

MIDDLE RIO GRANDE CONSERVANCY DISTRICT

REQUEST FOR FORMAL QUOTE

Issue Date January 29, 2019

GOATS FOR VEGETATION MANAGEMENT

Hwy 60 Bosque Project

I. INTRODUCTION

A. Purpose of this Request for Formal Quotes

The Middle Rio Grande Conservancy District (MRGCD) requests competitive quotes from qualified contractors, with a large herd of goats for the management of vegetation in the Rio Grande bosque north of Highway 60 in Bernardo, New Mexico. The purpose of this project is to evaluate the effect of goats as a tool for managing salt cedar and other vegetation, including weeds, in the bosque. Depending upon cost, preference may be given to contractors who can supply a herd of at least 150 goats for this pilot project. The project will begin on or about February 20, 2019, and the goats must be removed from the project sites and the bosque by or before April 15, 2019. The vegetation management project sites are approximately 75 acres total east and west of the Rio Grande between highway 346 in Bosque and Highway 60 in Bernardo. (See Figure 1. Map and Figure 2. Site Photos at the end of this RFQ). The sites are entirely within Rio Grande Bosque, owned and managed by the MRGCD.

Qualified contractors resident in New Mexico will receive preference in the selection of a contractor for this project. Depending upon the quotes received, MRGCD may ask one or more potential contractors to form a partnership to ensure the highest-quality project. Contractors are encouraged to be as creative as possible in their response to this RFQ; comments on any aspect of this project are welcome and encouraged.

B. Scope of Work

The Contractor shall furnish all labor, material, equipment, and services necessary to perform the services of this Goats for Vegetation Management Project on Hwy 60 Bosque Project.

The contractor will transport the herd of goats to and from and between the pilot project sites, will manage the herd during the treatment, and will provide water, fencing, protection for the herd at night, protein supplement if necessary, and all required veterinary care for the animals during the project. Contractor will provide a qualified herder or herders who will be physically present with the goats 24 hours per day, seven days per week for every day of the project. Contractor and/or his/her designated representative(s) will move the goats within the project area according to a schedule or vegetative condition as directed by project manager, which may be altered by project managers in consultation with the contractor at any time during the contract period. Under no circumstances may the goat herd be left without a herder present. Self-

contained quarters for the herder/herders will be provided by the contractor. No water or electricity is available at the project sites.

Temporary fencing will be provided by the contractor, according to normal commercial practice, to confine the goats in a half-acre to one acre plot within the pilot project site depending on herd size. The fencing will also be installed to exclude some stands of native plants within the project sites if needed and as directed by the project manager. Goats must be confined within secure fencing at all times. Contractor will be responsible for immediately capturing any goats that escape. Contractor will record in a daily log the details of the goat browsing time and locations, as well as costs and labor input, watering, provision of feed supplements, interactions with coyotes, dogs, and other predators, and any other pertinent information. The contractor's log will become the property of MRGCD at the conclusion of this treatment, but the contractor is welcome to retain a copy of the log.

To insure effective implementation of the project, the MRGCD reserves the right to award a contract to (Increase or Decrease) the acreage or any portion of the project depending on time, available funding or any other reasonable constraints presented by the MRGCD or the contractor in their response to this RFQ

C. MEASUREMENT & PAYMENT

- **Measurement for targeted vegetation services will be on a contract unit price per acre.**
- **Payment for targeted vegetation services will be on a unit price per acre upon a receipt of a detailed invoice.**

D. MANDATORY RFQ REQUIREMENTS

The use of goats or other livestock for vegetation management is not “goat grazing” or “livestock grazing”. It is specialized work with its own set of specialized requirements. Therefore, the successful response to this Request for Quote will address the following criteria that are intended to qualify potential contractors for work with livestock in vegetation management on lands of the MRGCD:

1. Describe your experience to date using a herd of goats for vegetation management.
2. Describe your herd: Number & ages of males, number & ages of females, breeds.
3. Describe your experience in training your herd to perform vegetation management.
4. How would you provide 24/7 security (human and animal) for your herd?

5. Our objective is to tightly bunch the herd, if the herd size is less than 500 animals, the enclosure should be no larger than 0.5 acre. If the herd size is greater than 500 animals, the enclosure should be no larger than 1.0 acre.

The contractor shall set-up a temporary electric fence to control livestock on and within designated project areas. The contractor shall be responsible for maintenance and repair of all fences, etc. within the project sites. The electric fencing is to ensure all livestock are confined to allowable areas prior to release of and during period of use. . Include details on the fencing including dimensions of the fence, and how long you would leave the herd in such an enclosure before moving the enclosure.

