

# AQUATIC SPECIES RESTORATION PLAN

2022-2023

---



## PROJECT SPONSORSHIP

RCO # 2114

**APPLICATION DUE DATE: November 21, 2022 4:00pm PST**

*If you download this solicitation you are responsible for sending your name, e-mail address to the Solicitation Coordinator, [wendy.kovach@rco.wa.gov](mailto:wendy.kovach@rco.wa.gov) in order for your organization to receive any amendments or applicant questions RCO answers prior to deadline submission.*

# Contents

<b>INTRODUCTION</b> .....	3
Definitions.....	4
Grant Process:.....	5
Key Dates .....	5
Eligible Applicants.....	6
Funding Information .....	7
<b>APPLICATION INSTRUCTIONS</b> .....	8
1. Letter of Submittal:.....	9
2. Qualifications Section: .....	9
Additional Information .....	11
<b>DECISION INFORMATION</b> .....	12
Evaluation Panel: .....	12
Decision Process:.....	13
Contract and General Terms & Conditions .....	14
Agreement Development, Management, and Conditions.....	14
Public Disclosure .....	14
EXHIBIT A.....	15
EXHIBIT B.....	16
EXHIBIT C.....	17

# INTRODUCTION

---

The Chehalis Basin Strategy Aquatic Species Restoration Plan (ASRP) is a science-based plan collaboratively developed by the ASRP Steering Committee and regional partners to restore and protect native aquatic species habitat in the Chehalis River basin. By strategically improving habitat in locations where the greatest potential exists to provide substantial gains for aquatic species throughout WRIA 22 and 23, the ASRP seeks to build a resilient future for the basin's aquatic species and communities. In collaboration with local technical experts, tribal representatives, and other interests, Washington Department of Fish and Wildlife (WDFW) with support from the Recreation and Conservation Office (RCO), are soliciting applications for project sponsors who will implement future project development, restoration, acquisition, and other protection and conservation projects aligned with program priorities to fulfill this vision. The ASRP establishes significant program milestones with a focus on developing and implementing process-based restoration projects.

## ASRP Vision Statement

*To utilize the best available scientific information to protect and restore habitat in the Chehalis Basin, in order to support healthy and harvestable salmon populations, robust and diverse populations of native aquatic and semi-aquatic species, and productive ecosystems that are resilient to climate change and human-caused stressors, while honoring the social, economic, and cultural values of the region and maintaining working lands.*

This grant<sup>1</sup> is open to organizations with experience in all aspects of process-based aquatic habitat restoration, protection and conservation development, design, acquisition, permitting, contracting, risk, time and cost management, landowner relationships, and/or subcontracting. Throughout development and implementation of this work, successful candidates and their partners will advance implementation of the ASRP by partnering with landowners willing to install habitat restoration treatments on their property to address limiting factors on the landscape and aligning work with process-based restoration goals.

---

<sup>1</sup> RCO complies with the Americans with Disabilities Act (ADA). Prospective applicants may contact the Coordinator to receive this Solicitation in an alternative format.

# DEFINITIONS

---

**Application** – A formal offer submitted in response to this solicitation.

**Applicant** – Individual or entity submitting an application in order to attain a contract with RCO.

**Successful Applicant** – Individual or entity whose application has been selected for the sponsor roster but is not yet under agreement.

**Sponsor Roster**- A short list of successful applicants who will be assigned projects as identified through the Project Pipeline Process.

**Project Sponsor** – Individual or entity from the sponsor roster who has been assigned a project and bound by a full executed, written project agreement.

**Steering Committee** – Guiding committee that directs staff and technical work to develop and implement the ASRP, and is responsible for developing priority areas and making recommendations for funding allocations each biennium. The ASRP Steering Committee is chartered to make recommendations to Office of the Chehalis Basin and the Chehalis Basin Board on specific funding dispersals to enact program priorities.

