

REQUEST FOR PROPOSALS
SEED SUPPLIER AND CONSULTATION CONTRACTOR(S) TO SUPPORT THE WALKER BASIN CONSERVANCY

August 21, 2017

Requesting Organization: Walker Basin Conservancy, 615 Riverside Drive, Suite C, Reno, NV 89503
Contact: Lee Davis, Stewardship Director, (775) 463-9887 ext. 108; lee.davis@walkerbasin.org

1. OVERVIEW

The Walker Basin Conservancy (WBC) has a requirement for native and nonnative seed supplies and consultation for revegetation and restoration projects in the Walker Basin, Nevada. To that end, WBC invites qualified firms and individuals to submit proposals for a seed supplier and consultation contractor(s) that will provide assistance for the successful implementation of the Walker Basin Conservancy (WBC) and Walker Basin Restoration Program (WBRP or Program).

WBC contemplates award of an Indefinite Delivery/Indefinite Quantity (IDIQ) contract. Award of a Contract hereunder shall be to the Offeror whose Proposal provides the best overall value to WBC based upon application of the evaluation criteria set forth herein. WBC reserves the right to award to multiple qualified contractors.

WBC anticipates an award of an Indefinite Delivery Indefinite Quantity (IDIQ) award for a multiple Delivery Order Contract with a base period of twelve (12) months with two (2) twelve (12) month option periods.

The quantities of supplies and services specified are estimates only and are not purchased by this contract. Delivery or performance shall be made only as authorized by specific request.

Minimum Order: WBC requires services covered by this solicitation in an amount to be determined by each delivery order. WBC is not obligated to purchase nor is the Contractor obligated to furnish supplies or services in excess of those required by a delivery order.

Maximum Order: The Contractor is not obligated to honor any order for a single item in excess of \$10,000 or any order for a combination of items in excess of the sum of \$200,000.

The IDIQ will be awarded as Firm Fixed Price (FFP) with Economic Price Adjustment.

2. ORGANIZATION AND PROGRAM BACKGROUND

The Walker Basin Conservancy (WBC) was established in 2014 to support development and implementation of the Walker Basin Restoration Program (WBRP or Program) through land and water stewardship activities on properties associated with the Program's mission. The WBC currently has stewardship responsibility on thousands of acres of land and assets in the Walker Basin. Currently land planning and implementation activities are underway on all of these properties. Planning efforts focus

on assessing public use opportunities, conservation values, long-term land ownership and stewardship, and active and passive revegetation and restoration activities.

In addition, the WBC is actively involved in managing and acquiring water assets associated with the Program, further developing conservation opportunities in the Basin and overall outreach and education related to the long-term objectives of the Program.

WBC strives to follow key tenants of the U.S. Department of the Interior’s National Seed Strategy (NSS) when designing and implementing revegetation and restoration projects. “The right seed, at the right place, at the right time” is central to the NSS, and focuses on increasing the success and ecological resilience of projects by using locally adapted germplasm sources that are obtained from and transferred within distinct biogeographically defined ‘seed zones’. As the NSS notes under Objective 2.1, “seed zones and transfer guidelines are lacking for most...species.”; because of these factors WBC will seek to obtain locally sourced materials from similar habitats in our project area when possible and will preferentially choose materials and vendors who are able to meet the guidelines identified by The Department of the Interior in the NSS.

For more information about WBC and WBRP, please visit our website at www.walkerbasin.org.

3. SCOPE OF WORK

- Provide consultation on native and non-native seed mixes, based on site-specific needs, for revegetation and restoration projects in the Walker Basin, Nevada.
 - Factors for consideration should include, but are not limited to, available project funds, seed sources from matching seed zones, availability of locally sourced materials, and project goals.
 - Consultation on possible effects of seed mixes on long-term succession trends, appropriate species for current site potential, irrigation needs of various seed mixes, and other cultural and ecological factors should also be provided when designing potential mixes.
- Provide competitively priced native and non-native seed mixes, based on consultation, site-specific needs, and project goals for revegetation and restoration projects. The attached schedule includes but is not limited to the types or quantities of seeds anticipated under the Contract.

4. CRITERIA FOR COMPETITIVE APPLICATIONS

Application Instructions

1. Address each item in the “Application Outline” below.
2. Limit your application to a maximum of six (6) pages and minimize supplementary materials (we will follow-up as needed).

3. Email a Word or PDF version of your application to lee.davis@walkerbasin.org; in the subject line, please indicate *Response to RFP for Contract Seed Supplier – [name of respondent]*.
4. Applications must be emailed no later than 11:00 pm PDT on **September 15th, 2017**.
5. All information submitted in conjunction with the RFP will remain confidential to the extent allowed by law.

