



2017-2018 Request for Proposals

Fox-Wolf Watershed Alliance Subcontract
Aquatic Vegetation Point-Intercept Surveys of the Winnebago Lakes

1. Purpose of request

Fox-Wolf Watershed Alliance (FWWA) is requesting proposals for aquatic vegetation point-intercept (PI) surveys of all four Winnebago Lakes (Poygan, Winneconne, Butte des Morts, and Winnebago) from qualified Subcontractors.

2. Time Schedule

Issue RFP	November 8 th , 2017
Deadline for Submittal of Proposals	November 29 th , 2017
Preliminary Selection of Subcontractor	December 1st, 2017
Notification of Selected Subcontractor	December 4 th , 2017
FWWA Submittal of WI DNR Surface Water Grant Application*	December 10 th , 2017
WI DNR Notification of Grant Award	February 15 th , 2017

*Please note: This project is contingent upon receiving funding assistance from 2018 Wisconsin DNR Surface Water Grants.

3. Instructions to Proposers

3.1. All proposals should be submitted by email OR mail:

If sending by mail:

Fox-Wolf Watershed Alliance
C/O Korin Doering
PO Box 1861
Appleton, WI 54912

If sending by email, send to:

Korin Doering
Winnebago Waterways Program Coordinator
korin@fwwa.org

3.2. Questions may be directed to:

Fox-Wolf Watershed Alliance
Korin Doering, Winnebago Waterways Program Coordinator
Korin@fwwa.org
(920) 851-0948

3.3. Submission Deadline

All proposals must be received by **11:59pm on Wednesday, November 29th, 2017.**

3.4. All proposals must include the following information:

3.4.1. The names of individuals and their respective employers who will be working on this project and their areas of responsibility. This list should include any subcontractors.

3.4.2. Specific experience and/or relevant training/certifications of all individuals relative to this proposed project.

3.4.3. A proposed outline detailing tasks, team composition, methods, equipment used, project schedule, and the number of hours required to complete each task for each lake.

3.4.4. A proposed budget* based on the costs associated with each task outlined in the RFP (see Scope of Service Tasks). Budget for field work should be broken down as follows:

- 1.) Task 1: Estimate should be broken down by lake for PI survey with estimated number of hours for sampling time, travel time (between points), total time and number of field days. Please indicate any allowances for adverse weather in the estimate.
- 2.) Task 2: Estimate should be broken down by lake. Please provide detailed estimate including number of hours and number of field and office days required to map the perimeter and characterize emergent and floating leaf plant beds.

*All proposals should include cost and time estimates for each of the four lakes. Additionally, please specify the number of lakes the firm is able to sample during the sampling period (July – August, 2018) and score or list each lake based upon the firm’s preference. This will help guide our decision making process if more than one firm is needed to complete the work in 2018.

For example: Our firm is able to sample two of the four lakes. The order of preference for our firm is as follows: Poygan, Winneconne, Butte des Morts, Winnebago.

3.4.5. A description of any fines or penalties issued to the firm, or any individual working on the proposed project, concerning permit and/or regulatory violations associated with aquatic plant management activities within the past ten (10) years.

3.4.6. A minimum of three (3) Project References. Include project name, date(s), description of project and contact name/email/telephone number.

3.4.7. An example of an aquatic vegetation survey report or an aquatic plant management Final Report (including maps) prepared within the last three years. Reports should cover a project similar in scope to the tasks outlined in this RFP.

4. Selection Criteria

Consideration	Weight Given
Professional Qualifications	20%
Experience	20%
Methodology	20%
Reference Checks	10%
Schedule	10%
Local Knowledge	5%
Capacity to survey all four lakes	5%

Please note: Preference will be given to Subcontractors able to survey all four lakes during peak growing season in 2018 (July to August). However, due to the size of the project we will accept proposals from firms interested in surveying fewer than all four lakes. ALL proposals should include cost and time estimates for each of the four lakes. Please specify the number of lakes the firm is able to sample during the contract period and score/list each lake based upon the firm's preference. Scoring based upon preference will assist FWWA with choosing more than one firm to complete the project, if necessary.

