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Description automatically generatedProject Title: Aquatic Vegetation Annual Monitoring

**Ordering location and address:**

Indian Lake State Park   
12774 OH-235  
Lakeview, Ohio 43331

**Proposals Submission:** All proposals must be received by 10:00am on 12/23/22.

**Submit Proposals must be submitted using Ohio Buys.**

Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Technical Proposal and Cost Proposal) in separate electronic envelopes.

**Technical Proposal:** The technical Proposal is to be submitted as a single searchable PDF document indexed as required in Attachment Two.

**Cost Proposal:** The offeror must submit a separate cost section of its Proposal in the required format described in Attachment Three.

Each section must be submitted in its own separate, electronic submission as indicated by the solicitation questionnaire. The submission with the technical section of the Proposal will be electronically sealed and contain a signed technical section, and the submission with the cost section also will be electronically sealed.

**Inquiries: All inquiries must be submitted in Ohio Buys.**

**Background Information:**

Indian Lake offers a diversity of water-related recreational opportunities including boating, fishing, skiing and camping which are the highlights of this multi-use park. The region of Indian Lake was originally a cluster of natural lakes situated on the Miami River. As the continental glaciers left Ohio, chunks of ice broke free, melted, and formed water-filled depressions called kettle lakes. The resultant shallow, marshy, natural lakes in this region covered an area of 640 acres. The present and much larger lake of approximately 5,200 acres lies along one of the country's major avian migration routes. Indian Lake is an important resting stop for birds such as Canada geese, ducks, grebes, swans, egrets, and herons. Many of these birds stay over the summer to nest.

Indian Lake became a popular resort area at the turn of the century due to its central location on the old Toledo and Ohio Central Steamline and the Ohio Electric Railway. At one time, Indian Lake was known as the "Midwest's Million Dollar Playground." In 1949, the old Department of Conservation was abolished, and Indian Lake became part of the newly created Ohio Department of Natural Resources (ODNR).

Given the environmental make-up of Indian Lake, it’s shallow water level and the ever-changing weather patterns in this part of Ohio, it is very common for all types of aquatic vegetation. Left unchecked, the vegetation can be plentiful causing many issues for our recreational lake users. ODNR is seeking a seasonal supplier to assist in the management of the aquatic vegetation through a regimented harvesting process.

**Overview: Broad overview of the project**

In 2022 two Lake Management Plans (LMPs) were developed, one initiated by ODNR and the other by the Indian Lake Watershed Project. The goal of this project is to begin the implementation of those lake management plans as well as to continue collecting data to update the plan annually. Copies of both plans will be shared with the winning supplier.

**Scope of Work:**

Part 1 – Completed in March - April 2023

* Evaluation of the lake in the early season, as soon as the ice comes off the lake, to make recommendations on 2023 lake management techniques.
  + Should include partial rake study of areas chemically treated with ProcellaCOR in 2022 and those prioritized for chemical treatment
* Provide written recommendations for the following Spring and Summer 2023 treatments:
  + Recommended locations for mechanical harvesting
  + Recommended locations to avoid mechanical harvesting
  + Recommended locations for chemical treatment including concentration and amounts

Part 2 – Completed in July – August 2023

* Conduct whole lake aquatic vegetation survey
  + Survey should be conducted during a similar timeframe of the 2022 scans – July –August
  + Survey should utilize the Point Intercept Rake Toss Relative Abundance Method (PIRTRAM) in conjunction with sonar mapping of the lake vegetation
  + Survey should follow a similar pattern to surveys conducted in 2022
* Collection of and analysis of water quality samples in the six locations used in the 2022 sampling
  + Physical and chemical water quality parameters which may include water temperature, dissolved oxygen, pH, conductivity, total and ortho-phosphorus, total Kjeldahl nitrogen and total inorganic nitrogen, total suspended solids, and algal community composition, chlorophyll a, and Secchi transparency.
* Ongoing monitoring of the lake to adjust the earlier management recommendations as needed
  + Includes monitoring managed areas for oxygen and nutrient levels
* Contractor should hold regular meetings, as needed but at least monthly with ODNR to discuss the status of the lake – in-person or virtually on Microsoft Teams as agreed upon mutually by ODNR and the Supplier. Supplier should also be available to senior ODNR Administration to answer questions and provide updates.

Part 3 – Completed by December 31, 2023

* Update the Lake Management Plan to include the collected 2023 data and recommendations.
* Contractor should hold one public meeting to present the findings of the 2023 study.

|  |  |  |
| --- | --- | --- |
| Item | Description | Cost |
| Part 1 | Early season assessment and treatment recommendations | $ |
| Part 2 | Raking, water samples and data collection | $ |
| Part 3 | Completion of LMP updates | $ |

ODNR will allow percentage payments during the term of the project, as allowed in the table below.

|  |  |
| --- | --- |
| 33% | Part 1 - Early season assessment and treatment recommendations |
| 33% | Part 2 - Raking, water samples and data collection |
| 34% | Part 3 - Completion of LMP updates |

## **Budget**

The estimated budget available for this project is $75,000

**SCORING BREAKDOWN**

|  |  |
| --- | --- |
| Criteria | Maximum  Available Points |
| Proposal Technical Requirements | 500 Points |
| Proposal Cost | 100 Points |
| Maximum Available Points | 600 Points |

**Evaluation Scoring**

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DOES NOT MEET  0 POINTS | WEAK  1 POINT | WEAK TO MEETS  2 POINTS | MEETS  3 POINTS | MEETS TO STRONG  4 POINTS | STRONG  5 POINTS |

DNR will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror’s Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