Application Outline

Your description (in no more than six (6) pages) of your and/or your organization's qualifications should include the following elements:

- 1. Contact information:** Please provide a Primary Contact Person, Entity Name, Address, Phone, Email, Website, and EIN.
- 2. Organizational profile:** Please describe your and/or your organization's expertise and experience. Please include geographic service area, number of clients, how long you have been in business, and your annual budget. If you have a website or Facebook page, please provide that information.
- 3. Key staff:** Please provide names and brief biographies of key staff. You may attach resumes of key staff as appropriate.
- 4. Past experience:** Please detail your experience in providing contractual services similar to those required by the WBC. List recent (last two to five years) accomplishments, events and previous services related to the expertise you will be offering.
- 6. Fee structure:** Estimate the program/service fees and describe the fee structure for each of the services you provide. Please highlight any non-profit discounts on the services you provide.
 - **Consulting Services:** provide (1) hourly rate(s) for key staff for consultation; and (2) estimated travel costs to project sites within the Walker Basin, Nevada. Please note, Travel costs, if any, will be reimbursed per the WBC Travel Reimbursement Policy, available for review upon request.
 - **Contract Seed Collection:** provide (1) hourly rate(s) for key staff for consultation; and (2) estimated travel costs to project sites within the Walker Basin, Nevada.
 - **Seed Supplies, Restoration Seed Mixes:** provide descriptions of restoration seed mixes commonly in stock and previously provided to clients within the Walker Basin (or Great Basin) together with price schedules for the term of the contract.
 - **Seed Supplies, Common Stock:** provide lists of species commonly in stock together with price schedules for the term of the contract.
- 7. References:** Please include contact information of three references (clients or partners) who have benefited from your services as described above.

Selection Criteria

Proposals will be evaluated and scored on the following criteria:

- 1. Knowledge and track record:** Applicants must demonstrate expertise and experience in those areas described in the RFP
- 2. Capacity and flexibility to deliver materials and services:** Providers must demonstrate that they have a degree of flexibility in how and where services are delivered and that they have the ability to tailor content and delivery methods to meet the specific needs of the WBC.

5. ELIGIBLE OFFERORS/CONFLICT OF INTEREST

Eligible applicants are individuals, institutions of higher education, other nonprofits, commercial organizations, international organizations, and local, state and Indian tribal governments. If multiple institutions are involved, they should be handled through sub-awards and sub-contracts. Offerors must notify WBC in writing with this submission of any apparent or actual conflicts of interest, including organizational conflicts of interest, that are known at the time of this submission or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the Contractor, the Contractor's employees, or the Contractor's subcontractors in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests, or otherwise. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Offeror, the Offeror's employees, or the Offeror's future subcontractors in the matter. Upon receipt of such a notice, the WBC will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Offeror to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies WBC may result in the proposal not being selected for award.

By submitting a proposal in response to this solicitation, the Offeror warrants and represents that it is eligible for award of a Contract resulting from this solicitation and that it is not subject to any of the below circumstances:

Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

Is listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension," or intends to enter into any subaward, contract or other Contract using funds provided by WBC with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS AND RFP DEADLINES

September 15, 2017 Proposals must be received electronically as an email attachment by Lee Davis (lee.davis@walkerbasin.org) by 11:00 PM PST.

Statements must be provided in Word format or searchable PDF.

September 22, 2017 WBC will notify all applicants of their status (acceptance or rejection) once the successful candidate has been identified.

Schedule of Species Commonly Utilized by the WBC

The following list is not inclusive or restrictive, however suppliers should be able to provide the majority of the listed species. Preference will be given for germplasm that meets guidelines provided in the National Seed Strategy.

Alkali sacaton	<i>Sporobolus airoides</i>	
Galleta grass	<i>Hilaria jamesii</i>	
Indian ricegrass	<i>Acnatherum hymenoides</i>	
Inland saltgrass	<i>Distichlis spicata</i>	
Desert needlegrass	<i>Hesperostipa comata</i>	
Sand dropseed	<i>Sporobolus cryptandrus</i>	
Bottlebrush squirreltail	<i>Elymus elymoides</i>	
Siberian wheatgrass	<i>Agropyron sibiricum</i>	
Thickspike wheatgrass	<i>Agropyron dasystachyum</i>	
Creeping wildrye	<i>Leymus triticoides</i>	
Great Basin wildrye	<i>Leymus cinereus</i>	
Cheesebush	<i>Hymenoclea salsola</i>	
Currant	<i>Ribes spp.</i>	
Desert peach	<i>Prunus andersonii</i>	
Greasewood	<i>Sarcobatus vermiculatus</i>	
Forage kochia	<i>Kochia prostrata</i>	
Nevada ephedra	<i>Ephedra nevadensis</i>	
Rubber rabbitbrush	<i>Chrysothamnus nauseosus</i>	
Sagebrush, basin big	<i>Artemisia tridentata tridentata</i>	
Sagebrush, black	<i>Artemisia nova</i>	
Sagebrush, mountain big	<i>Artemisia tridentata vaseyana</i>	
Sagebrush, silver	<i>Artemisia cana</i>	
Sagebrush, Wyoming big	<i>Artemisia tridentata wyomingensis</i>	
Fourwing saltbush	<i>Atriplex canescens</i>	
Quailbush	<i>Atriplex lentiformis</i>	
Shadscale	<i>Atriplex confertifolia</i>	
Hopsage	<i>Grayia spinosa</i>	
Wood's rose	<i>Rosa woodsii</i>	
Winterfat	<i>Ceratoides lanata</i>	
Horsebrush	<i>Tetradymia spp.</i>	