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STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

ADDENDUM #2 – Q&A

RFQQ NO. RCO1701

Establishment of the Columbia Basin States Cooperative Weed Management Area

Questions and Answers from Pre-Proposal Meeting - March 8, 2017

Scope of Work Questions

1. **The schedule for completing Scope of Work tasks A-I are not defined within the RFQQ. Does the Agency require the Consultant to develop the schedule for completing tasks A-F as part of the RFQQ proposal?**
   Answer: *No. It is anticipated that the Consultant will develop the schedule for tasks A-I in collaboration with the Agency and regional stakeholders as a part of the project.*

2. **Does the agency anticipate that the Consultant will complete Scope of Work tasks A-F with the available funding?**
   Answer: *Yes, we anticipate and require that all tasks be completed with the available budget.*

3. **Are Tasks A-F in the Scope of Work ranked in terms of priority?**
   Answer: *No, the tasks are not ranked in terms of priority. Each task is equally important and the Agency expects each task to be fully complete within the budget and performance of this project.*

4. **In the event that a Scope of Work task is requiring more time and resources than anticipated, what is the process?**
   Answer: *In the event that a task is requiring more time and resources than anticipated, the Contractor shall notify the Agency as quickly as possible so that a solution may be identified.*

Education and Technical Assistance Task Questions

1. **Scope of Work task G states: Provide assistance to citizens, project stakeholders, agency staff or others via outreach, training, or technical assistance activities. Document number of people reached, for reporting to Agency. Please elaborate on expectations.**
   Answer: *No. It is anticipated Scope of Work task G states: Provide assistance to citizens, project stakeholders, agency staff or others via outreach, training, or technical assistance activities. Document number of people reached, for reporting to AGENCY. Please elaborate on expectations.*

Regional Management Plan Task Questions

1. **Is there an expectation for completion of the regional management plan (Scope of Work, Task D)?**
   Answer: *Yes. The regional management plan must be fully complete by end of the contract period and accepted by the collaborative group leadership committee and Agency.*

2. **Is there an expectation that the Contractor deliver the regional management plan in a format ready for printing and is there an expectation that the Contractor provide printed copies of the plan?**
   Answer: *The expectation is that the content of the final report be fully complete and accepted by the collaborative group leadership committee and Agency. The content of the final report must be suitable for professional printing. However, the Contractor is not responsible for the professional formatting for print and for the cost of printing.*

Regional Summit Questions

1. **Has a location been selected for the Regional Summit?**
   Answer: *No, the Agency has not selected a location and would like it to be chosen by the Steering Committee through a process facilitated by the Contractor. The location does not have to be located in Washington State, although it must be located within the United States, within the Columbia River Basin. The location should be conveniently located within the basin so that travel for regional stakeholders is not a burden.*

2. **Have speakers been selected for the Regional Summit?**
   Answer: *No, speakers have not been selected for the Regional Summit. The Agency would like speakers to be chosen by the Steering Committee through a process facilitated by the Contractor.*

Long-Term Cooperative Weed Management Area Questions

1. **Scope of Work Task C references development of a sustainable framework for the collaborative group to continue past the funded life of the project. How will the Contractor choose members for the leadership committee?**
   Answer: *The Agency has developed an initial steering committee with members representing the states of Washington, Oregon, Idaho, and Montana. Additional steering committee members may be identified at the kick off meeting.*

2. **Scope of Work Task C references development of a sustainable framework for the collaborative group to continue past the funded life of the project. What are the expectations of the Contractor following committee creation?**
   Answer: *Following committee creation there is no expectation of the contractor to participate in committee meetings and workshops excluding the Steering Committee. The Contractor is expected to participate in steering committee meetings, whether in person, via conference call, or webinar meeting.*

3. **It appears that the collaborative group will continue operations past the funded life of this project. What are the expectations of the Contractor and what additional species may be a future focus?**

Answer: *Beyond the timeline and scope of this project, there are no expectations of the Contractor or the Agency. However, it is anticipated that the Steering Committee will continue collaborative group operations in the future. Future work may include, Hydrilla and other problematic weeds that are regional in scope.*

Contractor/Agency Operation Questions

1. **What is the expectation for meetings between the Successful Contractor and the Agency during the performance period of the contact? Specifically, will face-to-face meetings in Olympia be required?**
   Answer: *It is not anticipated that face-to-face meetings will be necessary, the Agency understands that the geographic scope of this project is quite large and will seek to alleviate the travel burden of the successful contractor through the use of phone and webinar meeting technologies as much as possible. In the event a face-to-face meeting is required, the Agency will seek to travel to the consultant for meeting where possible.*

Proposal Submission Questions

1. **How should proposals be submitted to the Agency?**
   Answer: *Proposal submission information can be found in Section 2.5 of the RFQQ. Consultants are required to submit an electronic copy of their bid proposal to the RFQQ Coordinator, Justin Bush at justin.bush@rco.wa.gov. All proposals must arrive at the Agency no later than 4:00 P.M. Local Time on March 20, 2017.*

General Questions

1. **Travel costs for the Contractor to the Kick-Off Meeting and Regional Summit are difficult to estimate at a per hour rate. How would the Agency like to receive this information within the proposal?**
   Answer: *The Agency would like travel costs and facility costs to be a separate line item within the proposal budget. An hourly rate for these costs is not required.*

2. **How will proposals be evaluated and what qualifications has the Agency identified as most valuable?**
   Answer: *Qualifications will be evaluated and scored on Education & Training (15 points), Experience (50 points), Schedule (20 points), and Quotation (15 points). All scored elements have been identified as being valuable, however experience has been identified as being most valuable.*

3. **How will Consultants be made aware of RFQQ changes and updates?**
   Answer: *Consultants will be made aware of RFQQ changes and updates in three ways:*
   - *i. Through the Washington Electronic Business Solution (WEBS) system for vendors.*
   - *ii. Through the Agency's Request for Proposals email list.*
   - *iii. Via email to the RFQQ RCO1701 email list, stewarded by the RFQQ Coordinator.*
     1. Request addition to the email list by contacting justin.bush@rco.wa.gov