Contract Name: Walker Stewardship

Additional Information in the Development of Technical Proposals

The attached Technical Proposal template provides prospective Offerors with additional information on how to develop their Technical Proposal and what specific items to address or emphasize. These items cover areas of special concern to the Forest Service and the community collaborative which has participated in the development of this project. There are areas where tradeoffs between price and quality will be considered. Please use this template in responding to the advertisement. This will assist the TEB in a timely evaluation of proposals submitted for this project.

Remember!

- What you put down in your Technical Proposal becomes a binding part of the Contract (see G.3.1.1 Inclusion of Technical Proposal in the contract). **Do not include items you do not intend to do!**
- It is understood that what is entered into the contractor's Technical Proposal may have a price tradeoff. The government is looking for the offer whose technical/price relationship is the most advantageous to the Government.

The Government intends to evaluate proposals and reserves the right to award a contract without discussions with offerors. Offers should be submitted initially on the most favorable terms, from a price and technical standpoint, which the Contractor can submit to the Government. The source selection procedure will begin with an initial review of the proposals and continue through a technical evaluation conducted by the Technical Evaluation Board (TEB). The TEB will rate the proposals based on the evaluation criteria identified above. The results of the TEB ratings will be presented to the Contracting Officer (CO). If necessary, the CO will make the price proposals available to the TEB. The CO will determine rankings of each offer and establish the competitive range. If it is determined that discussions are necessary, the TEB and the CO will initiate discussions (written and/or oral) with each offeror in the competitive range. At the conclusion of discussions held with those offerors within the competitive range, the CO shall review any revised proposals and information received from the offerors in response to a request for Final Proposal Revisions, and adjust evaluation ratings as appropriate, with assistance from the TEB, as needed. The CO's justification for award will be clear and unequivocal and will be made part of the official contract record. Award will be made to that offeror whose proposal is determined to be most advantageous to the Government, cost and other factors considered.

Offerors must submit a proposal that meets all requirements specified in the sample contract. Alternate proposals will NOT be accepted.

Contract Name: Walker Stewardship

REGION 6 TECHNICAL PROPOSAL TEMPLATE FOR THE INTEGRATED RESOURCE TIMBER CONTRACT

PREPARED FOR THE REPUBLIC RANGER DISTRICT
COLVILLE NATIONAL FOREST

NOTE:
SUBMISSION OF PRICE AND TECHNICAL PROPOSALS ARE DUE BY
July 21, 2014 430 PM

Technical and Price Proposals are being submitted in response to the advertisement of the Name of contract Stewardship Integrated Resource Contract advertised on June 4, 2014 in the *Statesman Review.* A Price Proposal is to be submitted on the enclosed "Offer For Integrated Resource Contract" form FS-2400-14BV.

I understand that the Walker Stewardship Integrated Resource Contract will be awarded based on a Best Value determination. One award will be made to the Offeror whose technical/price relationship is the most advantageous to the Government.

This Technical Proposal, along with the FS-2400-14BV Price Proposal, constitutes a firm offer and binds this company to accept award under the terms of the sample contract, the offer form, and any of the accepted terms of this Technical Proposal.

_____
Name of Offeror

_____
By (signature)

_____
Date

Contract Name: Walker Stewardship

COST/PRICE EVALUATION CRITERION. These criteria will (1) consider price reasonableness, and (2) be used to help determine the offerors' understanding of the work. The importance of cost/price may become greater as the differences between technical proposals decreases. Where Technical Proposals are determined to be substantially equal, any cost/price advantage to the Government may control award.

PRICE PROPOSAL

Price Proposal - complete, sign, and enclose form FS-2400-14BV.

TECHNICAL PROPOSAL

In preparing your Technical Proposal, the Contractor shall keep in mind the following End Results, specifications and objectives that shall be achieved in this contract.

LIST OF END RESULTS, SPECIFICATIONS AND OBJECTIVES TO BE MET WITH THE HOW-TO'S DESCRIBED BY THE CONTRACTOR IN THEIR TECHNICAL PROPOSAL	**SUBDIVISIONS**
Creating snags in units identified and in numbers listed in Attachment A.	ALL
Impact to soils from Contractor's Operations shall be less than 10 percent of the subdivision. Impact is defined as soils being exposed by the removal of the duff layer, displacement from one place to another, or compaction as the result of Contractor's Operations.	ALL
Not more than 5 percent of the residual stand may be damaged by Contractor's Operations. Damage is defined as scarring of boles that exceed 16 square inches of cambium exposure "root sprung" trees or trees with broken tops.	ALL
Surface erosion and sediment delivery coming from new and/or existing landings, skidtrails, and temporary roads are mitigated on-site and confined to inside the subdivision boundaries.	ALL
Pile landing and decking slash to meet specification listed in K-G.4.7.2# with the least impactful machine. Identify the machine brand and model to be used to pile landing and decking slash	ALL

Contractor is advised to review provisions K-G.3.1.5#, K-G.4.1#, and K-G.4.2# in the sample contract for additional operational requirements and restrictions.