**Project Pipeline Process** – The ASRP process for bringing projects from initiation to completion. [A diagram of the process can be viewed here.](#)

**Project Portfolio**—Projects approved for funding through the ASRP.

**Regional Implementation Team**—Project sponsors, community members and other interested parties that participate on a voluntary basis to coordinate and collaborate on ASRP project implementation

## Participating Agencies:

The ASRP employs multiple agencies to identify, implement, administer and fund aquatic habitat restoration and protection projects. These include:

- **The Washington Department of Fish and Wildlife (WDFW)** - policy and technical staff to the Steering Committee. WDFW is responsible for providing technical oversight and guidance to initiate contracts and grants to fulfill ASRP goals.
- **The Recreation and Conservation Office (RCO)** - the fiscal agent. RCO is responsible for managing contractual and fiscal requirements of projects to reimburse project funds and to ensure project sponsors and contractors meet all legal and policy obligations.
- **The Office of the Chehalis Basin (OCB)**- administrators of the Chehalis Basin Strategy. OCB is responsible for seeking approval from the Chehalis Basin Board for project funding recommendations from the Steering Committee.

## GRANT PROCESS:

---

- Applicants must submit information about their organization by the deadline, **November 21, 2022**, based on the application instructions on page 9.
- Successful applicants will be added to a project sponsor roster. Being added to the sponsor roster does not guarantee project development and implementation funds but instead establishes eligibility to receive these funds through the project development and project implementation processes.
- Funds for this work will be awarded through a future collaborative process with the Regional Implementation Teams. This process will identify and prioritize project development opportunities in three regions:
  - Lower Chehalis,
  - Middle Chehalis, and
  - Upper Chehalis.

Project Development Area of Interest lists are developed by each Regional Implementation Team and will identify which organizations will work in any combination of the three regions.

- Subsequent review and approval of the Project Development Area of Interest lists by the ASRP Steering Committee and OCB will occur, resulting in grant awards with RCO for the highest priority development work.
- Project implementation funds will be awarded to organizations on the project sponsor roster once a project is added to the Project Portfolio by the ASRP Steering Committee and the Chehalis Basin Board. Please refer to chapter 4.0 of the [ASRP Implementation Structure Overview 2021-2023](#) and the [ASRP Project Pipe-Line Graphic](#) for additional information.
- Project sponsors will enter into a grant agreement with RCO. A sample RCO project agreement is attached as **Exhibit C**.

## KEY DATES

---

**October 6, 2022 = SOLICITATION RELEASED; Q&A PERIOD BEGINS**

---

**October 24, 2022 12:30- 2:30 = INFORMATIONAL WEBINAR**

---

**November 7, 2022 = END OF Q&A PERIOD**

---

**November 21, 2022 4:00PM = APPLICATIONS DUE**

---

**December 15, 2022 = SUCCESSFUL APPLICANTS ANNOUNCED**

---

# ELIGIBLE APPLICANTS

---

Applicants eligible for this grant:

- Cities
- Counties
- Native American Tribes
- Conservation Districts
- Land Trusts
- Federal agencies (must have local partner)
- Municipal or quasi-municipal corporations
- Non-profit organizations, registered with Washington's Office of the Secretary of State
- Regional Fisheries Enhancement Groups
- Special purpose districts
- State agencies

Successful Applicants meet the following criteria:

- At least three years of continuous successful experience in one or more of the following fields:
  - Implementation of process based, aquatic species focused habitat projects,
  - Salmon recovery
  - Environmental project development and planning, and/or
  - Experience with permitting agencies, tribes, citizen groups and funding agencies
  - Acquisition projects, including but not limited to fee simple and easement acquisitions
- Possess experience in contract management with a public agency, foundation or other third-party funding entities that provide services similar to those expected by WDFW for this grant.
- Accomplish tasks on time and within budget.
- Work with landowners, contractors, local sponsors, and state agencies to implement projects.
- Have experience with government budgeting and the ability to adhere to future audits.
- Be willing to travel.
- Hold a licensed to do business within the State of Washington or be willing to provide a commitment to become licensed in Washington within 30 calendar days of being selected as a successful applicant.

