CITY OF TUMWATER
REQUEST FOR PROPOSAL
BARNES LAKE AQUATIC VEGETATION MANAGEMENT

I. PURPOSE OF REQUEST.

The City of Tumwater ("City") is requesting proposals for the purpose of aquatic plant management, monitoring, and reporting at Barnes Lake for the years 2024, 2025, and 2026 from qualified contractors ("Contractor"). The City's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

The City will follow this timetable, which should result in the selection of a firm by April 10, 2024.

Issue RFP	February 26, 2024
Deadline for Submittal of Proposals	March 22, 2024
Preliminary Selection of Firm(s)	March 27, 2024
Interview of Selected Firm(s)	April 1-5, 2024
Notify Firm Chosen	April 10, 2024

III. INSTRUCTIONS TO PROPOSERS:

A. All Proposals must be submitted electronically, via email, using the subject line:

"BARNES LAKE AQUATIC VEGETATION MANAGEMENT PROPOSAL"

All Proposals shall be submitted to the following email address(es):

Dan Smith, Water Resources & Sustainability Director
dsmith@ci.tumwater.wa.us

A response email will be provided for each submittal verifying your Proposal has been received by the City.

No other method of delivering proposals will be accepted.

B. All proposals must be received by March 22, 5:00 p.m.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of the provider's capabilities to satisfy the requirements of the request.

To be responsive, the following items must be included in your submittal:

- Special color displays, promotional materials, etc., are not desired.
- Emphasis should be on completeness and clarity of content; brevity is strongly encouraged.
- No more than ten (10) pages including cover page and letter of interest.

- Resumes are not included in the ten (10) page count and may be attached as part of the overall Proposal. All resumes will be no more than one (1) page in length.
- Font shall be 12-point except for section headings, etc.
- Text may be single spaced.
- A minimum of 1" margins (all sides) for all pages. Does not apply to spreadsheets and worksheets.
- All pages shall be 8 ½" x 11"

D. The Director, or designee, will notify the firm selected no later than April 10, 2024.

E. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products, and project schedule, including the estimated number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products, and schedules.
- References.

IV. SELECTION CRITERIA.

Factor	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Budget.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work.	30%
Total Criteria Weight:	**100%**

Each proposal will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City , whichever occurs first.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

The selected Contractor will be required to comply with City Service Provider Agreement provisions, including demonstrating their ability to meet the insurance minimums noted below.

- Commercial General Liability insurance written with limits no less than $2M each occurrence and $2M general aggregate.
- Auto Liability insurance with a minimum combined single limit for bodily injury and property damage of $1M per accident.
- Pollution Liability insurance written in an amount of at least $2M per loss, with an annual aggregate of at least $2M (since the work will be near a body of water).
- Aviation Liability or Aircraft Liability insurance with limits no less than $1M each occurrence and $2M aggregate.

The Contractor will be required to list the City as an additional insured. A copy of the Service Provider Agreement can be provided upon request. Any proposed changes to the insurance coverage, limits, or sample contract must be included in the proposal.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

Barnes Lake is a shallow 30-acre lake, including small islands, located within the City of Tumwater in Thurston County, Washington. Barnes Lake lies completely within the Deschutes River watershed. The contributing area to Barnes Lake encompasses approximately 113 acres, bounded by Tumwater Hill to the north and a wetland complex to the west. Barnes Lake discharges through the southeast corner to the Deschutes River; however, a constructed berm restricts flow during the summer months and meters the flow during wetter periods. There are no obvious tributaries to the lake other than overland stormwater flow. Wetlands are found to the west of Barnes Lake, but it is unclear whether they are hydraulically connected.

Barnes Lake has a total surface area of 27.09 acres and an estimated volume of 122 acre-feet. Through previous surveys, Barnes Lake is known to be a shallow lake, with maximum depths recorded between 2.0 and 3.0 meters (6.5 – 9.8 feet). The estimated volume was determined using an average depth of 4.5 feet. See attached Bathymetry exhibit.