Also review K-F.3.1# Road Maintenance Requirements (prehaul, haul, post haul) and K-G.7.4.2# -Slash Treatment Requirements.

Except for Past Performance, the Offeror's Technical Proposal, as accepted by the Forest Service, will be incorporated into any resultant contract.

The Technical Proposal submitted shall not exceed 30 pages.

Contract Name: Walker Stewardship

EVALUATION CRITERIA

Technical Proposals will be evaluated and ranked on the basis of the Evaluation Criteria listed below in (i), (ii), and (iii).

The Evaluation Criteria are listed in descending order of performance. All sub-factors listed under each evaluation criteria are approximately equal in importance.

All technical evaluation criteria when combined are equal to the cost or price.

Local Area is defined as Stevens and Ferry Counties.

(i) Utilization of Local Workforce. The ability of Offerors to enhance local employment opportunities will be evaluated based upon the following sub-factors which are approximately equal in importance. "Place of operation" is defined as the Contractor's address for normally doing business on a year-to-year basis. Credit for recruitment, employment, or utilization of labor or subcontractors will be evaluated as follows:

1. Highest evaluated rating: Utilization of work force creating jobs, and maintaining infrastructure in the defined local area.
2. Secondary evaluated rating: Utilization of work force, creating jobs, and maintaining infrastructure in Stevens, Ferry, and Pend Oriellle Counties.
3. Lowest evaluated rating: Utilization of work force, creating jobs, and maintaining infrastructure in the states of Washington and Idaho.

(A) Local Hires. Offerors who submit the greatest number of local hires residing in the defined local area will be given a higher rating.

(B) Prime Contractor. Offerors whose permanent place of operation is within the defined local area will be given a higher rating.

(C) Key Personnel. Key personnel who are from the defined local area and who display significant, high quality knowledge and experience in the type of work to be performed will rank higher.

(D) Subcontractors. Offerors who submit the greatest number of subcontractors having a permanent place of operation inside the defined local area will be given a higher rating.

(E) Benefit to Communities Within the Defined Local Area.

1. Delivery and Processing of Forest Products. Contractors who deliver forest products removed from the contract area to locations inside the defined local area which are also processed at manufacturing facilities inside the local area will be rated the highest. This will be monitored by the Forest Service using scaling certificates, and/or returned Product Removal Permits.

2. Positive Economic Impact. In addition to Utilization of Local Workforce, Offerors that commit to spending the most at businesses, or other expenditures, within the defined local area will be rated the highest.

***3.* Involvement of Local Community Groups.** Local community organizations that represent the local stakeholders involved with Forest restoration objectives are important components of local community capacity. They often partner(s) to do restoration work. An exceptional rating would be achieved if the Offeror engages local community groups on this project, i.e., doing monitoring, inspections, assist with projects, etc.

(ii) Capability and Relevant Past Performance. The Government will evaluate each offeror's organizational experience on the basis of its breadth, its depth, and its relevance to the work that will be required under the contract. All sub-factors listed below are approximately equal in importance.

(A) Relevant Past Performance. Past performance is a measure of the degree to which the Offeror satisfied its customers in the past in the past 3 years and complied with Federal, state, and local laws and regulations.

Past performance will be evaluated on the following sub-factors:

1) Quality of Work
2) Customer Satisfaction
3) Timeliness of Performance
4) Business relations
5) Cost Control

In evaluating past performance, the Government will contact some or all of the references provided by the Offeror and other sources of information, including, but not limited to, Federal, state, and local government agencies, better business bureaus, published media, and electronic data bases.

Contractors with demonstrated knowledge and experience in the work to be completed, met specifications with few or no contract non-compliances or breaches, satisfied their customers, finished on time or ahead of time, maintained amicable communications with customer, exhibited flexibility, and completed the work at or below contract cost (assuming no changes in specifications), will be rated the highest.

It should be noted that a “Neutral” rating could be assigned to this Evaluation Criteria by the Evaluation Team. Offeror(s) that do not have a record of relevant past performance or information regarding past performance is not available, will be assigned a “Neutral” rating. Firms lacking a past performance record (e.g., new firms or those with no relevant experience within their organization) will be treated as an unknown performance risk, receiving a neutral rating in this criteria. A neutral rating will be established as the average of all other competing offerors, or the average of the total rating available, whichever is less. Contractors that fail to submit any past performance or relevant past performance will not be considered for award.

