

**REQUEST FOR BIDS  
INITIAL WETLAND AND HABITAT ASSESSMENT**

SECTION 1

GENERAL INFORMATION

1.0 Project Background

Warrenton-Hammond School District is investigating potential sites for purchase in and around the District and is soliciting services to perform a Due Diligence study of various sites. This RFB is for an Initial Wetland and Habitat Assessment for two sites identified on the attached Map. Services shall be completed by May 4, 2018.

The professional capabilities of consultants, directly involved with Initial Wetland and Habitat Assessments must include professional licensure, where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all necessary field equipment and other supporting equipment and consumables.

1.1 Scope of RFB

The objective of this RFB is to obtain general information regarding the site that allows the District to continue their planning efforts and evaluate potential costs associated with site development and whether purchase of the site is warranted. The services required are for initial preliminary research, analysis, and reporting and shall include:

- A. Site Visits:** Determine if any regulated Critical Areas exist on a property that may affect current or future proposed development.
- B. Feasibility Analyses:** Determine if the District's conceptual development plan will impact a regulated critical area or associated buffer area.
- C. Site Planning:** Prepare site plans as required by the federal, state, and local jurisdictions showing all existing conditions including existing structures, existing access, easements, etc.
- D. Wetland Delineations and Classification:** Conduct this in accordance with local, state and federal regulations. Denote the buffer setbacks required.
- E. Body of Water Delineations of Ordinary High-Water Mark (OHWM):** Conduct this using current guidelines provided by the State of Oregon.
- F. Wildlife Habitat Assessments:** Determine if habitat for threatened, endangered, and special status wildlife species occurs on the proposed parcel.

## **G. Reporting with Recommendation**

### 1.2 Consultant's Responsibilities

The selected Consultant will be required to assume responsibility for all services outlined in the bid whether the Consultant or their representative produces them. The Consultant's person-in-charge of the project must have the experience and a current Professional License in the State of Oregon in order to complete the tasks outlined above.

### 1.3 Payment Schedule

Payment for any agreement entered into as a result of this bid will be made monthly upon receipt of the Consultant's billing statement for work executed under individual task orders. The billing statement must include a summary of progress made through the date of billing.

## SECTION 2

### BID INSTRUCTIONS

#### 2.0 General Information

A. The Consultant must submit a definite and specific bid for the end results that are set forth in the bid. The bid must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities as outlined in section 3.1.

B. All parts of the bid shall be in a sealed envelope plainly marked "INITIAL WETLAND AND HABITAT ASSESSMENT SERVICES RFB", and show the name and address of the Consultant.

#### 2.1 Closing Date for Submittal of Bids

One copy of the bid must be received no later than 2:00 p.m. on April 20, 2018, at which time bids will be opened and evaluated by the District.

#### 2.2 Bid Acceptance

Sealed bids will be received by:  
Warrenton-Hammond School District  
820 SW Cedar  
Warrenton, Oregon 97146

## 2.3 Right of Award or Rejection

Bids shall specifically stipulate that all terms and conditions contained in the RFB are included in the bid and accepted by the Consultant. It is understood that all bids will become a part of the public file on this matter without obligation to the District. The District may reject any bid not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the District may reject for good cause any or all bids upon the District's finding that it is in the public interest to do so.

## 2.4 Incurring Costs

The District is not liable for any costs incurred by prospective Consultants in the preparation or presentation of bids.

## 2.5 Inquiries

Questions that arise during preparation of the bid will be handled by Mark Jeffery, Superintendent and will be accepted by email at [jefferym@warrentonk12.org](mailto:jefferym@warrentonk12.org). The bid shall list a responsible person, with phone number, for contact if necessary during the bid review process.

## 2.6 Technical Bid Format

One copy of the bid shall be submitted to the District. Bids must not exceed 8 pages. Page count does not consider a cover letter, but does include resumes. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Bids must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.
- B. A statement that the bid recognizes and includes all terms and conditions of the RFB.
- C. Signature of an authorized representative empowered to bind the Consultant.

## SECTION 3

### BID EVALUATION

#### 3.0 General Information

A. The District will select the Consultant whose bid is deemed most advantageous to the public. The District may enter into discussions with the top ranked bidder to get a best and final offer, and in those discussions, the District may not disclose information derived from bids submitted by competing proposers.

B. Bids received will be evaluated by individuals to be selected by the District.

C. The District may cancel this procurement or reject any and all bids in accordance with procurement laws.

### 3.1 Technical Bid Evaluation

Evaluation of the bid will be based, on the following criteria:

A. Description of the Consultant's firm, including organization, and type and scope of services provided. **10 Points**

B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **10 Points**

C. A statement of experience performing these services in Oregon, Clatsop County and the City of Warrenton as well as a knowledge of Agencies and protocols within the same. Consultants with this experience are preferred but not required. **15 Points**

D. A statement of experience and examples of performing on-site wetland and habitat assessment. **20 Points**

E. Experience and ability working with public agencies. **15 Points**

F. General appearance of the bid and conformity to the above bid instructions. **10 Points**

G. Proposed Fee for providing the work as described in this RFB, including the Exhibit A. **20 Points**

By submitting a bid, the respondent to this RFB authorizes past clients to supply information requested by Warrenton-Hammond School District within the scope of this Request for Bids.

### 3.2 Selection

A final selection will be made by the evaluators following review and ranking of the bids. Said selection is not binding until agreement execution.

### 3.3 Pre-Agreement Clarification

The apparent selected Consultant may be required to review its bid with the District. The District reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the District's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

### 3.4 Agreement Execution

The District intends to enter into an agreement with successful consultant for any or all of the tasks described in the bid.

The selected firm will be contracted by Warrenton-Hammond School District beginning on or around April 20, 2018, with work expected to be completed and delivered to the District by May 4, 2018.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements, and "hold harmless" provisions contained therein.

**END OF RFB**