



WALWORTH COUNTY
Land Use and Resource Management Department – Conservation Division
100 W Walworth Street, P.O. Box 1001
Elkhorn, WI 53121

Request of Bids
For Aquatic Plant Survey for North Lake

Due Date: Monday, March 1, 2010
3:30 P.M. Local Time

**Walworth County
Request for Bids for
Aquatic Plant Survey
North Lake**

Bids from qualified firms interested in providing an aquatic plant survey for North Lake, located in Town of Sugar Creek in Walworth County, are invited and will be accepted by the Walworth County Land Use & Resource Management Department – Conservation Division, 100 W. Walworth Street, P.O. Box 1001, Elkhorn, WI 53121, (262) 741-7902. **Bids will be accepted until 3:30pm Monday, March 1, 2010.** Following the bid deadline, Walworth County Land Use & Resource Management will access the bids and contact the successful vendor by March 12, 2010.

Walworth County reserves the right to accept or reject any or all bids, in whole or in part, received in response to this request, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified firms in any manner necessary to serve the best interest of Walworth County. Walworth County also reserves the right, in its sole discretion, to award a contract based upon the bids received without prior discussion or negotiation with respect to those statements.

The successful firm shall be required to enter into a contract agreement with Walworth County Land Use and Resource Management. Any agreement or contract shall be on forms either supplied by the County or approved by the County. Questions may be directed to Audrey Greene, Lake Specialist, Walworth County Land Use & Resource Management, 262-741-7902, email agreen@co.walworth.wi.us. Questions must be received no later than 5 days before submittal deadline. No information provided verbally, or by any other personnel, will be considered binding.

Bids must be clearly labeled with firm's name, return address, title, date and the name of the firm's primary contact for questions. **All bids will be addressed to:**

**Audrey Greene, Walworth County Land Use & Resource Management
100 W. Walworth St., P.O. Box 1001
Elkhorn, WI 53121**

or hand delivered to Walworth County Land Use & Resource Management Department. Only bids prepared as requested will be considered. Late responses will not be accepted and will not be considered. Bids may not be transmitted by fax machine.

- Walworth County is a tax-exempt municipality under WI Stats. 77.54(9a).

Cost Proposal, Contract Terms and Payment Requirements:

DNR is currently in the process of updating the plant survey protocol (**Recommended Baseline Monitoring of Aquatic Plants in Wisconsin: Sampling Design, Field and Laboratory Procedures, Data Entry and Analysis, and Applications**), which is used by DNR and required for projects being funded through their grant programs. At this time, a January 2010 draft of the protocol is available and can be found with excel workbook on the County website. Bids should be made utilizing this protocol. All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 60 days starting on the due date for proposals unless changes in the final protocol require adjustments to the bid. If the final version of the plant survey protocol requires cost adjustments the contract between the successful vendor and Walworth County may be renegotiated or the contract may be nullified and the bidding process will be repeated. Final accepted cost proposal shall remain valid through duration of lake survey project (Feb 10, 2011).

Walworth County shall not be liable for any cost incurred by proposers in replying to this request for bid.

Invoices shall be submitted in (2) equal parts at the following intervals:

1. Following the aquatic plant survey for North Lake
2. Following the submittal of deliverables for the North Lake aquatic plant survey

See Project Time Table for dates

Aquatic Plant Survey:

A Wisconsin Department of Natural Resources Aquatic Invasive Species Prevention grant was awarded to Walworth County to implement the Walworth County Aquatic Invasive Species Control & Prevention Program. One of the grant goals includes a professional level aquatic plant survey for North Lake,(WBIC 741200), located in the Town of Sugar Creek (T03N R16E S05) in Walworth County. Analysis of data from the plant survey and a plant management plan will be completed by the Walworth County Lake Specialist. The plant survey for North Lake will take place between Mid-June and Mid- July 2010, deliverables are due by Feb 10, 2011. Walworth County Land Use & Resource Management intends to award this contract by March 12, 2010.

