

REGION 6 TECHNICAL PROPOSAL TEMPLATE FOR STEWARDSHIP CONTRACTS

Additional Information in the Development of Technical Proposals

The attached Technical Proposal template provides prospective Offerors with additional information on how to develop their Technical Proposal and what specific items to address or emphasize. These items cover areas of special concern to the Forest Service and the community collaborative which has participated in the development of this project. They are areas where tradeoffs between price and quality will be considered. You may use the attached template or use your own format, however all items listed in the following Technical Proposal template are to be addressed in your Technical Proposal.

Remember!

- What you put down in your Technical Proposal becomes a binding part of the Contract (see G.3.1.1 Inclusion of Technical Proposal). **Do not include items you do not intend to do!**
- If it fits, include adaptive approaches. These might help to make sure you are not tied into actions that may become unnecessary. They can also be used to describe to the Forest Service how operations will be done differently if problems arise.
- We understand that what you put in your Technical Proposal may have a price tradeoff. The government is looking for the offer whose technical/price relationship is the most advantageous to the Government.

Also, to further assist you in completing the Technical Proposal, the italicized text provide contractors with details on information to provide in response to the evaluation criteria. Suggestions listed are not all inclusive and the contractors should add other information as appropriate.

PREPARED FOR THE KLAMATH RANGER DISTRICT
FREMONT-WINEMA NATIONAL FOREST

NOTE:
SUBMISSION OF PRICE AND TECHNICAL PROPOSALS ARE DUE BY
10:00 am, July 23rd, 2013

Technical and Price Proposals are being submitted in response to the advertisement of the Pel Stewardship Integrated Resource Contract advertised on June 5, 2013 in the Herald and News. A Price Proposal is to be submitted on the enclosed "Offer For Integrated Resource Contract" form FS-2400-14BV.

I understand that the Pel Stewardship Integrated Resource Contract will be awarded based on a Best Value determination. One award will be made to the Offeror whose technical/price relationship is the most advantageous to the Government.

This Technical Proposal, along with the FS-2400-14BV Price Proposal, constitutes a firm offer and binds this company to accept award under the terms of the sample contract, the offer form, and any of the accepted terms of this Technical Proposal.

Name of Offeror:

By: (signature)

Date:

COST/PRICE EVALUATION CRITERION. These criteria will (1) consider price reasonableness, and (2) be used to help determine the offerors' understanding of the work. The importance of cost/price may become greater as the differences between technical proposals decreases. Where Technical Proposals are determined to be substantially equal, any cost/price advantage to the Government may control award.

PRICE PROPOSAL

Price Proposal (complete, sign, and enclose form FS-2400-14BV)

TECHNICAL PROPOSAL

Technical proposals will be evaluated and ranked on the basis of the following listed criteria. All factors are listed in descending order of importance. All sub-factors listed under each evaluation criteria are approximately equal in importance. All technical evaluation criteria when combined are approximately equal to cost or price significantly more important than cost or price significantly less important than cost or price.

Except for Past Performance, the Offeror's Technical Proposal, as accepted by the Forest Service, will be incorporated into any resultant contract.

Technical Proposal

In preparing your Technical Proposal, the contractor shall keep in mind the following end results, specifications and objectives that shall be achieved in this contract.

LIST OF END RESULTS , SPECIFICATIONS AND OBJECTIVES TO BE MET WITH THE HOW-TO'S DESCRIBED BY THE CONTRACTOR IN THEIR TECHNICAL PROPOSAL	SUBDIVISIONS PAYMENT UNITS
How will you achieve the quality control plan and implementation of the marking guide Mandatory Stewardship Project 001	26,27,28,29,30,31,32,38,42,43,44,45,47,48,49,50
Remove all trees meeting merchantability specifications within commercial thinning units using a mechanized system as required by the contract. Include methods to minimize the number of skid trails, reduce damage to residual trees and reduce soil displacement. Include in proposed method for cutting and skidding oversized trees, and Logging over 35% slope. Slash disposal is Leave Top Attached or Whole Tree Yarding.	26,27,28,29,30,31,32,38,42,43,44,45,47,48,49,50
What is your plan of operation and timing for Mandatory Stewardship Project 002 Cut, Skid and Decking of 4.0-6.9 inch DBH material, and if included in your technical proposal, the removal of the material. Preference will be given to proposals that remove this material.	26,27,28,29,30,31,32,38,42,43,44,45,47,48,49,50
Optional Stewardship Project 003-Hand Thinning-Describe your methods of cutting 0-3.9 inch material within the project area.	26,27,28,29,30,31,32,38,42,43,44,45,47,48,49,50
Please describe your plan to remove landing pile slash in order to be credited a portion of brush disposal deposits.	All

EVALUATION CRITERIA.

