Contract Name: Honi Stewardship

Additional Information in the Development of Technical Proposals

The Region 6 Technical Proposal template is required to be used by Contractors in responding to the evaluation criteria and Quality Control Plan. The Technical Proposal is a word document to facilitate use by the contractor. Please enter your responses directly under each item in each section. This will assure requested information is present for all items in response to the solicitation. Contractors may submit Alternate Technical Proposals for this project. However, the Contractor must submit a Technical Proposal that addresses the evaluation criteria as stated in addition to submitting the alternate proposal.

The 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. The Technical Proposal template is a word document for use by the Contractor. Please enter your responses after each statement needing information or data.

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.

In addition to the number of paper copies of the Technical Proposal to be submitted, Contractors are also to send an electronic copy of their Technical Proposal to the Contracting Officer by the due date and time for proposals. The email address is aelowe@fs.fed.us.

Contract Name: *Honi Stewardship*

REGION 6 TECHNICAL PROPOSAL TEMPLATE FOR THE INTEGRATED RESOURCE TIMBER CONTRACT

PREPARED FOR THE PAULINA RANGER DISTRICT OCHOCO NATIONAL FOREST

NOTE:
SUBMISSION OF PRICE AND TECHNICAL PROPOSALS ARE DUE BY
08/17/2015 10:00am

Technical and Price Proposals are being submitted in response to the advertisement of the Honi Stewardship Integrated Resource Contract advertised on 07/17/2015 in the Central Oregonian. A Price Proposal is to be submitted on the enclosed "Offer For Integrated Resource Contract" form FS-2400-14BV.

I understand that the Honi 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: Honi 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 PAYMENT UNITS
Mandatory Project 001: Large Tree Placement in Streamcourse Place whole trees in the banks of streams as 'structures' to mimic small naturally occurring log jams to improve stream dynamics and fish habitat.	Adjacent to 6, 22, 25, 43
Mandatory Project 002: Cut, Skid, and Deck of Biomass, Non-Commercial Thinning, Slash Treatment Improve health and vigor of large trees by removing smaller diameter competing trees, and improve forest health by removing mistletoe infected trees.	3, 28, 41, 44, 45
Mandatory Project 003: Non-Commercial Thinning, Slash Treatment Enhance growth and vigor of Aspen by removing competing vegetation, improve health and vigor of large trees by removing smaller diameter competing trees, and improve forest health by removing mistletoe infected trees.	4, 10, 23, 37, 39, 40
Optional Projects 004: Non-Commercial Thinning, Slash Treatment Enhance growth and vigor of Aspen by removing competing vegetation, improve health and vigor of large trees by removing smaller diameter competing trees, and improve forest health by removing mistletoe infected trees.	2, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 29, 30, 32, 33, 34, 35, 36, 42, 43, 46, 49, 50, 47, 48

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 25 pages. Provide 3 copies of the Technical Proposal when submitting

Contractors are to submit as part of their proposals the number of copies included below;

Item Description	Number of Copies
Offer Form FS-2400-14BV signed by Contractor	1
Technical Proposal	3
Contractors are also to send an electronic copy of their Technical Proposal to the Contracting Officer by the due date and time for proposals. The email address is alowe@fs.fed.us	1

Contract Name: Honi 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 approximately equal in value. All sub-factors listed under each evaluation criteria are approximately equal in importance.

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

Local Area is defined as Crook, Deschutes, Jefferson, Wheeler, Harney, Grant, Lake, and Klamath Counties, OR.

(i) 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 include agreeing to remove Timber Subject to Agreement material from National Forest lands as part of the awarded contract will rank higher.

Offers that include the use of equipment to push trees with their roots attached into streamcourse will rank higher.

(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.

(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

Contract Name: Honi Stewardship

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.

(iii) 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 within the state of Oregon and Washington.
3. Lowest evaluated rating: Utilization of work force, creating jobs, and maintaining infrastructure with the Pacific Northwest, California and Intermountain West.

(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.

Contract Name: Honi Stewardship

INSTRUCTIONS FOR COMPLETING TECHNICAL PROPOSALS

(i) Technical Approach

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.

Contractors are advised to review provisions K(T)-G(T).2.4#, 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.

State whether you agree to include Timber Subject to Agreement material as Included Timber with mandatory removal as part of the awarded contract. The removal of Timber Subject to Agreement is to be part of your plan of operation if it will be removed.

(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 **End Results** indicating how you will deploy and use your equipment and personnel, and/or subcontractors, in achieving the specified **End Results** (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?

(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.

(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) 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.

Contract Name: Honi Stewardship

General Quality Control Plan

Quality Control is an important emphasis item for the Honi Stewardship Integrated Resource Timber 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?

   What measurements will be conducted to verify that the standards are met? For example, indicate plot size and frequency and equipment to effectively collect relevant monitoring data. Who will be collecting and analyzing the data and how often will monitoring be conducted?

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 overall quality control will be_____.

   The Field Rep for Monitoring and Inspecting for Project 001 – Large Tree Placement in Streamcourse will be _____.

   The Field Rep for Monitoring and Inspecting for Project 002 – Cut, Skid, and Deck, Non-Commercial Thinning, Slash Treatment will be_____.

   The Field Rep for Monitoring and Inspecting for Project 003 – Non-Commercial Thinning, Slash Treatment will be_____.

   The Field Rep for Monitoring and Inspecting for Project 004 – Non-Commercial Thinning, Slash Treatment will be_____.