Water access to the lake is limited. There is currently no public access or boat ramps; however, a LMD property owner provides access for the purpose of lake management efforts. A site visit can be arranged in advance, upon request by the Contractor, to determine the viability of the access point for the service provider's equipment.

The Barnes Lake Management District (LMD), approved by property owners in 2005, is managed by the City with oversight from the Tumwater City Council and the Barnes Lake Steering Committee. There are 110 property owners within the LMD, with the majority being approximately 60 condominium units in the south neighborhood. While most properties are residential, additional properties are represented by commercial, institutional, and governmental principals.

Treatments will be conducted by a Washington State licensed applicator with aquatic endorsement and shall use equipment licensed or permitted by the Washington State Department of Agriculture. All equipment will be "sea-worthy" meeting all the standards established for boating vehicles.

The Contractor will coordinate treatment dates with the City. The Contractor will provide all public notification as required by City's Aquatic Plant and Algae Management Permit, issued by the Washington State Department of Ecology.

Priorities for 2024-2026 are to evaluate the effectiveness of the 2020 whole-lake fluridone treatment for bladderwort and complement those initial treatment efforts, but not to perform another whole-lake treatment again unless necessary.

Additional goals include:

- Continue early and late seasonal vegetation surveys of the lake by drone.
- Conduct one early (late May) seasonal electronic and bottom sampling lake event. If water level provides access, an additional electronic survey and bottom sampling event may be conducted if needed.
- Problematic access issues associated with weed growth may surface during 2024. Consultant will make weed management recommendation to LMD. Typically, once weed growth exceeds the LMD's threshold levels, treatments are authorized.
- Continue the control of lily pads, yellow flag iris, and other noxious weeds as they are discovered. Spring and possible late summer applications should be scheduled.
- Program essentials consist of planned applications when bladderwort densities impede lake use. Threshold levels that determine treatment are under the discretion of the LMD with recommendations being provided by the consultant. It is anticipated that such treatments will be required on a three-to-five-year basis.

LAKE MANAGEMENT TASKS:

The proposed program shall represent the best available science for aquatic plant control associated with nuisance vegetation. The key elements of this program include the following:

- Aquatic Vegetation and Mapping
  - Spring Electronic Bottom Survey
  - Fall Electronic Bottom Survey
  - Aerial Drone Survey (2)
- Vegetation Treatment
- Administrative Services and Reporting
  - Pre-Treatment Notification
  - Shoreline Posting Day of Treatment
  - Compliance Reporting
  - LMD Annual Report

Aquatic Vegetation Survey & Mapping

This task shall include both field sampling and digital vegetation surveys and mapping.

Field Sampling

A pre-treatment survey will be conducted to evaluate vegetative conditions and determine the most effective treatment protocols for the year. Survey methods, procedures, and equipment used shall be documented. Survey locations will first be established at various locations throughout the lake. Additional surveys in following years will be conducted at these same locations to help the LMD understand trends in the macrophyte composition and treatment effectiveness. A shift in the composition may prompt additional control activities.

Digital Vegetation Survey & Mapping

The service provider will develop a program to document, monitor, and report effectiveness of treatment and changing conditions in the lake to help improve lake overall management efforts over time. Such tools may include weed density maps at various depths, bathymetric contour maps, sediment composition maps, and/or other tools that assist the LMD in quantifying treatment effectiveness, aid in adaptive management practices, and document results for the LMD and property owners over time.

Surveys should be conducted during high water when the greatest lake access is available.

Drone Video Survey

An efficient way to evaluate the long-term progress of this project is through a video survey. A video survey of the lake should be conducted, via drone, a minimum of two times annually – once generally between mid-May and mid-June, and before treatments (if any) are applied, and once following all applications in early October or when best determined by professional judgement to demonstrate results of the treatment or seasonal progression.

Vegetation Treatment

Northwest Aquatic Eco-Systems has been under contract since 2007 to assist with lake management. In 2020, a whole lake fluridone application was performed to control invasive bladderwort and emergent vegetation. Past treatment reports may be provided upon request. In 2022, diquat was applied to specific areas to further control bladderwort and spot applications of triclopyr to control lilies.