6. The contractor shall be responsible for watering and providing watering infrastructure, describe how you would provide water and supplemental nutrition/minerals for the herd.

7 Names, addresses, phone numbers, email address (if available), and qualifications of all individuals proposed to be included in the contractor's team for this project;

8. A description of the project sites and how the contractor will manage the accomplishment of the Scope of Work.

9. A statement that all aspects of animal husbandry and all costs associated with maintaining the health of the goat herd, including death loss, will be the sole responsibility of the contractor;

FIRE SAFETY:

In the event of a safety or hazard issue the Contractor or field crew must contact the project manager, and/ other emergency personnel while conducting work under the contract. The contract is also responsible for the following:

- At no time will fuel cans/containers (glass bottles and jugs are prohibited) be placed within a waterway. Additionally, reasonable precautions shall be taken to prevent spills of petro-chemical fuels and at no time will fuels/oils be used or placed with 100 feet of a waterway.
- Smoking and open fires by all employees are prohibited in the bosque
- Must have on site a certified fire extinguisher for oil and grease fires, and any other equipment to help if a fire starts. i.e., shovel, axes, etc.
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INSURANCE:

Provide a summary of the insurance coverage including general liability (minimum \$500,000.00) automobile, and workers' compensation. The successful Contractor shall provide a certificate of insurance naming MRGCD as additionally insured.

E. COST RESPONSE

The cost response shall be submitted using the table format below. The Contractor's cost response shall be on a unit price basis for all costs; labor, material, equipment, and services necessary to perform the services of this Goats for Vegetation Management Project on Hwy 60 Bosque Project, plus gross receipt tax (if applicable).

MRGCD reserves the right reject any and all quotes, and to independently verify all of the above, and if necessary require additional information. Failure to complete will all the information required in the RFQ may render the quote non-responsive and may result in its rejection.

F. Other Requirements

1. It is understood and agreed that the Contractor is an independent contractor and that there is no relationship of employer-employee that exists between the Contractor and MRGCD. Contractor shall not be entitled to any benefits, insurance, etc.

As an independent contractor; contractor shall hereby indemnify and hold MRGCD harmless from any and all claims that may be made against MRGCD based upon any contention by any third party.

It is further understood that the awarded contractor must issue W-9 Forms or other suitable forms for income and employment tax purposes.

2. Not exclusive: This procurement is not an exclusive effort to provide services to MRGCD. MRGCD may obtain similar services by its employees and through contracts with other parties without regard to this procurement. There shall be no minimum amount of services or payment to be made as a result of this procurement.

G. Scope of this Procurement and Amendments to this RFQ

This procurement shall encompass this RFQ which includes the Scope of Work above. Should any amendment to this RFQ be deemed necessary, it will be distributed in writing to all recipients of the original RFQ. If an amendment requires a time extension, the proposal RFQ submission date will be changed as part of the written amendment.

H. Submittal of Quote

FORMAL REQUEST FOR QUOTE TO BE SUBMITTED VIA EMAIL TO Jeanette@mrqcd.us, OR HAND DELIVERED, BUT MUST BE RECEIVED NO LATER THAN 4:30 PM MOUNTAIN DAYLIGHT TIME ON MONDAY FEBRUARY 11, 2019.
Quotes received after this deadline will not be accepted.

Request for Quotes "Must" include all the required information as specified in this RFQ, or will be deemed non-responsive.

I. Definition of Terms Used in this RFQ

"Close of Business" means 4:30 pm Mountain Standard or Mountain Daylight Time, whichever is in effect on the given date, Monday through Friday.

"Contract" means a written agreement for the procurement of personal services.

"Contractor" means a successful Bidder who enters into a binding contract

"Determination" means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor (as opposed to "mandatory").

"Finalist" is defined as an Bidder who meets all the mandatory specifications of this Request for Quotes and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to meet a mandatory item or factor will result in the rejection of the Bidder's quote.

"MRGCD" means the Middle Rio Grande Conservancy District

"Bidder" is any person, corporation, or partnership who submits a quote.

"Procurement Manager" means the person or designee authorized by MRGCD to manage or administer this procurement: Ms. Jeanette Bustamante.

"Project Manager" means the MRGCD staff person in charge of the goat project at Highway 60 – Yasmeen Najmi or her designee

"Request for Quotes" or "RFQ" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Bidder" means a Bidder who submits a responsive quote and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Quote" means an offer or quote which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for quotes include, but are not limited to, price, quality, quantity or delivery requirements.