A Successful Applicant will be expected to:

- Conduct targeted outreach and work with willing landowners to implement actions identified in the ASRP which include process based, aquatic species focused habitat restoration or preservation projects in ASRP priority reaches and act as the point of contact,
- Coordinate project development and share lessons learned with local ASRP Implementation Team,
- Develop and plan these projects in conjunction with permitting and funding agencies,
- Submit projects for funding through the Project Pipeline Process to be included in the Project Portfolio and receive funding,
- Seek project development funds when necessary through participation in the Local Implementation Teams,
- Engage with permitting staff throughout their process to ensure timely issuance,
- Propose budgets with appropriate costs for the tasks and deliverables,
- Lead on-the-ground negotiation with landowners and other partners in line with permit requirements and the [ASRP Steering Committee Funding Guidance](#),
- Fulfill reporting requirements as outline in the project agreement,

For any prospective applicant who may lack sufficient experience in one or more of these criteria, provide a plan to acquire skills. Options may include, but are not limited to:

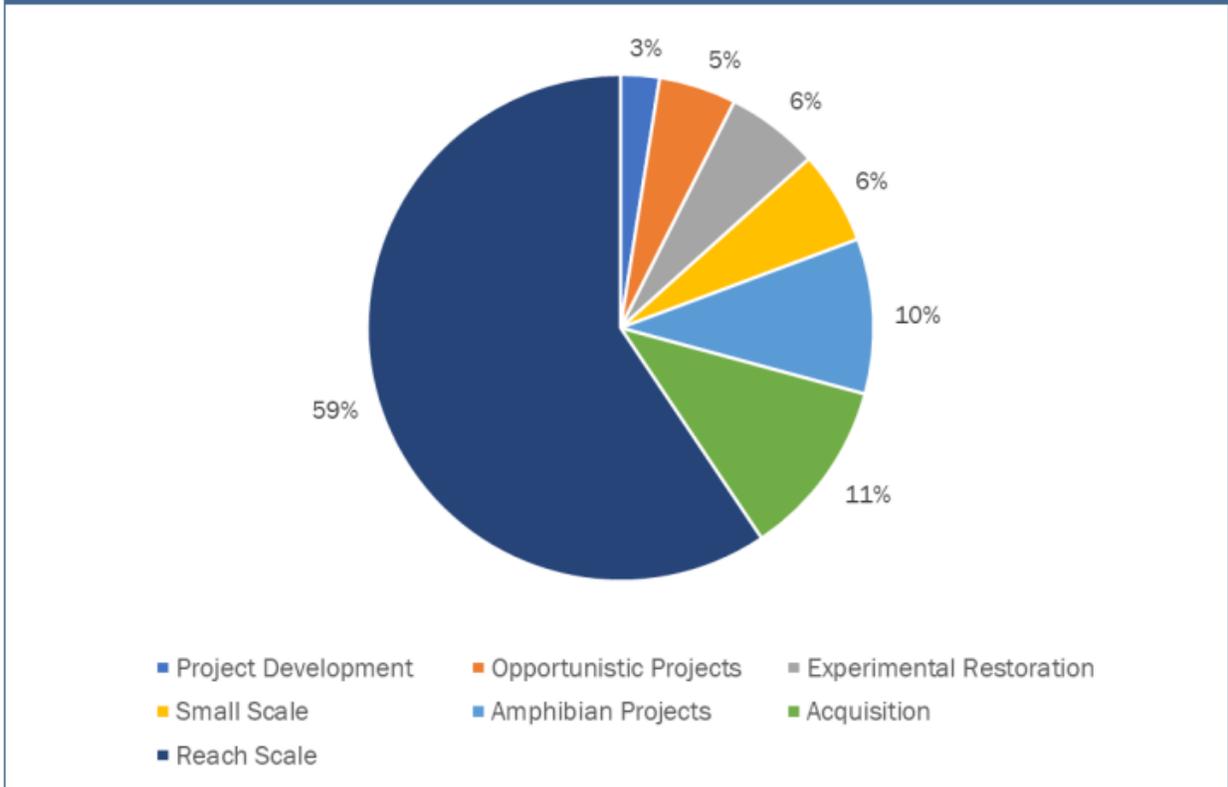
- Subcontracting,
- Education,
- Mentorship, and
- Partnering with another group.