It is anticipated that only limited spraying for emergent growth will be necessary in 2024, dependent upon initial survey results. In addition, annual shoreline treatments for residual floating plants along the shoreline areas have been provided, generally during late June or early July just prior to the time when boat access is no longer available.

Isolated areas of submersed weed growth resulting from seeds deposited into the lake via waterfowl may be found. These areas may be recommended for targeted treatments, particularly those that may hinder access out into the main water body.

Miscellaneous Services

Boat access to the lake across private property may be insufficient to meet contractor needs. Additional materials may be needed to protect the contractor's equipment and private property. The contractor will ensure the boat access area is safe and sufficient to launch equipment, and will manage any improvements to the project site, including acquisition of any state or local permits that may be needed.

Reporting

Following each treatment season, an Annual Treatment Report will be submitted to the City, by November 30 each year, summarizing the work completed over the last year and should include the following elements:

- Detailed maps reflecting treatment activities and locations.
- Detailed description of the equipment and methods used for all treatment activities.
- Estimated acres of each type of aquatic weed removed.
- Estimated acres of each type of aquatic weed undergoing treatment.
- An estimate of the total percentage of the lakebed covered by native aquatic vegetation.
- A copy of the Aquatic Plant and Algae Management Permit, copies of public notification and notification dates, and pesticide application Records.
- A summary of the current vegetation management program and recommendations for management actions in future years.
- The contractor is encouraged to attend all regular LMD Steering Committee meetings, in person or by video conference. At a minimum, the contractor shall attend three meetings each year, one of which shall be to review the Annual Treatment Report with the LMD Steering Committee.

As-Needed Shoreline Treatment

The LMD is prepared to engage the Contractor for "as-needed shoreline treatments." In addition to the program outlined above, please provide estimated costs for a single day, one-off treatment of both submersed and emergent weed control. The feasibility of these treatments is dependent on lake water levels and accessibility. The City and LMD reserve

the right to modify the type and quantity of vegetation treatments to ensure funds exist to achieve higher priority goals for lake management.

Private Residential Shoreline Treatment

Members of the LMD may request, from time to time, specific treatment to be applied at their property using permit coverage of the LMD. These requests are processed through the City and reviewed by the Contractor to ensure the LMD remains in compliance with its permit. If approved for treatment, project costs are negotiated independently with the Contractor and the sole responsibility of the requesting property owner. Neither the City nor the LMD are liable for the work completed through this process.

NPDES / Aquatic Plant & Algae Management (APAM) Permit

The City and LMD operate under the WA Department of Ecology's APAM permit, #WAG994137, which is active during this current permit cycle expiring March 21, 2026. The selected contractor will be expected to prepare and submit the annual treatment/monitoring report through the WA Department of Ecology's Aquatic Plant and Algae General Permit Secure Access Washington portal.

Schedule of Costs

For consistency of review, please provide a project budget based on the table below:

MANAGEMENT SERVICES	2024	2025	2026	TOTAL PROJECT COSTS
Aquatic Vegetation Survey (electronic & drone surveys)				
Vegetation Mapping & Documentation of Lake Conditions				
Public Notification				
Annual Reporting (Ecology)				
Annual Report (LMD)				
Insurance				
TREATMENT SERVICES (PER DAY)	**2024**	**2025**	**2026**	**TOTAL PROJECT COSTS**
Submersed Weed Control, 1-day				
Labor				
Materials				
Site Mobilization/Demobilization				
Emergent Weed Control, 1-day				
Labor				
Materials				
Site Mobilization/Demobilization				
Floating Mat Support - No Vegetative Control				
Labor				
Materials				
Site Mobilization/Demobilization				
Miscellaneous Services (Launch site improvements)				
Sub-Total				
Management Reserve	***$5,000***	***$5,000***	***$5,000***	***$15,000***
Total Project Budget Amount				

** The above table should include any local, state, and federal taxes are to be paid by the Contractor.*

VII. COMPENSATION.

A. Please present detailed information in the format provided above, along with a standard rate sheet the firm would provide for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made monthly, thirty (30) days after receipt of billing statement by the City.

