

Request for Proposal

Cascade Pacific RC&D is seeking an independent contractor (entity or individual) to oversee the establishment, development and operation of a Native Plant Materials Center at the Walter Horning Tree Seed Orchard (Seed Orchard) in Colton, Oregon. The new Center will be used for growing plant materials from seeds provided by clients.

The facility is owned by the Bureau of Land Management (BLM), United States Department of the Interior (USDI), with oversight provided by a Steering Committee that includes representatives from the BLM, US Forest Service, Natural Resources Conservation Service, US Fish and Wildlife Service, The Nature Conservancy, and Cascade Pacific RC&D (CPRCD).

The contractor is responsible for developing a start-up business that propagates native plant materials, with the eventual goal of creating a cost-recovery program financed through the sale of these materials. Demand for the service is strong and a waiting list of prospective clients is already in place. The clients will be responsible for collecting and transporting seeds and other materials to the new Center.

The budget range for this contract is \$60,000 - \$100,000, depending on the level of experience and services the contractor provides (based on the Scope of Work below), NOTE: Proposals should list any items in the Scope of Work that the contractor is unable to provide and would want CPRCD to subcontract separately. These changes should be reflected in the bid price.

In addition to items in the Scope of Work, the proposal bid price should include labor costs for field work. However, costs of facility use, utilities, supplies and equipment should **not** be included in the proposal bid price, since these costs will be covered by BLM and CPRCD.

This is a one-year contract funded through the BLM. A strong business and nursery background is required. See attached sheet, "Goals & Objectives of Cooperative Project," for more.

Cascade Pacific RC&D is a 501(c)(3) non-profit organization serving rural communities in the Willamette Valley and coast. Organizational focus areas include: alternative energy, local food systems/sustainable agriculture, rural jobs, and land and water conservation.

Scope of Work

Nursery Operations

- Operate the greenhouse complex, wetland shade houses and native plant fields for the development and production of non-commercial native plant materials.

- Manage subcontractors and others for performance and quality of work. Ensure Oregon Occupational Safety and Health Administration (OSHA) requirements are met.
- Coordinate cooperative projects and reimbursable projects at the Seed Orchard. This may include development and documentation of study plans, plant collection, propagation, production, and planting.
- Oversee tool and equipment maintenance and repair.
- Coordinate facility needs and operational management of the physical site with BLM representatives.

Program Management & Administration

- Negotiate agreements with other agencies.
- Secure funding to conduct reimbursable work.
- Develop contracts, agreements and modifications in collaboration with CPRCD.
- Ensure that subcontractors comply with all applicable laws, including licensure and insurance requirements, in collaboration with CPRCD.
- Prepare inspection reports and oversee inspections for compliance. Review will be conducted by CPRCD.
- Prepare RFQs (Request for Quotes) as needed, to be reviewed by CPRCD.
- Administer budget developed in conjunction with the Steering Committee and CPRCD.
- Submit approved invoices to CPRCD for payment.

Program Development

- Work with Steering Committee and CPRCD staff to prepare an annual work plan and budget.
- Develop agenda for, and attend, quarterly meetings with Steering Committee.
- Develop key partnerships with public and private organizations to secure work.
- Prepare & present reports.
- Other responsibilities as assigned.

Expected Deliverables

- Annual Plan of Work and Budget approved by Steering Committee.
- Contract templates, either prepared by CPRCD or reviewed and approved by CPRCD.
- Secure at least four clients within the first year and develop contracts (with organizations such as the BLM, US Forest Service, National Park Service and others).
- Marketing Plan, including cost analysis for sale of products and projected revenue stream.
- Develop a business model that provides adequate funding to maintain the Seed Orchard as a viable facility.
- Quarterly Accomplishment Reports.

Proposal Requirements

Interested people are strongly encouraged to participate in the pre-bid meeting and site tour. Contact Claire Hibler, BLM, for information and meeting/site tour date **by January 4, 2010**: (503) 375-5677 or Claire_Hibler@blm.gov.

Submit the following **no later than January 22, 2010** to Cascade Pacific RC&D, 33630 McFarland Rd, Tangent, Oregon 97389-9627.

1. A proposal describing your qualifications (or qualifications of the team of consultants) and how the tasks will be carried out in the Scope of Work.
2. Resumes of all consultants involved in the project
3. Names, phone numbers and contact information of three references or clients during the last 18 months.
4. Interviews with the finalists will be held during the week of February 1, 2010.

Qualifications

- BA/BS degree in Horticulture/Agriculture
- Three years business management experience
- Experience managing complex or multiple projects, including staffing, workloads, and finances under deadlines
- Computer literacy and skills using word processing, database, and statistical analysis software
- Strong written and verbal skills; attention to detail
- Experience working with subcontractors and clients
- Have or obtain a current commercial pesticide applicators license

The contractor must undergo a National Agency Check and obtain a federal government-issued ID card for access to the facility.

Proposal Schedule

January 4, 2010	Last day to register for pre-bid meeting & site tour
January 5 - 7, 2010	Pre-bid meeting and tour of the facility (to be held one day only. Date to be announced)
January 22, 2010	Proposal due
February 1 - 5, 2010	Interviews
February 19, 2010	Select contractor

Send two (2) hard copies to:

Cascade Pacific RC&D, 33630 McFarland Rd., Tangent, Oregon, and one (1) electronic copy to: debbra@cascadepacific.org

If there are any questions, contact Claire Hibler at 503-375-5677 or Sarah Johnson at 541-967-5925 x132.