

## REGION 6 TECHNICAL PROPOSAL TEMPLATE FOR STEWARDSHIP CONTRACTS

### 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. They are areas where tradeoffs between price and quality will be considered. You may use the attached template or use your own format, however all items listed in the following Technical Proposal template are to be addressed in your Technical Proposal.

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). **Do not include items you do not intend to do!**
- We understand that what you put in your 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.

Also, to further assist you in completing the Technical Proposal, the italicized text provide contractors with details on information to provide in response to the evaluation criteria. Suggestions listed are not all inclusive and the contractors should add other information as appropriate.

Contract Name: Barry Point Stewardship

Page 2

PREPARED FOR THE LAKEVIEW RANGER DISTRICT  
FREMONT-WINEMA NATIONAL FOREST

NOTE:  
SUBMISSION OF PRICE AND TECHNICAL PROPOSALS ARE DUE BY  
10:00AM December 26, 2013

Technical and Price Proposals are being submitted in response to the advertisement of the Barry Point Stewardship Integrated Resource Contract advertised on November 27, 2013 in the Herald and News. A Price Proposal is to be submitted on the enclosed "Offer For Integrated Resource Contract" form FS-2400-14BV.

I understand that the Barry Point 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:

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By: (signature)

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Date:

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**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.

<b>LIST OF END RESULTS, SPECIFICATIONS AND OBJECTIVES TO BE MET WITH THE HOW-TO'S DESCRIBED BY THE CONTRACTOR IN THEIR TECHNICAL PROPOSAL</b>	<b>SUBDIVISIONS</b>
Remove all trees as described under K-C.3.5.7#. Designation by Prescription.	All
<b>Mandatory Stewardship Project 001</b> Felling of Non-Sawtimber Material in Conjunction with Commerical Sawtimber Harvest as described in K-G.9#.	All
The number of acres of compacted or displaced or disturbed soils following operations is 20% or less of the treatment unit acreage.	All
Have no ground disturbance within 50 feet on either side of designated stream courses, riparian areas, and wet spots, shown on the Contract Area Map.	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

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 50 pages.**

## 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 of approximately equal 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 Lake, Klamath, Deschutes, Grant, Harney, Crook, Jackson, Josephine, Lane, Douglas, Siskiyou, and Modoc counties.

**(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 the highest.

For those contracts with Timber Subject to Agreement pursuant to K(T)-C(T).1.1#, offers that include agreeing to removing and/or utilizing this material 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 who provide a list of equipment to be used and its capability to accomplish this contract that is realistic or innovative based on past projects, and achieve the listed **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.

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

**(B) Subcontractors.** The Government will evaluate the organizational experience of the Offeror's proposed key subcontractors. Subcontractors who display significant, high quality past performance and who have worked in the defined local area will rank higher.

Contract Name: Barry Point Stewardship

Page 5

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

In evaluating past performance, the Government will contact some 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.

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

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 this rating. Contractors that fail to submit any past performance or relevant past performance will not be considered.

**(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 **for at least 9 months each year**, creating jobs, and maintaining infrastructure in the defined local area.
2. Secondary evaluated rating: Utilization of work force **for at least 6 months each year**, creating jobs, and maintaining infrastructure in the defined local area.
3. Lowest evaluated rating: Utilization of work force **for less than 6 months each year**, creating jobs, and maintaining infrastructure in the defined local area.

**(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 experience and education 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. 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.

**2. 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.

## INSTRUCTIONS FOR SUBMISSION OF 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 to ensure all contractual work will be completed by the contract termination date. Describe all staff and/or subcontractors that will be utilized. Describe any diverse removal and delivery systems. 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 additional operational requirements and restrictions. Also, describe how you plan to organize, schedule, and staff woody biomass removal if included in the contract.

**(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. Offerors may use their own format for the quality control plan, or the attached Forest Service template found at the end of this section.

**(C)** Describe your ability to complete the multitude 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 and its capability. Also, 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**.

**(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 similar contracts that your firm has performed in the past three years. For each contract, provide:

1. Company Name
2. Contact Person, phone number, and email
3. Dates of Work for the company
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. 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.
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.

**(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 - Credit for recruitment, employment, and utilization of labor or subcontractors will be evaluated. Benefits to the local community are identified by the location of forest products processing, jobs, contractor and sub-contractor residence, and the involvement of local non-profits and other community groups. The following will be used for evaluating benefits to the local community component:

1. Positive Economic Impact. Will you open a satellite office and 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.

2. 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. Do you have a purchase agreement(s) with mills and facilities? Include a copy(s) in your proposal if you do. An exceptional rating would be achieved if contractor delivers and/or processes locally at least 80% of the forest products hauled from the contract areas. This will be monitored by the Forest Service using scaling certificates, and/or returned Product Removal Permits.

## QUALITY CONTROL PLAN

Quality control is an important emphasis item for the Barry Point 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 Quality Control Plan that addresses the following questions:

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

*Break down the response into major work areas; logging, felling of non-sawtimber material, clean-up, closing temp roads and skid trails, etc. For all items, you might mention whether you want a pre-work in the field to discuss quality before activities begin.*

*Logging: list 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 (no orange), landing size, streamcourse protection, 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 (CR) and Forest Service?*

*Felling of non-sawtimber material: 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. Describe how the results will be documented and submitted to the Forest Service.

5. 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 Mandatory Project 001 – Felling of Nonsawtimber Material will be \_\_\_\_\_.*

Contract Name: Barry Point Stewardship

Page 10

Or

\_\_\_\_\_ will be the contractor's representative supervising quality control and all work items included in this contract.

Or

Something similar to these