The Government will assess the capability of each offeror on the basis of the following criteria which are of approximately equal value listed in priority order from highest to lowest: (i) Technical Approach, (ii) Capability and Past Performance, (iii) Utilization of Local Workforce including utilization of small businesses, and (iv) Benefit to communities within the defined local area. The Government will evaluate each offer based on the criteria set forth below.

Local Area is defined as Klamath County of Oregon.

(i) Technical Approach. The Government will evaluate each Offeror's technical approach on the basis of the following sub-factors ranked by priority:

(A) Quality Control Plan and Safety. Offers that show a well-developed quality control plan and effective measures for ensuring the plan will be followed will rank the highest. This shall include both harvesting and the service type restoration work items (stewardship projects). Safety plans that discuss the multiple hazards inherent in forest work activities and provide adequate measures to mitigate the hazards will rank the highest.

(B) Plan of Operations. Offeror's who demonstrate a plan of operations for both product removal and stewardship project work, including its timeline (start and completion dates), and the rationale for work activities to ensure all contractual work will be completed by the contract termination date, will rank the highest.

(D) Equipment. Offerors who provide a list of equipment to be used and its capability to accomplish this contract that is realistic or innovative based on past projects.

(ii) Capability and Relevant Past Performance. The Government will evaluate each offeror's organizational experience on the basis of its breadth, its depth, and its relevance to the work that will be required under the contract.

(A) Relevant Past Performance. Past performance is a measure of the degree to which the Offeror satisfied its customers in the past and complied with Federal, state, and local laws and regulations.

In evaluating past performance, the Government will contact some of the references provided by the Offeror and other sources of information, including, but not limited to, Federal, state, and local government agencies, better business bureaus, published media, and electronic data bases.

Past performance will be evaluated on the following sub-factors: Quality of Work, Customer Satisfaction, Timeliness of Performance, Business relations, and Cost Control. Contractors with demonstrated knowledge and experience in the work to be completed, met specifications with few or no contract non-compliances or breaches, satisfied their customers, finished on time or ahead of time, maintained amicable communications with customer, exhibited flexibility, and completed the work at or below contract cost (assuming no changes in specifications), will be rated the highest.

(B) Key Personnel. Key personnel who display significant, high quality experience and education in the type of work to be performed will rank higher. Key personnel who display experience in the defined local area will rank higher.

(C) Subcontractors. The Government will evaluate the organizational experience of the Offeror's proposed key subcontractors. Subcontractors who display significant, high quality past performance and who have worked in the defined local area will rank higher.

(iii) Utilization of Local Workforce. The ability of Offerors to enhance local and small business employment opportunities will be evaluated based upon the following sub-factors. "Place of operation" is defined as the Contractor's address for normally doing business on a year-to-year basis. Credit for recruitment, employment or utilization of labor or subcontractors will be evaluated as follows:

1. Highest evaluated rating: Utilization of work force for at least 9 months each year, creating jobs, and maintaining infrastructure in the defined local area.
2. Secondary evaluated rating: Utilization of work force for at least 6 months each year, creating jobs, and maintaining infrastructure in the defined local area.
3. Lowest evaluated rating: Utilization of work force for less than 6 months each year, creating jobs, and maintaining infrastructure anywhere within 50 miles of the defined local area.

(A) Local Hires. Offerors who submit the greatest number of local hires residing in the defined local area will be given a higher rating.

(B) Prime Contractor. Offerors whose permanent place of operation is within the defined local area will be given a higher rating.

(C) Key Personnel. Key personnel who are from the defined local area who display significant, high quality experience and education in the type of work to be performed will rank higher.

(D) Subcontractors. Offerors who submit the greatest number of subcontractors having a permanent place of operation inside the defined local area will be given a higher rating.

