



**PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM
REQUEST FOR CONTRACTOR PREQUALIFICATION**

SUBJECT: Contractor Prequalification for Habitat Creation, Restoration and Maintenance Services
REQUEST DATE: Ongoing Quarterly
POINT OF CONTACT: Tim Tunnell
 Headwaters Corporation
 4111 4th Ave, Suite 6
 Kearney, Nebraska 68845
 (402) 219-3883
tunnellt@headwaterscorp.com

I. OVERVIEW

The Platte River Recovery Implementation Program (**Program**) was initiated on January 1, 2007 between Nebraska, Wyoming, and Colorado and the Department of the Interior to address endangered species issues in the central and lower Platte River basin. The species considered in the Program, referred to as “target species”, are the whooping crane, piping plover, interior least tern, and pallid sturgeon.

A Governance Committee (**GC**) has been established that reviews, directs, and provides oversight for activities undertaken during the Program. The GC is comprised of one representative from each of the three states, three water user representatives, two representatives from environmental groups, and two members representing federal agencies. The GC has named Dr. Jerry Kenny to serve as the Program Executive Director (**ED**). Dr. Kenny has assembled a Program staff located in Nebraska and Colorado that is responsible for assisting in carrying out the various Program-related activities.

The GC submits this Request for Contractor Prequalification (**RFCP**) for the purpose of prequalifying contractors to provide habitat creation, restoration and maintenance services on Program lands along the central Platte River. The Program is in the process of acquiring, protecting, and/or restoring 10,000 acres of habitat along the central Platte River and prequalification will serve as a tool to expedite the procurement of habitat-related services.

II. DESCRIPTION OF PREQUALIFICATION

The Program is implementing a prequalification process for contractors who are interested in providing habitat creation, restoration, and maintenance services on Program lands. This process will provide Program staff with a list of qualified contractors with capabilities and experience in work classes including but not limited to:

- Brush/tree shredding
- Discing (in-channel)
- Grass seeding
- Herbicide application (in-channel and upland)

- 45 • Hydraulic dredging
- 46 • Large tree/forest clearing
- 47 • Livestock fencing
- 48 • Mechanical earth moving (in-channel and upland)
- 49 • Mowing (in-channel & upland)
- 50 • Vegetation shredding (in-channel and upland)
- 51 • Understory tree clearing
- 52 • Well decommissioning

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54 Procurement of Services from Prequalified Contractors

55 The Program's procurement process will vary based on the expected cost of the contracted
56 services. Cost thresholds and corresponding procurement processes are provided below:

57

58 **<= \$2,000**

- 59 • Quotes will be acquired by phone or in writing from up to three prequalified contractors.
- 60 • Award will be to the low quote.

61

62 **> \$2,000 but < \$10,000**

- 63 • Quotes will be acquired by phone or in writing from a minimum of three prequalified
64 contractors.
- 65 • Award will be to the low quote.

66

67 **=> \$10,000 but < \$25,000**

- 68 • Quotes will be solicited from all prequalified contractors through an advertisement on the
69 Program web site.
- 70 • Quotes will be provided in writing.
- 71 • Award will be to the low quote.

72

73 **> \$25,000**

- 74 • A bid package will be prepared and advertised.
- 75 • The contractor will be selected via public bid opening.
- 76 • Bidding will be open to all contractors. Non-prequalified contractors will be required to
77 submit qualifications as part of their bid.
- 78 • Award will be to the lowest cost bidder that can meet the requirements of the bid
79 solicitation.

80

81 Contracting for Services

82 Following the award, the Program will enter into an agreement with the contractor based on one
83 of the two following formats:

84

- 85 • Firm Fixed Price Contract – The total requirement has a fixed price for satisfactory
86 delivery or complete performance. Progress payments will be made based on
87 completion of predetermined deliverable milestones and percentage of contract
88 amount for each. Services like fencing, well decommissioning and forest clearing will
89 be conducted on a firm fixed price basis.

- 90 • Time and Materials Contract – Typically used for labor intensive requirements where
91 the hours needed may depend upon variables not clarified until the work has started;
92 services are based upon direct labor hours at a specified fixed hourly rate and
93 materials at cost (including a material handling fee). Generally, the agreement
94 provides for a not to exceed maximum expenditure. Services like noxious weed
95 control, understory clearing and channel discing will be conducted on a time and
96 materials basis.

97

98 **III. SUBMISSION REQUIREMENTS**

99 All interested parties wishing to become prequalified must complete the attached Contractor
100 Prequalification Form in its entirety and submit it to the Executive Director’s Office. All answers
101 and entries on the form must be specific, complete in detail, and typewritten or printed.
102 Completion in pencil is not acceptable. Brochures and other information may be furnished to
103 supplement the form; however, it is essential that the form be completed in full. No fee is
104 required to prequalify.

105

106 Instructions for Submitting Prequalification Form

107 *One completed copy of the Contractor Prequalification Form must be submitted to the Executive*
108 *Director’s Office. The mailing address is:*

109

110 Platte River Recovery Implementation Program
111 4111 4th Ave, Suite 6
112 Kearney, NE 68845

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114 Questions regarding the information contained in this RFCP can be submitted to Tim Tunnell by
115 email (tunnellt@headwaterscorp.com) or by telephone at (402) 219-3883.