## FUNDING INFORMATION

---

The ASRP Steering Committee, in accordance with Chehalis Basin Board guidance, has identified a \$20.4 million dollar project implementation budget for the 2021–2023 biennium. Figure 1 highlights project types and the ASRP Steering Committees recommendations for funding allocations. These proportions are only recommendations and the ASRP Steering Committee acknowledges the need to be dynamic and act on opportunities that fit program priorities. For more information on priority project types, locations and funding available for each type, see the [ASRP Steering Committee Funding Guidance](#) and the [ASRP Project Science Guidance](#).

Figure 1  
2021–2023 ASRP Project Action Type Expenditure Guidance



Successful applicants may submit project proposals through a Regional Implementation Team and the ASRP Project Pipeline Process. The Steering Committee will make final recommendations for funding to OCB. Organizations from the project sponsor roster may receive project funds contingent upon approval through the ASRP Project Pipeline process through June 2028, with the option to extend beyond that at the discretion of the agency and subject to additional funding.

## APPLICATION INSTRUCTIONS

**Submit your application as a single PDF** by November 21, 2022, 4:00pm PST. PDFs follow the naming convention: “\_\_\_\_\_ ASRP Organization Name”

Applications must be sent by email to the Solicitation Coordinator. During the application period, all communication between the applicants and RCO shall be with the coordinator:



considered for.

- B. If the applicant has not received a grant from RCO before, provide the applicant's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue.
- C. Identify any State employees or former State employees employed by the applicant as of the date of the proposal. Include their position and responsibilities with the applicant's organization. If following a review of this information, it is determined by RCO that a conflict of interest exists, the applicant may be disqualified from further consideration for the award of a contract.
- D. If the applicant was an employee of the State of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
- E. If the applicant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the applicant's non-performance or poor performance and the issue of performance was either; (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- F. Submit full details of the terms for default including the other party's name, address, and phone number. Present the applicant's position on the matter. RCO will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the applicant in the past five years, so indicate.

## 2.2 EXPERIENCE (SCORED)

- A. Describe the professional service qualifications and technical competence of your organization or team and key personnel related to habitat enhancement, protection and conservation project development, design, permitting, acquisitions, contracting and implementation
- B. Describe how your organization or team meets and/or exceeds the successful applicant criteria.
- C. Describe specific experience and knowledge regarding aquatic species habitats and habitat restoration in the Chehalis Basin.
- D. Describe any continuing education or training courses, or conferences attended by your organization or team within the past five years that are applicable.

## 2.3 COMPLETED PROJECTS (SCORED)

- E. List examples of no more than three successfully completed projects within the last three years incorporating process-based habitat enhancement, protection or conservation projects with development, design, permitting, contracting and

implementation components. In addition to this description include project name, total engineering and construction costs, contact person, and phone number (three pages maximum)

- F. The applicant must grant permission to RCO or WDFW to contact the references and others who may have pertinent information.

## 2.4 STAFFING (SCORED)

- G. Provide a description of the organization or proposed project team structure and internal controls to be used during the project, including any potential subcontractors.
- H. Provide the name and a resume of the person who will be the lead contact for the project.
- I. Provide names and resumes for other staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information.
- J. List any potential subcontracted services you may want to include to complete your roster of services. Describe what services each would provide. This list is nonexclusive and non-binding but is intended to illustrate how candidates ensure adequate support within their teams.

