



**To:** Shane Hetzler/Trout Mountain Forestry

**From:** Adam Stebbins, Benton County Natural Resources Coordinator

**RE:** Request for Interpretation of RFP Documents

Dear Mr. Shane Hetzler/Trout Mountain Forestry,

The attached letter dated April 20<sup>th</sup>, 2020 was received at our office April 22<sup>nd</sup>, 2020 and included several questions within seven numbered categories (see **Attachment A**). Responses reference the *Forest Resources Stewardship Plan Update (1,022 acres) Request for Proposals*, hereinafter referred to as “RFP”, including published addenda provided on RFP release websites and are provided to address the questions in order of the seven numbered categories of **Attachment A** as follows:

**1. See Published Addenda to RFP Section IV. B:**

May 15 <sup>th</sup> , 2020	Closing date for all respondent requests for interpretation of RFP Documents
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**See Section IV. I. of RFP**, specifically: “Answers shall be provided to all respondents of record on the date that answers are available”;

**See Section IV. H. of RFP**, specifically: “Respondents shall promptly notify the County of any ambiguity, inconsistency or error, which they may discover upon examination of the response documents” and “Should any doubt or difference of opinion arise between the County and a Respondent as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the County shall be final and binding upon all parties.”

**2. See Section II. of RFP**, specifically: “The 10-year plan for each property with associated mapping data updates provide a framework to guide managers, ensuring a long-term management approach, including following current standards for sustainable forest management. All properties, with a focus on Bezell Memorial Forest specifically, is managed for sustainable harvest of Douglas-Fir to provide for long term trust funding for the park while achieving the primary objectives stated above.”

**3. See Section III.A. of RFP**, specifically: “Benton County will form a third party, voluntary Evaluation Committee of independent reviewers that will evaluate the proposals against

the scoring rubric described in this RFP. However, the County reserves the right to reject all proposals. Respondents must meet the requirements and demonstrate the necessary experience and qualifications to complete the project, with the essential staff, on time, and within budget, and provide the required services in an efficient and cost-effective manner to the County. Each response will be judged on its adherence to submission requirements and quality of its content. Benton County reserves the right to reject any or all responses and is not liable for any costs the respondent incurs while preparing the response. All responses will become public information, without obligation to the County.”;

**See Section III.C. of RFP** specifically: “The Evaluation Review Committee will evaluate and provide scoring responses based on the following information and the related total points that should be awarded, in addition to any reviewer comments”;

**See Section III.C. of RFP** specifically: Section 1-9 scoring criteria and comment criteria to be utilized by Evaluation Review Committee;

**See Section III.D. of RFP** specifically: “Each criterion has been assigned a weight between 0 and 30 points. Each member of the Evaluation Committee will rate each proposal in each criterion between 0 and the maximum valued score. The Evaluation Committee members will then total the scores from all of the criteria to obtain the total score. The result of this total score will be used to rank all Respondents. In addition, the Committee can provide written comments.”

“After all of the response evaluations are completed, the Committee will provide their responses to the Director to establish a ranking based on all scoring and comment information received, all proposal information presented, and all information found through the review process. After the competitive proposals have been established and the ranking places the top 3 candidates, reference checks and qualifications for stated projects will be conducted by Benton County.”

**See Section I. of RFP** specifically: “All proposals shall be submitted and reviewed per County Contracting Policy Chapter 2, with specific attention to sections: 2.205, 2.305, 2.310, 2.325, 2.330, 2.335, 2.345, 2.365, 2.370, 2.375 and Ord. 2005-205”.

4. **See Section III. C. 7.** specifically: “References 5 Points” “Provide references on similar projects completed in the last 5 years. Include names, addresses, and phone numbers for at least 3 references from 3 client types if possible (Government, Non-Profit, Private)”. “After the competitive proposals have been established and the ranking places the top 3 candidates, reference checks and qualifications for stated projects will be conducted by Benton County. If through the process of verifying references and eligibility, a candidate is eliminated from the top candidate lists, then the next qualified applicant may be included in the group.

5. **See Section III. C. 7.** specifically: “Provide references on similar projects completed in the last 5 years. Include names, addresses, and phone numbers for at least 3 references from 3 client types if possible (Government, Non-Profit, Private)”.

**See Published Addenda Exhibit E.:** Provide at least three (3) references with telephone numbers and e-mail addresses.

6. **See aforementioned RFP references for #3 above;**

**See Section I.** specifically: “Benton County will form a third party, voluntary Evaluation Committee of independent reviewers that will evaluate the proposals against the scoring rubric described in this RFP.”;

**See Section III. B.** specifically: “The Evaluation Committee will be composed of ~7 voluntary (non-county staff) members that are knowledgeable and/or experienced with Benton County Forest Resources Stewardship Plan elements and pertinent county properties, and/or represent the diversity of uses and users within Benton County Natural Areas & Parks.”

7. **See aforementioned RFP references for #1 above.**

**See Published Addenda to RFP Section IV. B on release websites:**

May 22 <sup>nd</sup> , 2020	Closing date for all County responses to respondent requests for interpretation of RFP Documents
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Sincerely,



Adam Stebbins  
Natural Resources Coordinator  
**Benton County Natural Areas and Parks Department**  
[adam.stebbins@co.benton.or.us](mailto:adam.stebbins@co.benton.or.us)  
360 SW Avery Ave.  
Corvallis, OR 97333

Cc. Laurie Starha, Director of Benton County Natural Areas & Parks Department

## Attachment A

Shane Hetzler  
Trout Mountain Forestry  
260 SW Madison Ave., #117  
Corvallis, OR 97333



Adam Stebbins  
Forest Resources Stewardship Plan Project Coordinator  
Benton County Natural Area & Parks Department  
360 SW Avery Ave.  
Corvallis OR 97333

April 20<sup>th</sup>, 2020

Subject: Request for Interpretation of RFP Documents

Dear Mr. Stebbins,

Upon careful review of the RFP documents for the proposed Forest Resources Stewardship Plan Update, we would like to submit the following questions for consideration and clarification:

1. Is there a closing date for questions related to the RFP?
2. Are ownership objectives of the County listed in priority order (RFP page #5)?
3. How is the winning bid selected? Is it by highest score? Top choice by the county from within the 3 highest scorers? Can you please elaborate? "All scoring will be provided to Natural Areas & Parks Director for review and final selection of contractor based on Evaluation Committee responses." (RFP page #10)
4. How is scoring weighed against references?
5. Exhibit E (RFP page #31) states "Provide at least six (3) references...". Should we assume that 3 references are still desired by the county, as requested on page #12 of the RFP?
6. How are committee members trained on scoring? What sort of scoring rubric will be provided?
7. How much time is allowed between when we submit these questions and when the county will respond to them by?

Thank you for your time and consideration.

Sincerely,

Shane Hetzler  
Trout Mountain Forestry

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APR 22 2020

BENTON COUNTY