116

117 Criteria for Evaluating Prequalification

118 The Executive Director’s Office will investigate and examine the application of all contractors
119 applying for prequalification. Prequalification status will be primarily based on the following
120 criteria:

121

- 122 • financial responsibility of the contractor
- 123 • experience - based upon example projects provided for each work class
- 124 • the performance record of the applicant as related to project references
- 125 • the contractor’s equipment and machinery
- 126 • whether or not the contractor has been previously denied pre-qualification, and if so, for
127 what reason

128

129 Notice of Prequalification Status

130 After completing the evaluation of prequalification applications, the Executive Director’s Office
131 will notify the contractor of their prequalification status. The prequalification term will be three
132 years. At the end of that period, contractors will need to resubmit for prequalification or inform
133 the ED Office that they are no longer interested in providing services to the Program.

134

135 **IV. PROGRAM PERSPECTIVE**

136 The Governance Committee of the Program has the sole discretion and reserves the right to
137 reject any and all prequalification requests received in response to this solicitation and to cancel
138 this solicitation if it is deemed in the best interest of the Program to do so. Issuance of this
139 request in no way constitutes a commitment by the Program to award a contract, or to pay
140 contractor's costs incurred either in the preparation of a response to his solicitation. The Program
141 also reserves the right to request clarification, supplements, and additions to the information
142 provided by a contractor.
143

144 By submitting a proposal in response to his solicitation, contractors understand and agree that
145 any prequalification of a contractor or any decision to reject any or all responses or to establish
146 no contracts shall be at the sole discretion of the Program. To the extent authorized by law, the
147 contractor shall indemnify, save, and hold harmless the Nebraska Community Foundation, the
148 states of Colorado, Wyoming, and Nebraska, the Department of the Interior, members of the
149 Governance Committee, and the Executive Director's Office, their employees, employers, and
150 agents, against any and all claims, damages, liability, and court awards including costs, expenses,
151 and attorney fees incurred as a result of any act or omission by the contractor or its employees,
152 agents, subcontractors, or assignees pursuant to the terms of this solicitation. Additionally, by
153 submitting a prequalification form, contractors agree that they waive any claim for the recovery
154 of any costs or expenses incurred in preparing and submitting said form.



Platte River Recovery Implementation Program

CONTRACTOR PREQUALIFICATION FORM

FOR HABITAT CREATION, RESTORATION AND MAINTENANCE SERVICES

Terms and Preparation Instructions:

This Prequalification Form will provide the Platte River Recovery Implementation Program (Program) with information necessary to establish contractor prequalification for habitat creation, restoration and maintenance services. It must be properly filled and executed in order to receive consideration for prequalification. All answers and other entries must be specific, complete in detail, and typewritten or printed. Pencil is not acceptable. Brochures and other information may be furnished to supplement the form; however, it is essential that the form be completed in full. No fee is required in order to prequalify.

PART I: GENERAL INFORMATION

Company Name:	Telephone Number:	Fax Number:
Mailing Address:	City, State, Zip Code:	
Physical Address:	City, State, Zip Code:	
Name of Contact:	Telephone Number:	E-mail Address & Company web address
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Consolidated Company		
Status: <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	Federal Tax ID:	
Number of Employees (at peak):	Age of Firm:	Insurance Limit:

PART II: BUSINESS TYPE & OTHER INFORMATION

1. If your company is a partnership, complete	Type: <input type="checkbox"/> General <input type="checkbox"/> Limited		
Partners Names and Addresses:			
2. If your company is a corporation, complete			
Date incorporated:	State incorporated:		
3. How many years has your organization been in business as a:			
Prime Contractor:	Subcontractor:		
4. Has your company defaulted on any public project in the preceding ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate:			
Governmental Agency:	Project:	Date:	Location:
Detailed Explanation:			
5. Has your company or any officer off your company been indicted, pled guilty or been convicted of any offense that resulted in your firm currently being debarred or suspended from bidding or performing work for any State, Local or Federal Government agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate:			
Government Agency:			
Detailed Explanation:			
6. Is your company under the protection of bankruptcy court, has any pending petition in Bankruptcy court, or have you made assignment for the benefit of creditors? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please give a detailed explanation:			

PART III: WORK CAPABILITIES & EXPERIENCE

7. Please indicate the following classes of work where your company has capabilities and experience by marking (X) in the appropriate boxes.

Class Number	Class Description
1	<input type="checkbox"/> Brush/Tree Shredding
2	<input type="checkbox"/> Discing – In-Channel/Slough
3	<input type="checkbox"/> Embankment/Outlet Works Construction (reservoir and wetland)
4	<input type="checkbox"/> Grass Seeding
5	<input type="checkbox"/> Herbicide Application – In-Channel/Slough
6	<input type="checkbox"/> Herbicide Application - Upland
7	<input type="checkbox"/> Hydraulic Dredging
8	<input type="checkbox"/> Large Tree/Forest Clearing
9	<input type="checkbox"/> Livestock Fencing
10	<input type="checkbox"/> Mechanical Earth Moving – In-Channel/Floodplain
11	<input type="checkbox"/> Mechanical Earth Moving – Upland
12	<input type="checkbox"/> Mowing – In-Channel
13	<input type="checkbox"/> Mowing - Upland
14	<input type="checkbox"/> Vegetation Shredding – In-Channel Grass and Woody
15	<input type="checkbox"/> Shredding – Upland Grass and Woody
16	<input type="checkbox"/> Understory Tree Clearing
17	<input type="checkbox"/> Well Decommissioning

List other applicable restoration/maintenance capabilities not included in the above work classes.

Class Number	Class Description
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PART IV: AFFIDAVIT

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership or joint venture herein named, as of the date indicated; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Platte River Recovery Implementation Program to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the Platte River Recovery Implementation Program or its agent with any information to verify this statement.

Name of Firm

Authorized Signature _____

Subscribed and sworn to me this _____ day of _____, _____

Notary Public in and for the State of _____

Residing at _____

Notary Seal

Statement Prepared By _____ Title _____ Date _____