**Evaluation criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Weight** | **Rating** (0-5) | **Extended Score** |
| Offeror Profile |  |  |  |
| 1. Company history, and years of relevant experience. | 15 |  |  |
| 2. Staffing plan and outline of key project staff | 10 |  |  |
| Offeror Prior Experience |  |  |  |
| 1. Offerors shall provide examples of previous relevant work within large bodies of water | 20 |  |  |
| Scope of Work (Work Plan) |  |  |  |
| 1. Offeror’s proposal describes the methodology for ensuring the successful completion of each part of the project that includes communications, collaborations, and the transferring of data and recommendations. | 35 |  |  |
| 2. Offeror provides a timeline that demonstrates project completion for each part within the timeframe given. | 20 |  |  |

|  |  |
| --- | --- |
| Project cost allowable points | 100 |

COST PROPOSAL POINTS. to calculate the Offeror’s Cost Proposal points after the Offeror’s total technical points are determined, using the following method:

Cost points = (lowest Offeror’s cost/Offeror’s cost) x Maximum Available Cost Points as indicated in the “Scoring Breakdown” table. The value is provided in the Scoring Breakdown table. “Cost” = Total Not to Exceed Cost identified in the Cost Summary section of Offeror Proposals. In this method, the lowest cost proposed will receive the Maximum Available Cost Points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum available points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum available points possible for this criterion.

An example for calculating cost points, where Maximum Available Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of $100.00. Offeror Y has proposed a cost of $110.00 and Offeror Z has proposed a cost of $120.00. Offeror X, having the lowest cost, would get the maximum available 60 cost points. Offeror Y’s cost points would be calculated as $100.00 (Offeror X’s cost) divided by $110.00 (Offeror Y’s cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z’s cost points would be calculated as $100.00 (Offeror X’s cost) divided by $120.00 (Offeror Z’s cost) equals 0.833 times 60 maximum available points, or a total of 50 points.

Invoices Origin-DNR-471

All invoices must be submitted DIRECTLY to Ohio Shared Services (OSS).

There are three options available to submit invoices to OSS:

* EMAIL the invoice to: [invoices@ohio.gov](mailto:invoices@ohio.gov)
* FAX the invoice to: 1-614-485-1039
* MAIL the invoice to: Ohio Shared Services, PO Box 182880, Columbus, Ohio 43218-2880

In order to process your invoice, please make sure all the required information listed below is on your invoice before submitting it to OSS or they will be returned for not being a proper invoice.

1. Must include the Purchase Order (PO) number assigned. You may shorten it to the last five digits.
2. Supplier full name as it appears on your PO.
3. The Ship to and/or service facility name and full address
4. Unique invoice number
5. Date of service or date work was completed.
6. Complete itemization of services performed, materials or goods supplied and/or labor furnished.
7. Line charge(s). If parts are included, please break out the line charges with product and charges separately.
8. No State of Ohio sales tax
9. Remit to address must match our records for payment
10. This PO is only valid for the goods and/or services received through June 30, 2024.
11. Any goods/services received after June 30, 2024 will require a new PO.

All fields mentioned above are required to count as a correct invoice; failure to provide this information will result in a returned invoice and delayed payment.

Contract Negotiations. Negotiations will be scheduled at the convenience of DNR. The selected Offeror(s) are expected to negotiate in good faith.

General. Negotiations may be conducted with any Offeror who submits a competitive Proposal, but DAS may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP, or the Offeror’s Proposal, as appropriate. Negotiated changes that are reduced to writing will become a part of the Contract file open to inspection to the public upon award of the Contract. Any Offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP.

Top-ranked Offeror. Should the evaluation process have resulted in a top-ranked Proposal, DNR may limit negotiations to only that Offeror and not hold negotiations with any lower-ranking Offeror. If negotiations are unsuccessful with the top-ranked Offeror, DNR may then go down the line of remaining Offerors, according to rank, and negotiate with the next highest-ranking Offeror. Lower-ranking Offerors do not have a right to participate in negotiations conducted in such a manner.

CONTRACT AWARD. DNR plans to award the Contract based on the schedule in the RFP, if DNR decides the Project is in the best interests of the State and has not changed the award date.

CONTRACT. If this RFP results in a Contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor’s accepted Proposal and written authorized addenda to the Contractor’s Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The general terms and conditions for the Contract are contained in Attachment Three of this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;

2. The documents and materials incorporated by reference in the RFP;

3. The Offeror’s proposal, as amended, clarified, and accepted by DNR; and

4. The documents and materials incorporated by reference in the Offeror’s Proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

Apparent awardee will be required to sign a contract with the Ohio Department of Natural Resources.

**OFFEROR REFERENCES**

Use the forms below to provide professional references who have received services from the Offeror.

|  |  |  |
| --- | --- | --- |
| Company Name: | Contact Name: | |
| Address: | Phone Number:  E-Mail Address: | |
| Project Name: | Beginning Date of Project:  (Month/Year) | Ending Date of Project:  (Month/Year) |
| Description of project size, complexity and the Offeror’s role in this project. | | |

|  |  |  |
| --- | --- | --- |
| Company Name: | Contact Name: | |
| Address: | Phone Number:  E-Mail Address: | |
| Project Name: | Beginning Date of Project:  (Month/Year) | Ending Date of Project:  (Month/Year) |
| Description of project size, complexity and the Offeror’s role in this project. | | |

**STATE OF OHIO**

**INSTRUCTIONS, TERMS AND**

**CONDITIONS FOR INVITATION FOR BID**

1. A copy of the Terms & Conditions is available in Ohio Buys

2. The awarded Offeror is required to sign a contract and a Standard Affirmation and Disclosure Form. A copy of the Standard Affirmation and Disclosure Form and a sample contract is attached in Ohio Buys