## 2.5 OMWBE CERTIFICATION (Optional and Not Scored)

- A. Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or

# ADDITIONAL INFORMATION

---

Applicants may submit questions regarding this solicitation to the Coordinator between **October 6<sup>th</sup> and November 7<sup>th</sup>**. Only questions submitted via email will be answered. The answers will be posted through the [RCO website](#). To ensure all applicants receive the same information, answers will be posted on the dates specified below:

Questions Submitted by	Will Be Answered on
November 7, 2022	November 11, 2022

Applicants are not to contact the ASRP Steering Committee or the Chehalis Basin ASRP Project Review Team directly regarding questions about this solicitation. Any contact with these individuals may render the applicant ineligible.

Successful applicants will be assigned an RCO grants manager at the time of project award. The application will be entered into RCO's grant management database, PRISM. The RCO grants manager will be available to answer any questions during this stage.

An addition to emailed questions, an informational webinar will be held on **October 24, from 1:00 to 2:00 pm** to present information and answer applicant questions. Please email the contact below for registration information:

### Webinar Registration

---

Drew Mealor	ASRP Implementation Manager Department of Fish and Wildlife
E-mail	<a href="mailto:Andrew.Mealor@dfw.wa.gov">Andrew.Mealor@dfw.wa.gov</a>

---

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 228 458 921 656

Passcode: JXpz5r

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 564-999-2000,,319338360#](tel:+15649992000319338360) United States, Olympia

[\(833\) 322-1218,,319338360#](tel:(833)3221218319338360) United States (Toll-free)

Phone Conference ID: 319 338 360#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

A recording of an information webinar held during the previous RFQ on September 24, 2021 [can be viewed here](#).

## DECISION INFORMATION

---

### Evaluation Panel:

Applications will be evaluated by an evaluation panel comprised of WDFW ASRP staff. Evaluation Panel members bring expertise in biology, permitting, hydrology, implementation, restoration engineering, non-salmon aquatic species, monitoring and fish passage, contract management, and project management.

The applications will be evaluated on the following criteria

Evaluation Category	Point Value
Experience including local knowledge	40
Completed Projects	35
Staffing	10
<b>TOTAL</b>	<b>85</b>

RCO reserves the right to select applicants whose proposal is deemed to be in the best interest of the agency and the state of Washington.

## Decision Process:

All applicants will be notified of acceptance or nonacceptance on the project sponsor roster via email by **December 15, 2022**. Successful applicants are highly encouraged to participate in ongoing regional implementation team meetings to identify and vet potential project opportunities to ASRP Implementation Manager

### Post-Award Contact

Drew Mealor	ASRP Implementation Manager Department of Fish and Wildlife
E-mail	<a href="mailto:Andrew.Mealor@dfw.wa.gov">Andrew.Mealor@dfw.wa.gov</a>

After the announcement of successful applicants, project proposal and [site assessment forms](#) for technical review and potential inclusion to the Project Portfolio may be submitted. In addition to any sponsor submitted projects, regional implementation teams will submit project development area of interest lists for review and potential funding.

## Protest Procedure

Unsuccessful applicants can submit a protest to the WDFW ASRP Implementation Manager, Drew Mealor. These disputes must be sent via email to [Andrew.Mealor@dfw.wa.gov](mailto:Andrew.Mealor@dfw.wa.gov) no later than the close of business, 3 business days after receipt of email. Disputes that are not resolved in coordination with the ASRP Implementation Manager will be brought to the Steering Committee for examination. Only protests stipulating an issue of fact concerning the following subjects shall be considered.

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator
- Errors in computing the score
- Non-compliance with procedures described in the solicitation or agency policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgement on the quality of a proposal or 2) the agency's assessment of its own and/or other agencies needs or requirements.

## Contract and General Terms & Conditions

Once a request for project development or implementation funds has been approved, the project sponsor will be expected to enter into a contract, which is substantially the same as the contract and general terms and conditions described in **Exhibit C**. In no event is an applicant to submit its own standard contract terms and conditions in response to this solicitation.

## Agreement Development, Management, and Conditions

The role of RCO will be to operationally manage ASRP project grants, as well as disperse funds upon the creation of a project agreement. RCO will manage the grants according to [Manual 8](#) and [Manual 18](#). All reporting, invoicing and amendments will be operationally handled by RCO in conjunction with the project sponsor.

