3 Year On-Call Contract - Threatened and Endangered Species Services

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation’s Office of Location and Environment is interested in entering into a contract with an on-call environmental specialty consultant to provide threatened and endangered species services during a three-year period for statewide work on Iowa DOT projects. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Iowa DOT requests the services of a consultant capable of providing threatened and endangered species services. The consultant shall have expertise in the principles, practices, and techniques of biology, ecology, forestry, hydrology, soil science, and computer technology. The consultant shall have extensive knowledge of state, federal, and local environmental laws, regulations, and policies and their application to natural resource programs, especially as related to threatened and endangered species.

Work may occur anywhere in Iowa. The duration of the contract will be three years.

Project Scope

Services required under this contract include by may not be limited to the following activities and requirements.

1. Review engineering design plans, US Geological Survey topographical maps, DNR Geographic Information System data, aerial and satellite photography, US Department of Agriculture Soil Survey data, National Wetland Inventory data, and other resources to analyze and evaluate potential impacts to listed species.
2. Conduct presence/absence surveys for threatened and endangered species and habitats when required.
3. Conduct field work, delineate and document the preliminary assessment for actual impacts by evaluating habitats, soil morphology and characteristics, landscape features, wildlife, and any other characteristics contributing to the presence of threatened and endangered species.
4. Use GPS, Geographic Information Systems, and/or CADD to document field findings.
5. Prepare memos and/or reports detailing field reviews, life history, habitats, or other technical requirements for threatened and endangered species.
6. Prepare Determinations of Effect, documenting the potential effects of transportation projects on threatened or endangered species.
7. Prepare Biological Assessments or other documents as required under Section 7 of the Endangered Species Act.
8. Use Geographic Information System data and other remote sensing tools to locate and investigate potential threatened and endangered species mitigation sites.
9. Write site specific mitigation management plans.
10. When requested by the Iowa DOT perform biological monitoring as required by regulatory agencies.
11. Attend project meetings as required.
12. Perform other related activities as requested by the Iowa DOT.

**Contract Information**

The contract type is an On-Call Contract. It will become effective on the date so identified within the contract itself. This date is expected to follow very closely that date when the contract negotiation is completed and the contract has been duly executed by both parties. The contract will have a duration of three (3) years, commencing on the effective date. The payment method will be Cost Plus Fixed Fee. Prior to the Iowa DOT’s signing the contract, its Audits section within the Office of Finance will conduct an audit of the consultant’s accounting system and verify its overhead rates.

Once the contract is in place, the Iowa DOT will identify projects for assignment under the contract. Each project will require submittal of a scope of work and a proposed budget which are acceptable to both parties. Each project will be considered a Supplemental Agreement to the contract, to be signed and numbered sequentially. The budget of a Supplemental Agreement may be subject to review by the Audits section of the Iowa DOT Office of Finance.

The Iowa DOT cannot guarantee the amount of work performed or the total value of the proposed contract.

**General Requirements**

The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Work under this contract will require prequalification in work category 353: Environmental Specialty Studies. Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the contract. Details regarding prequalification are available at the Consultant Utilization webpage, [http://www.prof-tech-consultant.dot.state.ia.us/](http://www.prof-tech-consultant.dot.state.ia.us/).

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds, so the Iowa DOT does not have a DBE goal for this contract. When a DBE goal is not established, the Iowa DOT still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. A list of certified DBE firms may be found at [http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm](http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm). A list of TSB firms may be found at [https://dia.iowa.gov/tsb/](https://dia.iowa.gov/tsb/).
Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Requested Information (description)</th>
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<tbody>
<tr>
<td>A</td>
<td>30%</td>
<td>Training, experience and licenses/permits of key staff in fieldwork related to state and federally listed species in Iowa</td>
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<tr>
<td>B</td>
<td>30%</td>
<td>Experience of key staff in preparing Biological Assessments and other threatened and endangered species reports and documentation</td>
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<tr>
<td>C</td>
<td>15%</td>
<td>The firm’s past experience with the Iowa DOT, other transportation agencies and regulatory agencies performing work related to threatened and endangered species</td>
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<tr>
<td>D</td>
<td>15%</td>
<td>Resources, including GPS and GIS equipment and technology, the firm will have available for use on contract projects</td>
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<tr>
<td>E</td>
<td>10%</td>
<td>Proximity and availability of key staff</td>
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The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. Include your firm’s approach to addressing the identified tasks listed under Project Scope, your understanding of the project’s scope, key issues and relevancy to Iowa’s transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. The location of the office where the majority of work will be performed.
6. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
7. Include a statement regarding expected participation by DBE/TSB businesses.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is 7 megabytes.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to Jill.Rudloff@dot.iowa.gov. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received by 3:00 pm on April 25, 2011.

Any technical questions or questions regarding this RFP shall be submitted via email to Jill.Rudloff@dot.iowa.gov. Any questions about this RFP must be received by noon on April 18, 2011. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, http://www.prof-tech-consultant.dot.state.ia.us.

Any proposal not complying with all requirements stated in the RFP may not be accepted.
**Public Records Law**

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

**Statement of Non-Discrimination**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency's affirmative action officer at 800-262-0003.