J. Background Information

A copy of this RFQ is available from the Receptionist at the MRGCD General Office, 1931 2nd Street SW, between the hours of 8 am and 4:30 pm (MDT) Monday through

Friday. The RFQ is also available at www.mrgcd.com or by emailing the Project Manager, Yasmeen Najmi at yasmeen@mrgcd.com.

II. CONDITIONS GOVERNING THIS PROCUREMENT

This section of the RFQ contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. Sequence of Events

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue RFQ	MRGCD	January 29, 2019
2.	Quote Submittal	Bidder	February 11, 2019

B. Explanation of Events

1. Potential Bidders may email written questions prior to the RFQ submission deadline to Ms. Najmi (email address above). Please allow at least 24 hours for a response.
2. Submission of Quote: **FORMAL REQUEST FOR QUOTES CAN BE SUBMITTED VIA EMAIL TO Jeanette@mrgcd.us, OR HAND DELIVERED, BUT MUST BE RECEIVED NO LATER THAN 4:30 PM MOUNTAIN DAYLIGHT TIME ON MONDAY FEBRUARY 11, 2019.** Quotes received after this deadline will not be accepted.
3. Request for Quotes "Must" include all the required information as specified in this RFQ, or will be deemed non-responsive.

III. SPECIFICATIONS

Bidders should respond in the form of a thorough narrative to each requirement or specification of this RFQ. The narratives along with required supporting materials will be evaluated accordingly.

A. Information

1. **Work Performance:** For the purpose of preparing proposals, Bidders are to assume that all work will be performed on the property of MRGCD in the Veguita/Bernardo areas. .
2. **Level of Effort:** The contractor will work on an as-needed basis, as specified in the Scope of Work and with no limitations on the number of trips to the project sites.
3. **Time Frame:** The contract is scheduled to begin as soon as possible after February 15, but no later than March 1, 2019 and goats must be removed from the site no later than April 15, 2019. The specific work schedule will be negotiated between the contractor and MRGCD.

B. Mandatory Specifications

1. **Experience and technical background:** Bidders must submit a statement of relevant experience, including how the Bidder has performed similar work for other clients and provide contacts for up to three of those clients, if applicable. Bidders must demonstrate in interviews and through personal references their ability to work and communicate well with managerial and technical staff of the MRGCD.
2. Bidders must include in their quotes documentation of their knowledge of vegetation management with goats, goat husbandry, herd management and security in a rural environment, and other relevant skills. Bidders should cite in their proposal any relevant professional certifications and educational credentials.
3. Bidders must provide the names and contact information including mobile telephone numbers for the contractor and any employees or subcontractors involved with implementing the project on behalf of the contractor.

IV. EVALUATION

A. Evaluation Process

Quotes will be evaluated by MRGCD staff and others with experience managing similar projects, and familiar with the principles of riparian vegetation management. This process will take place between February 11 and 15 2019. During that time, MRGCD may initiate discussions with Bidders who submit responsive or potentially responsive quotes for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL ONLY be initiated by MRGCD.

The evaluation process will consist of review of each quote by MRGCD staff and possibly a panel of outside professionals. Quotes will be ranked based upon their response to all of the provisions of this RFQ.

1. Quotes will be reviewed for compliance with the mandatory requirements in the RFQ. Quotes deemed non-responsive to those requirements will be eliminated from further consideration.
2. MRGCD may contact the quotes for clarification of the proposal as specified above.
3. MRGCD may use multiple sources of information to perform the evaluation, at the sole discretion of MRGCD.

B. Scoring

The proposal evaluation may include the use of the following or a similar point system.

General description of the Bidder and the Bidder's qualifications to provide the services describe in the Scope of Work, including the ability of the Bidder to meet the logistical requirements of the project. 40 Points

Past record of performance on contracts for similar work, with respect to such factors as control of costs, quality of work and ability to meet schedules; references; relationships with other public or private clients that relate to the project. 20 Points

Provide contractor's assessment of the condition of the vegetation, likelihood of success of this project, and description of how the contractor will manage the accomplishment of this project Scope of Work. 30 Points

Quality and responsiveness of proposal 10 Points

FIGURE 1. Map of the project sites



FIGURE 2. SITE PHOTOS

HIGHWAY 60 - 22 ACRES



RIVER MILE 132 – 53 ACRES