(E) Small Businesses. Offerors who are small businesses or utilize local small business product manufacturing will be given a higher rating. A small business concern is a concern primarily engaged in the logging or forest products industry, is independently owned and operated, is not dominant in its field of operation, and together with its affiliates, does not employ more than 500 persons.

(iv) Benefit to Communities Within the Defined Local Area.

(A) Positive Economic Impact. In addition to Utilization of Local Workforce, Offerors that commit to spending the most at businesses within the defined local area will be rated the highest.

(B) Delivery and Processing of Forest Products.

Contractors who deliver forest products removed from the contract area to locations inside the defined local area which are also processed at manufacturing facilities inside the local area will be rated the highest. Contractors who deliver forest products removed from the contract area to locations within 80 miles of the defined local area will be rated the second highest. Contractors who deliver forest products removed from the contract area to locations beyond 80 miles of the defined local area will be rated the lowest.

INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSALS

(i) Technical Approach

Technical Proposals must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the techniques, procedures, and program for achieving the objectives of the specifications/statement of work. Proposals which merely paraphrase the requirements of the Government's specifications/statement of work, or use phrases such as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be further evaluated.

(A) Describe your plan of operations for both product removal and stewardship project work including the timeline (start and completion dates) and the rationale for work activities to ensure all contractual work will be completed by the contract termination date. Describe all staff and/or subcontractors that will be utilized. Describe any diverse removal and delivery systems. Contractors are advised to review provisions K-G.3.1.5#, K-G.4.1#, and K-G.4.2# in the sample contract for additional operational requirements and restrictions. Also, describe how you plan to organize, schedule, and staff woody biomass removal if included in the contract.

(B) Provide a quality control plan for product removal and service type restoration work items and the measures you will use to ensure the plan is followed. Provide a safety plan that discusses the multiple hazards inherent in the work identified in the sample contract. Include mitigation measures in the safety plan. Offerors may use their own format for the quality control plan, or the attached Forest Service template found at the end of this section.

(C) Provide resumes for the contract manager and the on-the-ground supervisor to be assigned to this project. Describe your ability to complete the multitude of activities listed within this project including product removal and all restoration type work activities. If multiple subcontractors will be used, describe your plan for managing all subcontractors

(D) Provide a list of equipment to be used on this project and its capability. Also, prepare a response to each of the **End Results** indicating how you will use and deploy your equipment and personnel, and/or subcontractors, in achieving the specified **End Results**.

(E) Describe your production capability to accomplish this project within the specified contract time. How many sides will you need to complete the required work?

(ii) Capability and Relevant Past Performance Information Sheet

(A) Submit a list of similar contracts that your firm has performed in the past three years. For each contract, provide:

1. Company Name
2. Contact Person, phone number, and email
3. Dates of Work for the company
4. Work (Tasks) assigned and completed

Also, explain for each contract how well you met each of the following business and contractual functions:

1. Quality of Work - Demonstrated ability to perform services in accordance with contract specifications. Conformance to good standards of workmanship.
2. Customer Satisfaction - Satisfaction of end users with the contractor's completed products and services.
3. Timeliness of Performance - will be evaluated on compliance with delivery schedules; reliability; responsiveness to technical direction, no assessment of liquidated damages.
4. Business Relations - Effective management, ability to manage projects involving subcontracts, working relationship with the contracting officer and technical representatives, reasonable/cooperative behavior, flexibility, effective contractor recommended solutions, businesslike concern for government's interests.
5. Cost Control - Ability to complete contracts within budget (at or below); reasonableness of price change proposals submitted, and providing current, accurate, and complete billings.

(B) Describe the experience of your key personnel who will be working on the the contract.

(C) Provide a list of subcontractors you propose to use on this contract and the work activities they will complete. Describe subcontractors' past performance and provide a list of similar contracts that each subcontractor has completed within the last three years.

(iii) Utilization of Local Workforce

(A) Describe the amount of local hiring you plan to achieve, and length of employment.

(B) List your permanent place of operation.

(C) List the geographic location of your key personnel.

(D) List your subcontractors business address and County, and geographic place of operation.

(E) For each subcontractor, certify whether they are a small business.