(B) Key Personnel. Key personnel who display significant, high quality knowledge and experience in the type of work to be performed will rank higher. Key personnel who display experience in the work to be completed will rank highest.

(C) Subcontractors. The Government will evaluate the organizational experience of the Offeror's proposed key subcontractors. Subcontractors who display significant, high quality past performance will rank higher.

Contract Name: Walker Stewardship

(iii) Technical Approach. The Government will evaluate each Offeror's technical approach on the basis of the following sub-factors which are approximately equal in importance.

(A) Plan of Operations.

Offeror's who demonstrate a plan of operations for both product removal and stewardship project work, including its timeline (start and completion dates), and the rationale for work activities to ensure all contractual work will be completed by the contract termination date will rank 'Acceptable'.

Offers that show maximum removal and/or utilization of Grn Bio CV material will rank the highest. This can include utilization by a variety of businesses and facilities both inside and outside the defined 'Local Area'.

Offers that include agreeing to removing Timber Subject to Agreement material from National Forest lands as part of the awarded contract will rank the highest.

(B) Quality Control Plan and Safety. Offers that show a well-developed quality control plan and effective measures for ensuring the plan will be followed will rank the highest. This shall include both harvesting and the service type restoration work items (stewardship projects). Safety plans that discuss the multiple hazards inherent in forest work activities and provide adequate measures to mitigate the hazards will rank the highest. Safety Plans that include active involvement by the prime contractor and subcontractors will rank the highest.

(C) Supervision. Contract managers and on-the-ground supervisors with more than 3 years' experience, that show knowledge of the multiple stewardship activities and can demonstrate their ability to manage the multiple stewardship contracts and subcontractors, will rank the highest.

(D) Equipment. Offerors whose equipment has the capability and performance to achieve the **End Results** will rank the highest.

(E) Production Capability. Offeror's demonstrating a production capability to accomplish this contract within the time allowed will rank 'Acceptable'. Look at the whole picture.

Contract Name: Walker Stewardship

INSTRUCTIONS FOR THE COMPLETION AND SUBMISSION OF TECHNICAL PROPOSALS

(i) Utilization of Local Workforce

(A) Describe the number of local workers you plan to hire, type of jobs (faller, loader operator, etc.), and planned length of employment each year under this contract.

(B) List your permanent places of operation.

(C) List the geographic location of your key personnel.

(D) List your subcontractors business address and County, and geographic places of operation.

(E) Benefit to Communities Within the Defined Local Area - The following sub-factor(s) will be used for evaluating benefits to the local community component:

1. Forest Products Processing in the Local Communities. Commercial timber, chips/biomass material and by-products all generate economic benefits to local communities. The flow of goods to local processors helps maintain or expand existing processing capacity. Please identify the mills and other facilities, and the estimated volume to each, which you will be delivering logs. Locations can be by species and/or products. Identify the ones that are within the defined local area in which you will deliver logs.

2. Positive Economic Impact. Will you open a satellite office and/or shop, rent or lease space, in a community inside the defined local area if your principal office and maintenance shops are outside the local area?? Describe the minimum amount your operations will expend at businesses in the defined local area, and how you plan on tracking the amount for inspection purposes.

3. Involvement of Local Community Groups. Local community organizations that represent the local stakeholders involved with Forest restoration objectives are important components of local community capacity. They often partner to do restoration work, monitoring, inspections, assist with projects, etc. A “Letter of Intent”, or other documentation, indicating commitment between the contractor and local community group(s) should be part of the contractor’s Technical Proposal

(ii) Capability and Relevant Past Performance Information Sheet

(A) Submit a list of contracts from the last 3 years in which you have performed similar work. For each contract, provide:

1. Company Name
2. Contact Person, phone number, and email
3. Dates of Work on the contract
4. Work (Tasks) assigned and completed

Also, explain for each contract how well you met each of the following business and contractual functions:

1. Quality of Work - Demonstrated ability to perform services in accordance with contract specifications, and conformance to good standards of workmanship.
2. Customer Satisfaction - Satisfaction of end users with the contractor's completed products and services.
3. Timeliness of Performance - will be evaluated on compliance with delivery schedules; reliability; responsiveness to technical direction, no assessment of liquidated damages.
4. Business Relations - Effective management, ability to manage projects involving subcontracts, working relationship with the contracting officer and technical representatives, reasonable/cooperative behavior, flexibility, effective contractor recommended solutions, businesslike concern for government's interests. The offeror should provide information on problems encountered on the contracts and subcontracts listed and the corrective actions taken to resolve those problems. The Government may obtain information from existing contract files.
5. Cost Control - Ability to complete contracts within budget (at or below); reasonableness of price change proposals submitted, and providing current, accurate, and complete billings.

(B) Describe the experience of your key personnel who will be working on the the contract.

