

Request for Proposals

California Fish Passage Forum Fish Passage Monitoring



Actual issue date: 26 November 2014

Schedule/Instruction/ Provision/Clauses

DEADLINE FOR PROPOSALS: 31 December 2014

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Section 1: PROPOSED SCHEDULE

California Fish Passage Forum Fish Passage Monitoring

26 November 2014	Requests for Proposals (RFP) distributed
12 December 2014	Deadline for written questions on RFP All questions should be submitted in writing to: Michael Arredondo Pacific States Marine Fisheries Commission 205 SE Spokane Street, Ste. 100 Portland, OR 97202 Email: marredondo@psmfc.org
16 December 2014	PSMFC answers to written questions posted on website: http://www.psmfc.org/procurements/blog
31 December 2014	Deadline for proposals One (1) original to: Michael Arredondo Pacific States Marine Fisheries Commission 205 SE Spokane Street, Suite 100 Portland, OR 97202 Email: marredondo@psmfc.org Phone: (503) 595-3100 Fax: (503) 595-3444
9 January 2015	Select Contractor

Section 2: STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The California Fish Passage Forum (Forum), a recognized Fish Habitat Partnership (FHP) under the U.S. Fish and Wildlife Service's National Fish Habitat Action Plan (NFHP), is seeking the services of a contractor to summarize the current extent of fish passage monitoring activities in California, investigate and gather representative fish passage monitoring protocols that are being used throughout the world, and propose a tiered fish passage monitoring protocol that will be used to monitor future fish passage projects in California.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

The selected contractor will be directed by the Forum Science and Data Committee and will be expected to work with the Forum membership and partners to achieve the goals stated above. All anticipated tasks are listed below and specific work related to each task will be further refined through coordination between the selected contractor and the Forum. The Pacific States Marine Fisheries Commission (PSMFC) will administer funds related to this agreement on behalf of the Forum and all invoices and related documentation need to be submitted to PSMFC.

The agreement administered by PSMFC on behalf of the Forum covers activities through June 30, 2015.

2.2. TASKS

The selected Contractor will:

1. Summarize the current extent of fish passage monitoring activities in California. This task may include working with Forum signatory organizations and other restoration groups to survey representatives of agencies and organizations to identify California fish passage monitoring activities, locate websites and documents that contain fish passage monitoring results, and identify and fish passage monitoring efforts that will occur in the near future.
2. Investigate and gather existing and representative fish passage monitoring protocols that are being used throughout the world. This task may include searches in scientific publications, manuals and agency publications around the world.
3. Work with the Science and Data Committee and other experts as needed to propose a tiered fish passage monitoring protocol to monitor future fish passage projects in CA. The Forum is seeking to publish a protocol or series of protocols that can evaluate the effectiveness of fish passage projects including, but not limited to, biological and physical responses.
4. Develop a final report summarizing the 3 tasks listed above.

2.3. PROJECT FUNDING

Project costs shall not exceed **\$20,000**. Proposals should include a detailed estimated budget based on hourly cost and a detailed corresponding work plan and timeline to achieve the previously described tasks and deliverables. The project is anticipated to start January 9, 2014 and conclude no later than June 30, 2015.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted in writing no later than 12 December 2014 to:

Michael Arredondo, Pacific State Marine Fisheries Commission
205 SE Spokane Street, Suite 100
Portland, OR 97202
Phone: (503) 595-3100 / Email: marredondo@psmfc.org

3.2. AMENDMENTS TO SOLICITATIONS

3.2.1. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation on offeror's proposal.

3.3. SUBMISSION, MODIFICATION, REVISION, AND WITHDRAWAL OF PROPOSALS

3.3.1. Deadline for proposals is 31 December 2014.

3.3.2. Proposals must be submitted to:

Pacific States Marine Fisheries Commission
Attn: Michael Arredondo
205 SE Spokane St., Suite 100
Portland, OR 97202
Email: marredondo@psmfc.org
Phone: (503) 595-3100 / Fax: (503) 595-3444

3.3.3. Proposals and modifications to proposals must be submitted via email, paper media or facsimile.

3.3.4. The submitted proposal must include:

The name of the solicitation;

The name, address, and telephone and facsimile numbers of the offeror (and email address if available);

Name, title, and signature of person authorized to sign the proposal. Proposals signed by the agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office;

Detailed description of previous related experience;

A work plan describing how Offeror plans to meet the objectives of the project;

A proposed budget detailing costs that would be incurred while performing the requested tasks;

Resumes for all staff involved in this work

3.3.5. The PSMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the offeror's prior performance or the status of outstanding investigations or warrants involving the offeror.