(iv) Benefit to Communities Within the Defined Local Area

(A) Describe how your plan of operations will provide a positive economic impact to the local community.

Some examples may be; all of the volume removed from treatment areas will be hauled to the mills in the local area, my contractors and subcontractors will stay in motels in the local area, at least 10 people from the local area will be hired and provided training and employment for a minimum of 6 months each year, company personnel and subcontractors will frequent

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local restaurants and grocery stores during the life of the contract, needed parts and supplies for equipment will be ordered and purchased from local part stores, at least \$1,000 per month will be spent at local businesses to purchase fuel for logging equipment and vehicles, contractors are available from the local area and will be used to complete the service type restoration work activities, the service type restoration work activities will be completed when restrictions prevent operating in harvest treatment units to utilize company and local workers on a year round basis, etc.

(B) Delivery and processing of forest products.

List by name and city the various mills and other facilities and locations where you plan to deliver products to be removed from the contract area. Be specific as to sawlog material, species of sawlog, poles, biomass/chips, hogfuel, etc. Describe the market conditions or criteria in which you will deliver products to each of these locations.

QUALITY CONTROL PLAN

Quality control is an important emphasis item for the Pel Stewardship Integrated Resource Contract. Offeror are encouraged to develop an effective plan for ensuring that their operations are in compliance with all contractual requirements. Offerors should develop a Quality Control Plan that addresses the following questions:

1. How will quality be monitored to assure performance standards are met?

1/ Example: Break down the response into major work areas. For example, tree marking, logging, pre-commercial thinning for basal area, pre-commercial thinning for spacing. For all items, you might mention whether you want a pre-work in the field to discuss quality before activities begin.

Tree Marking: describe the monitoring method to be used to evaluate compliance with the end results. A walk through with visual inspection and documentation will not be acceptable. List the monitoring metrics to be used in collecting data.

Logging: list examples of the types of things that will be monitored, e.g. residual tree damage, soil displacement and compaction, determining whether appropriate logging conditions are met, cutting only designated trees (no orange), landing size, etc. Indicate whether there is a separate quality control process and how often it will occur, i.e. is your field representative going to take some extra time every day/once a week to review all aspects of quality control? (or, do you just rely on every worker to do their job properly?) Will he be documenting the results of monitoring or just reporting problems verbally to the Contractor's Rep (CR) and Forest Service?

Pre-commercial thinning for basal area, pre-commercial thinning for spacing: Indicate how you will organize to do the required self inspections. Will the individuals doing the work self inspect their work or will there be a separate individual. How often will these inspections be done? Who will be responsible for the required paperwork, the Contractor's Rep or the Field Rep.

Spraying of Invasive weed site(s)

2. How will the quality control work be supervised?

This is the next higher level of supervision, i.e. how will the Contractor's Rep type supervise the Field Rep's work? How often can we expect the CR to be there? Will the CR do a sample inspection as well, e.g. "once a week the Contractor's Rep will review the results of the quality monitoring for that week (written or verbal) with the Field Rep and do a walk through sample inspection of the completed area to discuss and verify quality control inspections. If there are problems that were not identified by the Field Rep what will be done? (the FR says "everything looks great" and you find that an obvious problem with orange painted trees cut. Someone's not doing their quality control job)

3. How will results of the monitoring be used to ensure quality performance?

If the inspections indicate a problem, how will that be addressed? For example, "The Field Rep will review the problem with those that did the work, require that it be reworked before further work is done (if it can be corrected), and inspect the next batch of work more frequently until it is determined that the problem is corrected. The Field Rep will report quality issues to the next higher level (Contractor's Rep) and to the Forest Service contract administrator".

4. Describe how the results will be documented and submitted to the Forest Service.

5. Identify, by work activity, the personnel responsible for performing quality control?

As described above the Contractor's Rep supervising quality control will be _____.

The Field Rep responsible for quality control monitoring of logging will be _____.

The Field rep for Mandatory Project 001 - Leave Tree Marking will be _____.

The Field rep for Optional Project 002 – Cut, Skid and Decking of 4.0-6.9 inch material will be _____.

The Field rep for Optional Project 003- Spraying of Herbicide on invasive weed site(s) will be _____.

Or

_____ will be the contractor's representative supervising quality control and all work items included in this contract.

Or

Something similar to these