5. Terms and Conditions

- 5.1. The Fox-Wolf Watershed Alliance (FWWA) reserves the right to reject any or all bids, or any part thereof at its discretion, and to waive any irregularities in any proposal. FWWA may also split bids at its discretion and reserves the right to negotiate directly with any and all bidders concerning any matter related to any bid.
- 5.2. FWWA assumes no liability or responsibility for any errors or oversights in the preparation and/or publication of bids.
- 5.3. FWWA reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- 5.4. FWWA shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- 5.5. A contract resulting from the acceptance of a proposal is contingent upon whether grants funds are secured through the Wisconsin Department of Natural Resources Surface Water Grant application process.

6. Scope of Services

6.1. Background

The Winnebago Waterways Program (WWP), with the help of project partners, is developing a comprehensive lake management plan for the Winnebago Lakes (Winnebago, Poygan, Winneconne, and Butte des Morts). The four lakes collectively known as the Winnebago Lakes cover 167,000 acres, span four Wisconsin counties, and compose 17% of Wisconsin's surface water area. Aquatic plant management is an important component of any lake management plan. To ensure accuracy in management recommendations and enable long-term trend monitoring, FWWA is seeking proposals for aquatic vegetation point-intercept surveys and mapping of the outer edge of emergent and floating leaf plant beds for all four of the lakes. The surveys will occur during the 2018 peak growing season (July-August).

6.2. Scope of Service Tasks

FWWA will look for the following to be included in the Scope of Services for this project:

- Conduct an aquatic plant survey, using Wisconsin Department of Natural Resource protocols, during the active growing season (July-August) to assess the distribution and abundance of aquatic plants in all four of the Winnebago Lakes.
- Map the perimeter and characterize species of emergent and floating leaf plant beds in all four of the Winnebago Lakes.

- Provide reports, including maps, as required.
- Attend meetings to present and discuss findings. Provide project updates as needed.
- Submit data to Fox-Wolf Watershed Alliance and the Wisconsin Department of Natural Resources SWIMS database.

6.2.1. Task 1: Aquatic Vegetation Point-Intercept Surveys

During peak growing season (July-august) of 2018, a baseline aquatic vegetation point-intercept survey of all four lakes will be completed by the Subcontractor using skilled aquatic biologists/botanists in accordance with Wisconsin Department of Natural Resource (WI DNR) protocols ([PI-protocol-2010.pdf](#)) based on PI-survey grids provided by FWWA (developed by WI DNR). Please note - due to the size of the lakes, the process used to determine the points that will be sampled during the 2018 survey was slightly different than most other PI grids. The points to be sampled are pre-determined, with assistance from the WI DNR, based upon estimated littoral zone depth. Please see **Attachment 1** for a list of PI grid files available for each lake.

Table 1. Specifications for sampling grids.

Lake	WBIC	Littoral Depth zone (ft)	Total Sampling Points	Approx. distance between points (m)
Winnebago	131100	0-12	1078	312
Poygan	242800	0-6.7	919	197
Winneconne	241600	0-6.6	821	110
Butte des Morts	139900	0-6.5	1037	152

At the completion of the contract, the Subcontractor shall provide detailed maps and collected GIS data (in shapefile format) for all four lakes using survey data, including:

- Locations and abundance of all types of aquatic plants found;
- Highlighted locations of all invasive aquatic plant species;
- Highlighted locations of all rare, sensitive, or endangered aquatic plant species;

6.2.2. Task 2: Map Extent of and Characterize Emergent and Floating Plant Beds

Subcontractor will map the perimeter of emergent and floating leaf vegetation beds and then characterize the species present. At the completion of the contract, the Subcontractor shall provide detailed maps, survey data, and collected GIS data (in shapefile format) for all four lakes, including:

- Survey data that characterize the species present in aquatic vegetation beds;
- Extent (area/acreage) of emergent and floating leaf aquatic plants found;
- Locations of wetland areas

6.2.3. Task 3: Final Report

By December 31st, 2018 a Final Report shall be submitted to the Fox-Wolf Watershed Alliance by the Subcontractor. This Final Report shall provide a detailed summary of all findings and descriptions of maps. *Please note: Due to lake management planning deadlines, December 31st, 2018 is the latest we*

would want the Final Report to be submitted. Proposals with earlier submission deadlines will be looked upon favorably during the proposal review process.

6.2.4. Task 4: Submission of Data

All data collected shall be submitted to Fox-Wolf Watershed Alliance and the Wisconsin Department of Natural Resources. Data shall be entered into the SWIMS database by the Subcontractor. GIS related data shall be provided in shapefile format.

