option</b>	<b>Description</b>	<b>Cost</b>
Glyphosate (Rodeo)	Price per hour	\$ To be determined

Poor efficacy can result from the application of aquatic herbicides during less than optimum conditions (e.g., outside of treatment benchmark schedule, weather, water movement, wind, etc). Contractor will be aware of these conditions and will schedule applications accordingly. If poor efficacy is documented by either SWM staff or by concerned lake residents due to application of herbicides under poor conditions (described above), then the preceding herbicide treatments will be provided at no charge.

**TASK 4 Post Treatment Surveys**

In order to determine if additional herbicide treatments are required, post-treatment surveys may be conducted at each lake. Contractor will submit written cost estimate(s) to SWM for all anticipated post treatment surveys. Contractor will obtain written approval from SWM prior to commencing this effort, and SWM reserves the right to withhold approval to proceed following a review of the submitted cost estimate.

The post treatment survey for this effort will consist of two (2) field biologists. Contractor will adhere to the following price schedule for post treatment surveys, which includes all labor, materials, equipment, and travel costs.

## **TASK 5      Final Report**

By December 31 of each year during the contract, separate Final Reports will be submitted for both Steel Lake and North Lake. These Final Reports will summarize all survey events, including all steps taken to remove, control and/or treat aquatic plants in both Steel Lake and North Lake. The summaries will include a description of the equipment, methods, and procedures for all control methods used; an estimate of acres of aquatic plants removed, controlled, or treated; an assessment of the effectiveness of the removal/control/treatment methods implemented; a copy of the NPDES permit; Notifications; and Pesticide Application Record.

The cost of preparing and delivering the Final Reports will include all time and materials to perform this task. One electronic copy of each Final Report shall be provided to the City.

Each Final Report shall include:

1. Detailed colored maps showing:
  - Locations and abundance of all major types of aquatic plants;
  - Highlighted locations of all noxious, exotic, and/or invasive aquatic plant species;
  - Highlighted locations of all rare, sensitive, or endangered aquatic plant species;
  - Locations of wetland areas;
  - General sediment types;
  - Tributaries and outlets;
  - Locations where removal methods were employed;
  - Locations where manual control methods were employed; and
  - All areas of lake treated with individual herbicides.
2. A detailed description of the equipment, methods and procedures used for all manual controls and/or herbicide treatment methods employed.
3. Estimated acres of each type of aquatic weed removed.
4. Estimated acres of each type of aquatic weed undergoing manual controls.
5. Estimated acres of each type of aquatic weed undergoing herbicide treatment.
6. An estimate of the total percentage of lake bed covered by native vegetation. This figure will be used to determine the need for potential aquatic habitat mitigation.

7. An assessment of the effectiveness of all manual control and/or herbicide treatment methods.
8. A copy of the NPDES permit, notifications, herbicide label directions, and Pesticide Application Record.
9. A summary including proposed management action for future years.

#### **TASK 6 NPDES Permit Coverage**

Contractor will ensure that the annual Department of Ecology Aquatic Plant & Algae NPDES permit fees for both Steel Lake and North Lake are kept current. Contractor will invoice the City for the annual permit fees when they are due.

#### **TASK 7 NPDES Permit Requirements**

Contractor will be responsible for compliance with all provisions outlined in the State of Washington, Department of Ecology, Aquatic Plant and Algae Management NPDES General Permit, Section S6. The effort includes, but is not limited to: posting signs at publicly accessible areas; on shoreline private property areas; and on the water. This task also includes conducting advanced notification to all residents; and recording and retaining records, which includes all labor, materials, equipment, and travel costs:

#### **TASK 8 Meetings**

Contractor will provide a representative to attend several joint Steel-North Lake committee meetings/community meetings throughout the year. The intention is to brief each respective lake committee concerning plant management activities and to answer questions. These meetings may include:

- A meeting following the initial survey, before treatment commences.
- Annual Aquatic Plant Workshop.
- Final end-of-year meeting to review program effectiveness.

The cost for each meeting includes all labor, materials, equipment, and travel costs.