

Aquatic Invasive Species Prevention Aid 2015

Request For Proposals - Due Date February 19, 2015 at 4:30 pm

Introduction

Todd County is the recipient of County Program Aid grant funds for Aquatic Invasive Species (AIS) prevention from the state of Minnesota as a result of 2014 Session Law Chapter 308. It is anticipated this will be an ongoing aid program, dependent on decisions by the Legislature. The purpose of these funds is to “prevent the introduction or limit the spread of aquatic invasive species at all the access sites within the county” (MN Statutes 477A.19).

The purpose of this request for proposal (RFP) is to facilitate the disbursement of these funds to parties interested in conducting work to facilitate this purpose.

Recipients

This RFP is being sent to the following within Todd County: all members of the AIS Prevention Committee, all active lake associations, all cities, townships, and watershed districts. It will also be posted on the county web site under the Soil Water Conservation and Development Division and a notice placed in the newspaper of record.

Applicant Guidelines

- 1) Applicants must submit an application in the format specified. This includes a completed RFP Cover Page and a narrative outlining the requested information from the scope of work.
- 2) Funds awarded by Todd County through the AIS Prevention Aid Program do not require match.
- 3) A proposal may receive full or partial funding or a proposal may be funded over the course of multiple years. If this is expected it should be explained in the application.
- 4) The applicant is responsible for carrying out all activities, materials, and management related to their proposal except as specified in the scope of work.
- 5) A report of completed work funded through this program is due December 15, 2015 to Todd SWCDD. This report shall include awarded funds, a summary of activities, and the results of activities. Failure to submit the report will jeopardize future awards.
- 6) All proposals must comply with applicable federal, state, and local laws, rules, and ordinances.

Applicant Eligibility

- 1) All local government units (LGU's) and organizations operating within Todd County are eligible (see table). In addition, private contractors may submit proposals for AIS monitoring and inspection services.

<i>RFP Category</i>	<i>Eligible To Apply</i>
AIS Monitoring	LGU's, organizations and private contractors
AIS Inspection	LGU's, organizations and private contractors

- 2) Proposed activities must follow the scope of work outlined. Additional work may be proposed but may not be funded during 2015.
- 3) Applicants requesting funding for projects that may potentially be funded from other grant sources may submit an applicant for county AIS funds and have that award adjusted if the outside funds are secured. Under no circumstances may an applicant be compensated for the same work or material purchased.

AIS Prevention Aid RFP Activity Categories

Funding is available for work in four categories. Specific requirements are in the Scope of Work.

1. AIS Monitoring

This activity pertains to measuring and evaluating the occurrence of zebra mussels in the waters specified in the scope of work. These waters were identified as a priority sample of Todd County lakes by the AIS Prevention Aid Committee for 2015. Monitoring work not related to zebra mussels or otherwise outside the scope of work will be considered only after other 2015 budget items are covered. They may also be budgeted in future years.

2. AIS Inspection Services

Boat inspections will be conducted in four zones detailed in the scope of work. One proposal may cover one or several inspection zones. LGU's or contractors submitting proposals for this work will provide inspectors that have completed the MN DNR's Watercraft Inspector Level I training. Inspectors will move around the area specified in the scope of work.

3. AIS Species Management or Control

This category includes various forms of AIS control such as chemical treatments, biological treatments, mechanical harvesting, etc.. Projects will be cost shared up to 50% of documented costs. Lake associations are responsible for obtaining permits and implementing all phases of these projects. Management actions cost shared must be for the purposes of AIS prevention rather than watercraft access.

4. Lake Access Improvements

Projects that improve the ability of public water users to detect, identify and control AIS at landings will be considered at cost share rates up to 50%.

Submission

All proposals are due by 4:30 pm on February 19, 2015.

Send completed RFP Cover Page & requested information specified in the Scope of Work to:

Soil, Water, Conservation and Development Division
215 1st Avenue South, Suite 104
Long Prairie, MN 56347

Email submission: Shannon.Haasser@co.todd.mn.us

Questions: 320-732-2644

RFP Cover Page

Aquatic Invasive Species Prevention Aid 2015

Company or Organization Submitting Proposal

Contact information (address etc.) will be used for billing information

Company or Organization Name	
Address (for billing)	
Contact Person	
Contact Person email	
Contact Person Phone	
Tax ID #	

RFP's Submitted (check all that apply)

RFP Category Check All That Apply	Expected Amount to Be Billed to AIS Prevention Funds During 2015 by Your Organization
AIS Monitoring	
AIS Inspection Services	
AIS Management or Control Projects	
AIS Watercraft Landing Improvement	

Notes:

- AIS Monitoring and AIS Inspection Services are at total cost.
- AIS Management or Control Projects and Watercraft Landing Improvements
 - Your organizations Total Cost x 50% = Amount Expected to Bill AIS Funds
 - AIS Management and Control and Watercraft Improvement amounts serve to gauge adequacy of funds compared to number and size of projects submitted. If a control project cannot be completed due to weather or other factors there are no negative consequences to the organization.

