

Aquatic Invasive Species Prevention Aid Funding 2021

Request For Proposals - RFP's Due March 19, 2021 at 4:30 pm

Introduction

Todd County is the recipient of County Program Aid grant funds for Aquatic Invasive Species (AIS) prevention from the state of Minnesota as a result of 2014 Session Law Chapter 308. It is anticipated this will be an ongoing aid program, dependent on decisions by the Legislature. The purpose of these funds is to “prevent the introduction or limit the spread of aquatic invasive species at all the access sites within the county” (MN Statutes 477A.19).

The purpose of this request for proposal (RFP) is to utilize these funds to parties interested in conducting work to facilitate this purpose.

Recipients

This RFP is being sent to the following within Todd County: members of the AIS Prevention Committee, all active lake associations, all cities, townships, and watershed districts. It will also be posted on the county web site under the Soil Water Conservation and Development Division and a notice placed in the newspaper of record. Companies that have shown interest in conducting AIS inspections in Todd County will also be mailed this RFP.

Applicant Guidelines

- 1) Applicants must submit an application in the format specified. This includes a completed RFP Cover Page and a narrative outlining the requested information from the scope of work.
- 2) Funds awarded by Todd County through the AIS Prevention Aid Program do not require a match.
- 3) A proposal may receive full or partial funding or funded over the course of multiple years. If this is expected it should be explained in the application.
- 4) The applicant is responsible for carrying out all activities, materials, and management related to their proposal except as specified in the scope of work.
- 5) A report of completed work funded through this program is due December 1, 2021 to Todd SWCD. This report shall include awarded funds, a summary of activities, and the results of activities. Failure to submit the report will jeopardize future awards.
- 6) All proposals must comply with applicable federal, state, and local laws, rules, and ordinances.

Applicant Eligibility

- 1) All local government units (LGU's) and organizations operating within Todd County are eligible (see table). In addition, private contractors may submit proposals for AIS inspection services.

<i>RFP Category</i>	<i>Eligible To Apply</i>
AIS Inspection Services	LGU's, organizations and private contractors
AIS Species Management or Control	Todd County Lake Associations
AIS Watercraft Landing Area Improvement	Any LGU with a Todd County water access
AIS Public Outreach and Education	Any
AIS Aquatic Plant/Species Surveys	Todd County Lake Associations

- 2) Proposed activities must follow the scope of work outlined. Additional work may be proposed but may not be funded during 2021.
- 3) Applicants requesting funding for projects that may potentially be funded from other grant sources may submit an applicant for county AIS funds and have that award adjusted if the outside funds are

secured. Under no circumstances may an applicant be compensated for the same work or material purchased more than once.

AIS Prevention Aid RFP Activity Categories

Funding is available for work in two categories.

➤ **AIS Inspection Services**

Watercraft inspections will be conducted throughout the county as detailed in the scope of work. Contractors submitting proposals for this work will provide inspectors that have completed the MN DNR's Watercraft Inspector Level I training. Inspectors will move around within the area specified in the scope of work.

Send completed RFP Cover Page and requested information, as specified in the Scope of Work found attached to this notice to:

Attention: Deja Anton, SWCD District Manager
Todd Soil and Water Conservation District
215 1st Avenue South, Suite 104
Long Prairie, MN 56347

Email submission: deja.anton@co.todd.mn.us

Questions: [320-732-2644](tel:320-732-2644)

➤ **Cost- Share**

There are four subcategories open for cost-share. Soft proposals submitted prior to **March 19, 2021** will receive priority consideration. Submit the form entitled, [Request for Cost Share](#), found at [AIS Program page](#).

Cost-share requests will be considered at a rate of 50% until the category budget is expended.

SUBCATEGORIES:

A. AIS Control Projects

Only Todd County Lake Associations are eligible to submit an RFP for this category. Lake Associations who meet the early bird proposal deadline of March 19, 2021 will be given first priority.

This category includes various forms of AIS control such as chemical treatments, biological treatments and mechanical harvesting. Projects will be cost shared up to 50% of documented costs. Lake associations are responsible for obtaining permits and implementing all phases of these projects. Management actions cost shared must be for the purposes of AIS prevention rather than watercraft access.

B. AIS Watercraft Landing Improvement

Any Local Government Unit (LGU) with a Todd County water access is eligible for this category. Projects that improve the ability of public water users to detect, identify and control AIS at landings will be considered at cost share rates up to 50%.

C. AIS Public Outreach and Education

Lake Associations, educators, participating lake resorts, lake volunteers & related organizations are encouraged to apply.