1. The Contractor shall assign to this contract the following key personnel: Contract managers and on-the-ground supervisors such as Overall Project Manager, Contract Representative, Logging Supervisor, Fuels Treatment Supervisor, Road Construction Supervisor(s) who will be supervising work in the timber removal specifications as well as other road work, maintenance and obliteration, and Individual Sub-Managers that will be supervising individual sub-contracts for work items not covered by personnel noted previously herein. One person may be assigned to more than one position.

(C) Provide a list of subcontractors you propose to use on this contract and the work activities they will complete. Describe subcontractors' past performance and provide a list of similar contracts that each subcontractor has completed within the last three years.

(iii) <u>Technical Approach</u>

Technical Proposals must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the techniques, procedures, and program for achieving the objectives of the specifications/statement of work. Proposals which merely paraphrase the requirements of the Government's specifications/statement of work, or use phrases such as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be further evaluated.

(A) Describe your plan of operations for both product removal and stewardship project work including the timeline (start and completion dates) and the rationale for work activities. The plan should be based upon completion all contract requirements by the contract termination date.

(B) Contractors are advised to review provisions K(T)-G(T).3.1.5#, K(T)-G(T).4.1#, and K(T)-G(T).4.2# in the sample contract for operational requirements and restrictions.

Describe how you plan to organize, schedule, staff woody biomass removal, and deliver to location(s). ***(B)*** Provide a quality control plan for product removal and service type restoration work items and the measures you will use to ensure the plan is followed. Provide a safety plan that discusses the multiple hazards inherent in the work identified in sample contract. The plan must include your monitoring of employee work and working conditions. Include mitigation measures in the safety plan.

(C) Describe your ability to complete the mulitude of activities listed within this project including product removal and all restoration type work activities. If multiple subcontractors will be used, describe your plan for managing all subcontractors

(D) Provide a list of equipment to be used on this project. Prepare a response to each of the **<u>End Results</u>** indicating how you will deploy and use your equipment and personnel, and/or subcontractors, in achieving the specified **<u>End Results</u>** (this is NOT asking for a logging plan).

(E) Describe your production capability to accomplish this project within the specified contract time. How many sides will you need to complete the required work?

Contract Name: Walker Stewardship

General Quality Control Plan

Quality Control is an important emphasis item for the Walker Stewardship Integrated Resource Contract. Offeror are encouraged to develop an effective plan for ensuring that their operations are in compliance with all contractual requirements. Offerors should develop a General Quality Control Plan that addresses the following four questions:

1. How will quality be monitored to assure performance standards are met?

   Example: Break down the response into major work areas. For all items, you might mention whether you want a pre-work in the field to discuss quality before activities begin.

   Logging: list examples of the types of things that will be monitored, e.g. residual tree damage, soil displacement and compaction, determining whether appropriate logging conditions are met, cutting only designated trees, landing size, etc. Indicate whether there is a separate quality control process and how often it will occur, i.e. is your field representative going to take some extra time every day/once a week to review all aspects of quality control? (or, do you just rely on every worker to do their job properly?) Will he be documenting the results of monitoring or just reporting problems verbally to the Contractor's Rep and Forest Service?

   Thinning & Fuel Treatment: Indicate how you will organize to do the required self inspections. Will the individuals doing the work self inspect their work or will there be a separate individual. How often will these inspections be done? Who will be responsible for the required paperwork, the Contractor's Rep or the Field Rep.

2. How will the quality control work be supervised?

   This is the next higher level of supervision, i.e. how will the Contractor's Rep type supervise the Field Rep's work? How often can we expect the CR to be there? Will the CR do a sample inspection as well, e.g. "once a week the Contractor's Rep will review the results of the quality monitoring for that week (written or verbal) with the Field Rep and do a walk through sample inspection of the completed area to discuss and verify quality control inspections. If there are problems that were not identified by the Field Rep what will be done? (the FR says "everything looks great" and you find that an obvious problem with orange painted trees cut… someone's not doing their quality control job).

3. How will results of the monitoring be used to ensure quality performance?

   If the inspections indicate a problem, how will that be addressed? For example, "The Field Rep will review the problem with those that did the work, require that it be reworked before further work is done (if it can be corrected), and inspect the next batch of work more frequently until it is determined that the problem is corrected. The Field Rep will report quality issues to the next higher level (Contractor's Rep) and to the Forest Service contract administrator".

4. Identify, by work activity, the personnel responsible for performing quality control?

   As described above the Contractor's Rep supervising quality control will be _____. The Field Rep responsible for quality control monitoring of logging will be _____. The Field Rep for <name of work item> will be _____. The Field rep for <name of work item> will be _____.

   or

   Name of person will be the contractor's representative supervising quality control and all work items included in this contract.

   or

   Something similar to these.