Process

- 1) Submit RFP to Todd County SWCDD.
- 2) RFP's are reviewed by AIS Prevention Committee and compared to budgeted funds available.
- 3) Contracts will be prepared at the end of February for Monitoring and Inspections Services.
- 4) Contracts for Management and Control and Watercraft Landing projects will be prepared later in the spring when it is more apparent which projects will be completed during 2015.
- 5) Unsuccessful applicants will be notified.

AIS Monitoring Scope of Work

This activity pertains to measuring and evaluating the occurrence of zebra mussels in the waters listed below. These waters were identified as a priority sample of Todd county lakes by the AIS Prevention Aid Committee for 2015. \$18,250 was allocated toward this objective in the approved AIS budget.

For monitoring work not related to zebra mussels or otherwise outside the scope of work listed here – outline what work your organization proposes so that it can be considered if funds are available.

Each of the lakes listed in the table below needs to be sampled for zebra mussel veligers at a minimum of two times during the 2015 summer season. Sampling protocol must follow MN DNR accepted practices.

Please answer the following questions:

1. Briefly outline your organizations experience, training, and performance with water quality or AIS monitoring. Specifically describe how your organization has followed sampling and handling protocols and delivery of results to constituents on budget and on time.
2. How long has your organization worked on water related issues and water monitoring in Todd County?
3. What is your total cost estimate to complete the work outlined?

Waters to be samples for zebra mussels during 2015

Southwest Zone	Osakis TWN	Osakis Lake
	Osakis BP	Osakis Lake
	Fairy 11	Fairy Lake
	MPL TD	Maple Lake
	BSL HW71	Big Sauk Lake
	BSL DPT	Big Sauk Lake
		Cedar Lake
Birch Lake	BBL Reef	Big Birch Lake
	BBL NE	Big Birch Lake
	LBL NW	Little Birch Lake
Southwest Zone	BGSL	Big Swan Lake
	LLBGSL	Long Lake
	MND GE	Mound Lake
	CHAR LP	Charlotte Lake
		Lattimer Lake
		Little Swan Lake
NE Zone	Dow DK	Dower Lake
	CR WNG*	Crow Wing River
	LPR CR1	Long Prairie River
	LPR BRV	Long Prairie River
	LPR MOT	Long Prairie River
	BG CUSH	Big Lake
		Beauty Lake
		Pine Island Lake
		Thunder Lake

AIS Inspection Services Scope of Work

LGU's or contractors submitting proposals for this work will provide inspectors that have completed the MN DNR's Watercraft Inspector Level I training. Inspectors will move around between landings in the zone.

Lake Zones For AIS Inspection (check all that apply)

	Indicate which zones are covered by your proposal.	Amount Budgeted in AIS Funds for 2015	
	Zone 1: Big & Little Birch, Bass, Twin, Mary, Goose Lakes (only landings in Todd County)	\$28,903	2 inspectors
	Zone 2: Lake Osakis, Maple, Fairy, Sauk Lake (only landings in Todd County)	\$24,000	2 inspectors
	Zone 3: Big Swan, Long, Mound, Moose, Mons, Little Swan, Latimer, Charlotte	\$22,800	2 inspectors
	Zone 4: Dower, Big Lake, Beauty, Pine Island, Thunder Lake	\$11,600	1 inspector

- Funding provides for at least 40 hours per week per inspector from the middle of May through the middle of September. Hours worked should concentrate around the busiest watercraft landing periods such as weekends. Inspectors or their supervisor will communicate as needed with Lake Associations and Todd County staff during the season to ensure optimum scheduling at accesses. The schedule to be worked must be communicated with the county periodically as it is adjusted.
- Contractor will provide trained inspectors with current year AIS level one inspector status. Contractor will hire, manage, and compensate inspectors and provide insurance to cover the inspectors.
- Watercraft inspections will be at landings on the lakes indicated in that specific zone. Inspectors will be rotated around landings on the lakes indicated as lake traffic and patterns indicate.
- Coverage of landings will be from middle of May (goal is fishing opener) until early to middle of September. The beginning and ending of the season may only have partial inspector coverage.
- Watercraft inspection will follow MN DNR protocol and data will be uploaded daily.
- Tablets for data collection will be supplied to all seven inspectors by Todd County. Inspection data and notes will be uploaded to MN DNR and to Todd County at the conclusion of each day.

Please answer the following questions:

1. Briefly outline your organizations experience, training, and performance with conducting watercraft inspections for AIS.
2. How long has your organization worked on water related issues and water monitoring in Todd County?
3. Include a bid that covers each Zone (from table) that you plan to work in during 2015.