Innovative ways to disseminate AIS information or educate the general public and public water users will be considered for cost-share up to 50%.

D. AIS Aquatic Plant/Species Surveys

Only Todd County Lake Associations are eligible to submit an RFP for this category. Lake Associations who meet the early bid proposal deadline of March 19, 2021 will be given first priority.

This category includes those aquatic plant/species surveys that lake associations need in order to help determine the extent of potential spread of AIS or to inventory species in their respective water bodies. Lake associations are responsible for obtaining permits and implementing all phases of these projects. Management actions cost shared must be for the purposes of AIS prevention. Survey requests will be considered at cost-share rates up to 50%.

➤ **Submission**

All proposals are due by 4:30 pm on March 19, 2021.

Email your completed form to deja.anton@co.todd.mn.us, or via USPS to:

Todd SWCD AIS, 215 1st Ave S, Suite 104, Long Prairie, MN 56347

RFP Cover Page

Aquatic Invasive Species Prevention Aid 2021

Company or Organization Submitting Proposal

Contact information (address etc.) will be used for billing information

Company or Organization Name	
Address (for billing)	
Contact Person	
Contact Person email	
Contact Person Phone	
Tax ID #	

RFP Category Check All That Apply	Expected Amount to Be Billed to AIS Prevention Funds During 2021 by Your Organization
<input type="checkbox"/> AIS Inspection Services	
<input type="checkbox"/> AIS Control or Survey Proposal	
<input type="checkbox"/> AIS Watercraft Access Improvement	
<input type="checkbox"/> AIS Outreach & Education	
<input type="checkbox"/> AIS Aquatic Vegetation Surveys	

Notes:

- AIS Inspection Services are at total cost.
- AIS Management or Control Projects and Watercraft Landing Improvements
 - Your organizations Total Cost x 50% = Amount Expected to Bill AIS Funds
 - AIS Management and Control Projects and Watercraft Landing Improvement Project amounts serve to gauge adequacy of funds compared to number and size of projects submitted. If a control project cannot be completed due to weather or other factors there are no negative consequences to the organization.

Process

- 1) Submit RFP cover page and additional information outlined to Todd County SWCD.
- 2) RFP's will be reviewed and compared to budgeted funds available.
- 3) Contracts will be prepared in early April for Inspections Services.
- 4) Contracts Control and Survey Proposals, Watercraft Access Improvement projects, and AIS Outreach & Education submitted by the early bird March 19 deadline will be prepared prior to April 19, 2021. All other projects will be reviewed and prepared on an ongoing basis throughout 2021.
- 5) Unsuccessful applicants will be notified.

AIS Inspection Services Scope of Work

LGU's or contractors submitting proposals for this work will provide inspectors that have completed the MN DNR's Watercraft Inspector Level I training. Inspectors will move around between landings to give approximate coverage of projected hours in each of the zones as outlined below.

Lake Zones and Lakes for AIS Inspection (only landings in Todd County)	Minimum Number of Inspection Hours per zone
Zone 1: High Priority Zone - Big Birch, Big Swan, Osakis, Little Birch, Fairy, Big Sauk, Mound	5150
Zone 2: Priority Zone – Beauty, Long, Little Sauk, Mill, Little Swan, Moose, Maple, Lily, Dower, Mons	1300
Zone 3: Monitor Zone – Coal, Big, Cedar, Turtle, Guernsey, Charlotte, Thunder, Pine Island, Latimer, Higgins-Long	250

- Funding provides for AIS Inspector coverage at DNR accesses on the lakes indicated. Inspectors can expect to begin the inspection season from early May 7, 2021 (May 7- 10 is fishing opener for many species). Inspectors can plan to end the inspection season on the following dates: October 31, 2021* for the **High Priority Zone** and October 3, 2021* for **Priority** and **Monitor Zones**.
**Inspection season is based on seasonal weather conditions and may fluctuate inside of these dates.*
- Hours worked are expected to concentrate around the busiest watercraft landing periods such as weekends and some afternoon/early evenings up until 8 pm at some accesses, landings with the highest seasonal ratio of hours to number of inspections, and on dates with known events scheduled on lakes on landings to be impacted by such events, i.e. known fishing tournaments, and periods around the 2021 Fourth of July - specifically on Beauty, Birch, Osakis, and Mound lakes-, and in mid-August ^(TBD) for the “Bob Show” on Big Birch Lake.
- Per request of prior contractors: Depending on final scheduling agreements between Todd County and the contractor, may this proposal also serve advance notice that:
 - Mound Lake may request up to 40 additional hours of inspection beginning the week of Monday, June 28 daily from noon to 9pm with the exception of Friday July 2, 2021. On Friday July 2, Mound lake requests additional services from 8am to noon and then will return to its regular inspection schedule under the County proposal at noon. All additional hours are to be negotiated through Todd SWCD as delegated by the County for a specific lake.
 - Up to an additional 20 hours may be requested by Big Birch Lake Association around the periods of the 4th of July and for the Bob Show. Any additional hours beyond the normal scheduled hours outlined in the final contract between Todd County and the contractor should be negotiated through Todd SWCD as delegated by Todd County.
- Contractor will provide trained inspectors with current year AIS level one inspector status. Contractor will hire, manage, and compensate inspectors and provide insurance to cover the inspectors.