The plant survey work protocol will incorporate the point intercept method developed and used by WI DNR. This protocol is standardized and used by DNR in its survey work, and also required for activities being done and funded through their grant programs. DNR is currently in the process of updating the plant survey protocol. At this time, a January 2010 draft of the protocol is available and provided with this request for bid. Bids should be made utilizing this protocol. Point selection conducted by Wisconsin DNR, which follows their guidelines, recently established 205 points for North Lake. A map showing established survey points and a copy of the January 2010 protocol draft, as supplied by DNR Bureau of Research, are available on the County website and must be followed exactly.

Please Note: The draft DNR protocol, Recommended Baseline Monitoring of Aquatic Plants in Wisconsin : Sampling Design, Field and Laboratory Procedures, Data Entry and Analysis, and Applications, the Aquatic Plant Survey Data Workbook, and the Plant Survey Points Map, generated by DNR are available on the County website at:

<http://www.co.walworth.wi.us/Land%20Management/Website/conservation.htm>

The DNR Aquatic Plant Survey Protocol updates or final version, if available during the bid process, and/or any other changes will also be posted at this web address.

The Aquatic Plant Survey will include the following components:

- A point intercept method of survey: DNR Bureau of Research has set up the locations for the sample sites and supplied information on the appropriate protocol. The selected vendor will receive an electronic file of the sampling points to upload into their GPS unit. Once on the lake, the vendor will go to each site and collect plants and data as described in the protocol, including depth, sediment type and rake fullness for all aquatic plant species present.
- Areas potentially under sampled near shore will be surveyed from boat. All species surveyed from boat at near-shore points will be identified and GPS coordinates entered.
- Identification of all species collected will be made, with verification when needed by the local DNR lakes biologist.

- A voucher collection will include 2 samples of each species pressed, mounted and labeled on herbarium paper according to protocol.
- Results of the point intercept sampling effort will be entered into the Aquatic Plant Survey Data Workbook per instructions in DNR protocol

Deliverables:

- Raw data (field sheets) from the point intercept aquatic plant survey
- Electronic copy of all data entered into Aquatic Plant Survey Data Excel Workbook as proposed by WI DNR in protocol
- Mapping package with separate maps showing the location of (1) exotic plant species (2) dominant species. Mapping package to include (2) sets of all maps (hardcopy) and a CD with maps in electronic format for reproduction.
- Voucher collection: to include 2 samples of each plant species present in North Lake pressed, mounted and labeled on herbarium paper. (1) complete set to be sent to herbarium as specified in DNR protocol.

Project Time Table:

Aquatic plant survey for **North Lake** to be completed between **Mid-June and Mid-July 2010**. **Deliverables** to be delivered to Walworth County Land Use & Resource Management from **North Lake survey by Feb 10, 2011**.

Due to Grant Deadlines this time table is non-negotiable. If successful vendor does not meet required time table, vendor will forfeit payment and may be responsible for any loss by Walworth County of grant monies due to noncompliance with grant goals.

References Required with Bid Proposal:

Experience conducting aquatic plant surveys is required. Please identify aquatic plant survey projects with dates and contact information which can be used as references for work performed in the area.

Product Property:

All products (including electronic and other masters) and rights become the property of the Walworth County Land Use & Resource Management Department.

Clarifications and/or Revisions to the Specifications and Requirements:

Any questions concerning this request for bid must be submitted in writing by mail or email on or before **February 19, 2010** at 2:00pm to:

Audrey Greene, Lake Specialist
 Walworth County Land Use & Resource Management
 100 W. Walworth Street
 PO Box 1001
 Elkhorn, WI 53121
 E-MAIL: agreen@co.walworth.wi.us

Vendors are expected to raise any questions, exceptions, or additions they have concerning this request for bid document at this point in the bid process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this request for bid, the vendor should immediately notify the above named individual of such error and request modification or clarification of the request for bid document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this request for bid, or if the final version of the DNR aquatic plant sampling protocol becomes available, revisions, amendments and/or supplements will be posted on the Walworth County web site at <http://www.co.walworth.wi.us/Land%20Management/Website/conservation.htm>

Each bid shall stipulate that it is predicated upon the terms and conditions of this request for bid and any supplements or revisions thereof.