3.3.6. Offerors are responsible for submitting proposals, and any modification or revisions, so as to reach PSMFC by 4:00 p.m., local time, on 31 December 2014.

3.3.7. Late proposals

3.3.7.1. Any proposal, modification, or revision received at the PSMFC office designated in the solicitation after the exact time specified for receipt to offers is "late" and will not be considered unless it is received before award is made, the Program Manager determines that accepting the late offer would not unduly delay the acquisition; and

3.3.7.2. There is acceptable evidence to establish that it was received at the PSMFC installation designation for receipt of offers and was under the PSMFC's control prior to the time set for receipt to offers; or

3.3.7.3. It is the only proposal received.

3.3.7.4. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the PSMFC will be considered at any time it is

received and may be accepted.

- 3.3.7.5. Acceptable evidence to establish time of receipt at the PSMFC installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of PSMFC personnel.
- 3.3.7.6. If an emergency or unanticipated event interrupts normal PSMFC processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent PSMFC requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal PSMFC processes resume.
- 3.3.7.7. Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn via facsimile received at any time before the award, subject to the conditions specified in the provisions in Federal Acquisition Regulation (FAR) 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.
- 3.3.7.8. Offerors shall submit proposals in response to this solicitation in English and in U.S. dollars.
- 3.3.7.9. Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
- 3.3.7.10. Offerors may submit revised proposals only if requested or allowed by the Program Manager.
- 3.3.7.11. Proposals may be withdrawn at any time before award or post award if full project funding is not received before the project start date. Withdrawals are effective upon receipt of notice by the Program Manager.

3.4. OFFER EXPIRATION DATE

- 3.4.1. Proposals in response to this solicitation will be valid for 30 days following the time specified for solicitation of offers (unless a different period is proposed by the offeror).

3.5. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION

3.5.1. Offerors that include in their proposals data that they do not want disclosed to the public for any purposes, or used by the PSMFC except for evaluation purposes, shall: Mark the title page with the following legend: “This proposal includes data that shall not be disclosed outside the PSMFC and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the PSMFC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the PSMFC’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]”; and Mark each sheet of data it wishes to restrict with the following legend: “Use of disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal”.

3.6. CONTRACT AWARD

3.6.1. The PSMFC intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represent the best value after evaluating in accordance with the factors and sub-factors in the solicitation.

3.6.2. The PSMFC may reject any or all of the proposals if such action is in the PSMFC’s interest.

3.6.3. The PSMFC may waive informalities and minor irregularities in proposals received.

3.6.4. The PSMFC intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a cost or price and technical standpoint. The PSMFC reserves the right to conduct discussions if the Program Manager later determines them to be necessary. If the Program Manager determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Program Manager may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

3.6.5. The PSMFC reserves the right to make an award on any item for a quantity less than a quantity offered, at the unit cost or price offered, unless the offer specifies otherwise in the proposal.

3.6.6. The PSMFC reserves the right to make multiple awards if, after considering the additional administrative cost, it is in the PSMFC’s best interest to do so.

- 3.6.7. Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the PSMFC.
- 3.6.8. The PSMFC may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced prices exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Program Manager determines that the lack of balances poses an unacceptable risk to the PSMFC.
- 3.6.9. If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
- 3.6.10. A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- 3.6.11. The PSMFC may disclose the following information in post award debriefings to other offerors:
- 3.6.11.1. The overall evaluated cost of price and technical rating of the successful offeror;
 - 3.6.11.2. The overall ranking of all offerors, when any ranking was developed by the agency during source selection; and
 - 3.6.11.3. A summary of the rationale for award.

3.7. PROPOSAL EVALUATION CRITERIA

- 3.7.1. The following criteria and evaluation weighting will be used for evaluating both solicited and unsolicited proposals.
- Qualifications, experience, references, and ability to carry out the Scope of Work (25 points);
 - Staffing, Project Organization (25 points);
 - Work Plan/Technical Approach (25 points);
 - Budget (25 points)

3.8. PROPOSAL SELECTION PROCEDURE

3.8.1. All proposals will be evaluated and scored individually in accordance with the above evaluation criteria. Both Federal and non-Federal employees may be used in this process. There will be between two and four reviewers depending on the number of proposals received. Each reviewer will independently score each proposal. Reviewers will then meet and score each criterion as a group. The proposal with the best overall combined score from the above evaluation criteria section (3.8.1.) will be awarded the contract.