6.2.5. Task 5: Meetings and Project Communications

The Subcontractor shall provide periodic updates to FWWA (by phone, email, or in-person) on project progress including any issues that may cause project delays. The Subcontractor shall meet with Fox-Wolf Watershed Alliance in person to present on and discuss findings after submitting the Final Report.

7. Compensation

- 7.1. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Wisconsin state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- 7.2. Payment by FWWA for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by FWWA and approved by the appropriate FWWA 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 thirty (30) days after receipt of such billing statement.

8. Insurance Requirements

- 8.1. The Subcontractor shall furnish proof of insurance.

Attachment 1 – List of Point-Intercept Files for the Winnebago Lakes

Please find the following files at this link:

<https://drive.google.com/open?id=1o4DOTCruj0G3oONCQ4EINmIQtNXBqhUg>

Lake Winneconne (WBIC 241600):

- Winneconne_Winnebago_241600_poly.shp: Polygon shapefile of entire area of Lake Winneconne
- Winneconne_Winnebago_241600_poly_0to6p6.shp: Polygon shapefile of estimated littoral area of Lake Winneconne <6.6 ft
- Winneconne_Winnebago_241600_110mpts_6p6FT_LITTORAL.shp: Point shapefile of sampling locations in areas of Lake Winneconne <6.6 ft
- Winneconne_Winnebago_241600_110mpts_6p6FT_LITTORAL.txt: Point text file of sampling locations in areas of Lake Winneconne <6.6 ft
- Winneconne_Winnebago_241600_110mpts_6p6FT_LITTORAL.jpg: Point map of sampling locations in areas of Lake Winneconne <6.6 ft

Lake Butte des Morts (WBIC 139900):

- ButteDesMorts_Winnebago_139900_poly.shp: Polygon shapefile of entire area of Lake Butte des Morts
- ButteDesMorts_Winnebago_139900_poly_0to6p5.shp: Polygon shapefile of estimated littoral area of Lake Butte des Morts <6.5 ft
- ButteDesMorts_Winnebago_139900_152mpts_6p5FT_LITTORAL.shp: Point shapefile of sampling locations in areas of Lake Butte des Morts <6.5 ft
- ButteDesMorts_Winnebago_139900_152mpts_6p5FT_LITTORAL.txt: Point text file of sampling locations in areas of Lake Butte des Morts <6.5 ft
- ButteDesMorts_Winnebago_139900_152mpts_6p5FT_LITTORAL.jpg: Point map of sampling locations in areas of Lake Butte des Morts <6.5 ft

Lake Poygan (WBIC 242800)

- Poygan_Winnebago_242800_poly.shp: Polygon shapefile of entire area of Lake Poygan
- Poygan_Winnebago_242800_poly_0to6p7.shp: Polygon shapefile of estimated littoral area of Lake Poygan <6.7 ft
- Poygan_Winnebago_242800_197mpts_6p7FT_LITTORAL.shp: Point shapefile of sampling locations in areas of Lake Poygan <6.7 ft
- Poygan_Winnebago_242800_197mpts_6p7FT_LITTORAL.txt: Point text file of sampling locations in areas of Lake Poygan <6.7 ft
- Poygan_Winnebago_242800_197mpts_6p7FT_LITTORAL.jpg: Point map of sampling locations in areas of Lake Poygan <6.7 ft
- Poygan_Winnebago_242800_197mpts_6p7FT_LITTORAL_(1 &2).jpg: Zoomed in point maps of sampling locations in areas of Lake Poygan <6.7 ft

Lake Winnebago (WBIC 131100)

- Winnebago_Winnebago_131100_poly.shp: Polygon shapefile of entire area of Lake Winnebago
- Winnebago_Winnebago_131100_poly_0to12.shp: Polygon shapefile of estimated littoral area of Lake Winnebago <12 ft
- Winnebago_Winnebago_131100_312mpts_12FT_LITTORAL.shp: Point shapefile of sampling locations in areas of Lake Winnebago <12 ft
- Winnebago_Winnebago_131100_312mpts_12FT_LITTORAL.txt: Point text file of sampling locations in areas of Lake Winnebago <12 ft
- Winnebago_Winnebago_131100_312mpts_12FT_LITTORAL.jpg: Point map of sampling locations in areas of Lake Winnebago <12 ft
- Winnebago_Winnebago_131100_312mpts_12FT_LITTORAL_(1-5).jpg: Zoomed in point maps of sampling locations in areas of Lake Winnebago <12 ft