It is important to note that inspector training in public communication and conflict resolution should be emphasized. Todd County law enforcement may not be immediately available. Todd County law enforcement advises inspectors to avoid rising conflict with access users.

- The LGU contact for this proposal is designated by Todd County as Todd Soil and Water Conservation District (SWCD).
- Contractor will designate a coordinator which will serve as the responsible party for maintaining communications. The designated coordinator is responsible for:
 - Discussing a monthly schedule draft to present to Todd SWCD prior to the season beginning.
 - Ensuring schedules for inspectors are delivered at least two weeks in advance to Todd County SWCD.
 - Communicating any and all issues (new AIS infestations, technology issues, enforcement issues, etc.) as they arise to Todd County SWCD.
 - Educating all Level I inspectors throughout the season, ensuring they are apprised of the most recent AIS regulations, laws and infestations.
 - Corresponding, as needed, with Lake Associations and Todd County SWCD during the season to ensure optimum scheduling at accesses.
 - Submitting monthly invoices indicating all inspection hours for lakes within each inspection zone, and an end of the year annual report on or before November 15, 2021.
 - Attending the Todd County End of Year AIS Meeting to present the annual report. Date TBD.
 - Todd County SWCD may also request photos, one oral statement or brief written article- of approximately 300 words for news release, and/or an open invitation to join Todd SWCD on the local KEYL radio show for public outreach AIS efforts.
- Watercraft inspection will follow MN DNR protocol and data will be uploaded daily using tablets provided by Todd County. Any faulty or damaged tablets need to be reported immediately to Todd County SWCD for assessment and repair.
- A limited number of tablets for data collection will be supplied to inspectors by Todd County. Inspection data and notes will be uploaded to MN DNR at the conclusion of each day.
- This year's AIS RFP proposal and budget were designed to encourage contractors to subcontract for portable toilet services for inspectors at a two accesses where a need has been demonstrated. The LGU coordinator for the inspection contractor is designated as Todd Soil and Water Conservation District (SWCD).

Contractors with the intent to respond to watercraft inspection RFP should include in the response the answers to the following six questions:

1. Briefly outline your organization's professional scope: experience, credentials, internal resources, outreach efforts, and performance with conducting watercraft inspections for AIS.
2. Provide a projection of how you would expect to expend AIS funds. At a minimum provide the total bid amount. Include a bid (total expected cost) that covers each Zone and the expected number of

inspections per hour you expect to deliver over the season (total inspections/total hours worked in that zone).

3. Detail any training, instruction, or work standards that all your inspectors will be exposed to.
4. Provide anything you believe is unique about your services.
5. Detail how you plan to respond to changing lake use over the season, including request for some evening hours, and continuation of services for September and October with your inspection program*.
6. Detail any plans to use lake associations or volunteers to augment the program during the season.

Proposals will be ranked on how effectively the proposed work will meet the needs outlined in the 2021 AIS Plan and proposed Budget. Points will be assigned for degree of professionalism outlined within the scope, cost effectiveness of proposed work, contractor’s demonstrated resources to secure adequate trained inspectors, management of personnel, ability to flex and respond to in season needs, planned communication schedule with LGU, and any plans to leverage local resources through use of volunteers or other organizations.

Points Associated with Ranking – 100 points possible

Professional scope	20
Cost effectiveness	25
Ability to secure, train, & manage inspectors	20
Flexible response & communication schedule	25
Plans to leverage local resources	10

*Please contact Todd SWCD for information related to access use in prior years.

Submission:

All proposals are due by 4:30 pm on March 19, 2021.

Email your completed form to deja.anton@co.todd.mn.us, or via USPS to:

Todd SWCD AIS, 215 1st Ave S, Suite 104, Long Prairie, MN 56347