Any scope or budget amendments must be presented to the ASRP Implementation Manager, and if appropriate, the ASRP Steering Committee, who will make a recommendation to the OCB. The OCB will then direct RCO on these types of amendments as necessary with the Steering Committee's recommendation taken into consideration.

## Public Disclosure

Materials submitted to RCO in response to this solicitation shall become the property of the agency. All proposals shall remain confidential until the project information is entered into PRISM for the purpose of grant-making; thereafter the proposals shall be deemed public records as defined in RCW 42.56.

EXHIBIT A

[ASRP-Near-Term-Priority-GSUs-Map-1.pdf \(chehalisbasinstrategy.com\)](#)

**CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the AGENCY the right to contact references and other, who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this Solicitation.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

We (circle one) **are** / **are not** submitting proposed Contract exceptions. (See Section *Contract and General Terms & Conditions*.) If exceptions are being submitted, I/we have attached them to this form.

**On behalf of the Applicant submitting this proposal, my name below attests to the accuracy of the above statement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date



## RCO Grant Agreement

Project Sponsor:

Project Number:

Project Title:

Approval Date:

**PARTIES OF THE AGREEMENT**

This Recreation and Conservation Office Grant Agreement (Agreement) is entered into between the State of Washington by and through the Salmon Recovery Funding Board (SRFB or funding board) and the Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917 and by and through the (Sponsor, and primary Sponsor), and shall be binding on the agents and all persons acting by or through the parties.

All Sponsors are equally and independently subject to all the conditions of this Agreement except those conditions that expressly apply only to the primary Sponsor.

Prior to and during the Period of Performance, per the Applicant Resolution/Authorizations submitted by all Sponsors (and on file with the RCO), the identified Authorized Representative(s)/Agent(s) have full authority to legally bind the Sponsor(s) regarding all matters related to the project identified above, including but not limited to, full authority to: (1) sign a grant application for grant assistance, (2) enter into this Agreement on behalf of the Sponsor(s), including indemnification, as provided therein, (3) enter any amendments thereto on behalf of Sponsor(s), and (4) make any decisions and submissions required with respect to the project. Agreements and amendments must be signed by the Authorized Representative/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, in order for a Sponsor to change its Authorized Representative/Agent as identified on the original signed Applicant Resolution/Authorization the Sponsor must provide the RCO a new Applicant Resolution/Authorization signed by its governing body or a written delegation of authority to sign in lieu of originally authorized Representative/Agency(s). Unless a new Applicant Resolution/Authorization has been provided, the RCO shall proceed on the basis that the person who is listed as the Authorized Representative in the last Resolution/Authorization that RCO has received is the person with authority to bind the Sponsor to the Agreement (including any amendments thereto) and decisions related to implementation of the Agreement.
- B. Amendments After the Period of Performance. RCO reserves the right to request and Sponsor has the obligation to provide, authorizations and documents that demonstrate any signatory to an amendment has the authority to legally bind the Sponsor as described in the above Sections.

For the purposes of this Agreement, as well as for grant management purposes with RCO, only the primary Sponsor may act as a fiscal agent to obtain reimbursements (See PROJECT REIMBURSEMENTS Section).

**PURPOSE OF AGREEMENT**

This Agreement sets out the terms and conditions by which a grant is made from the State Building Construction Account of the State of Washington. The grant is administered by the Recreation and Conservation Office (RCO).

**DESCRIPTION OF PROJECT****PERIOD OF PERFORMANCE**

The period of performance begins on (project start date) and ends on (project end date). No allowable cost incurred before or after this period is eligible for reimbursement unless specifically provided for by written amendment or addendum to this Agreement, or specifically provided for by applicable RCWs, WACs, and any applicable RCO manuals as of the effective date of this Agreement.

The RCO reserves the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the project end date.

**STANDARD TERMS AND CONDITIONS INCORPORATED**

The Standard Terms and Conditions of the Recreation and Conservation Office attached hereto are incorporated by reference as part of this Agreement.