VIII. PUBLICATION.

Publication:	Dates:
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_____	_____
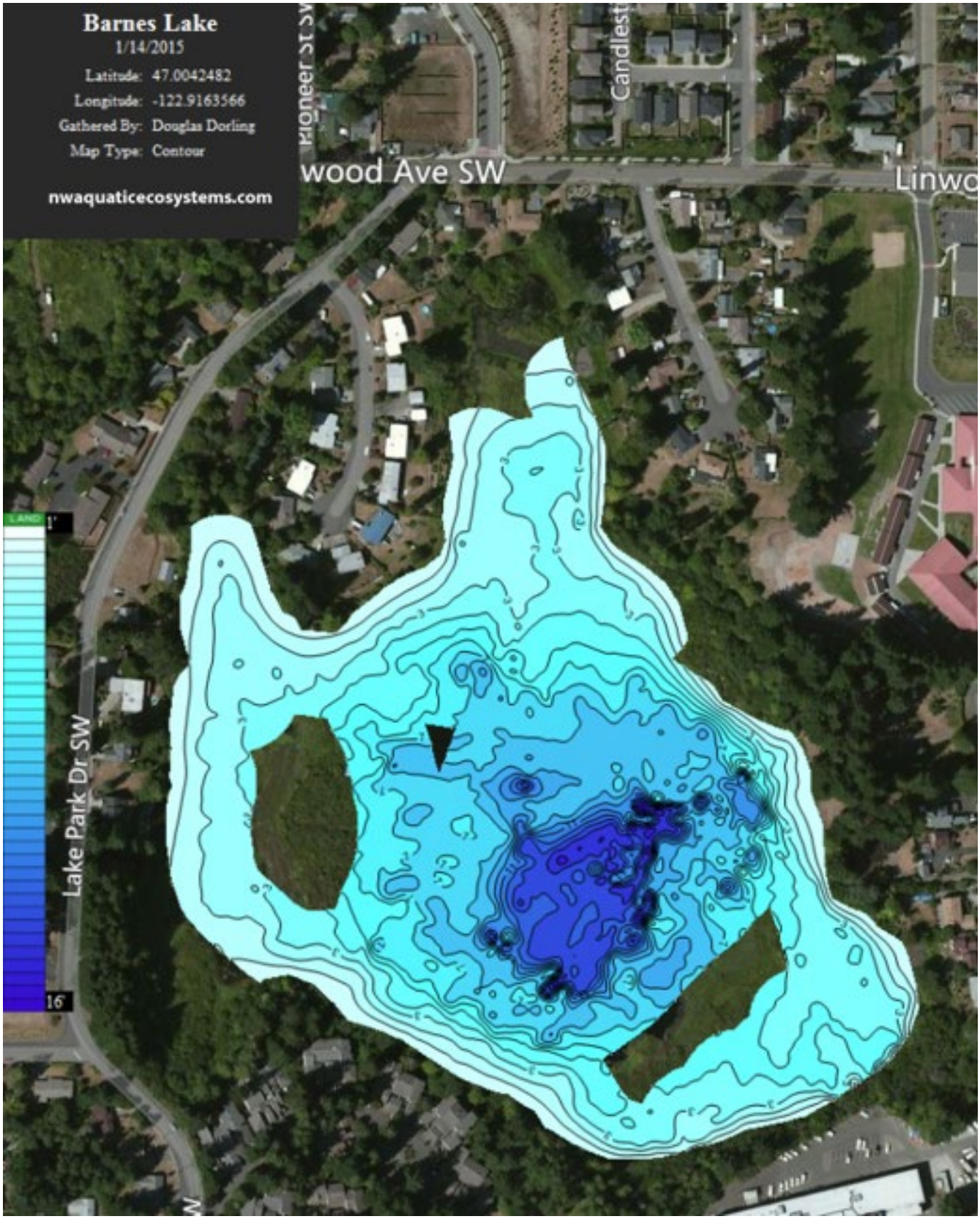
EXHIBIT A: BATHYMETRY MAP OF BARNES LAKE, TUMWATER, WA