

STATE OF SOUTH DAKOTA OFFICE OF
PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE PIERRE,
SOUTH DAKOTA 57501-3182

Forest Inventory & Analysis (FIA) Inventory plots
PROPOSALS are Due No Later than February 22, 2023

RFP #: 23 RFP 8365

BUYER: Douglas Haugan

EMAIL:

doug.haugan@state.sd.us

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Agriculture and Natural Resources, Resource Conservation & Forestry Division (SDDANR), has received federal funds from the United States Department of Agriculture Forest Service, Northern Research Station (USFS) **for the purpose of surveying 96 Forest Inventory & Analysis (FIA) forest sample plots (P2, P2+, & P3 Soils plots), and 26 Quality Assurance Quality Control plots (QAQC plots).**

To accomplish this need, SDDANR is searching for **one (1) contractor with 2 years experience in collecting FIA data** (preferably in the Northern Research Station Region) to complete the following tasks under the guidance of SDDANR:

- A. **Survey 55 FIA Phase 2 (P2) plots** located across the geographic area of South Dakota using a one or two person crew. This will be done in accordance with the instructions contained in the Northern Research Station, Forest Inventory Analysis National Core Field Guide. The most current version of the National Core Field Guide is version 9.2. No analysis or interpretation of the data is required from the contractor. An online PDF version of the Northern Region FIA National Core Field Guide can be found on the Internet at <http://nrs.fs.fed.us/fia/data-collection/>

The P2 inventory work must be completed and data turned over to SDDANR no later than 5:00 p.m. CDT, Friday October 13, 2023.

- B. **Survey 5 FIA Phase 2 Plus plots** located across the geographic area of South Dakota using a two-person crew. These plots include the Phase 2 core elements plus: Invasive plants, Plot Vegetation structure, Down & Woody materials, and plot regeneration data. This will be done in accordance with the instructions contained in version 9.2 of the Northern Research Station, Forest Inventory Analysis National Core Field Guide and Addendum 9.2 to the National Core Field Guide. These plots must be inventoried during the time frame of June 1 to September 15, 2023.

Data for the 5 P2+ plots must be turned over to SDDANR no later than 5:00 p.m. CDT, Friday, September 15, 2023.

- C. **Survey 2 FIA Phase 3 Soils – Phase 2 Plus plots** located across the geographic area of South Dakota using a two-person crew. These plots include the Phase 2 core elements, the Phase 2 Plus added elements, plus Soils data. This will be done in accordance with the instructions contained in version 9.2 of the Northern Research Station, Forest Inventory Analysis National Core Field Guide and Addendum 9.2 to the National Core Field Guide. These plots must be inventoried during the time frame of June 1 to September 15, 2023.

Data for the 2 P3 soils – P2+ plots must be turned over to SDDANR no later than 5:00 p.m. CDT, Friday, September 15, 2023.

- D. **Survey 26 Quality Assurance Quality Control (QAQC) plots** distributed evenly across the geographic area of South Dakota. These plots are designed to verify the accuracy of the USDA Forest Service Northern Research Station's photo lab identification of a "non-forest" plot. These QAQC plots will involve fewer items to be inventoried and require 25% surveying effort as compared to a fully forested P2 plot. These plots are to be bid separately from the normal P2 plots. It is possible that 1% to 5% of these plots may be forested (Refer to Section 3.4 D).

Data and equipment relating to the QAQC plot inventory must be turned over to SDDANR no later than 5:00 p.m. Friday October 13, 2023.

The Contractor is responsible for all supplies, permits/licenses, and equipment necessary to perform the work in fulfilling the conditions found in Sections 1 and 3 of this RFP.

The Contractor must operate according to South Dakota state law and regulations.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Agriculture and Natural Resources is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for the transaction is **RFP #: 23RFP8365**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 WRITTEN INQUIRES

All interested offerors may submit any written inquires to this RFP. Written inquires must be received by the South Dakota Department of Agriculture and Natural Resources, Division of Resource Conservation and Forestry no later than **January 26, 2023**. If submitted by mail, the envelope should be addressed to:

Douglas Haugan
South Dakota Department of Agriculture and Natural Resources
Division of Resource Conservation and Forestry
523 E. Capitol Ave
Pierre, SD 57501-3182

Be sure to reference the RFP number in your inquiry.

Written inquires may be submitted to Douglas Haugan **via email at doug.haugan@state.sd.us**. Please place the following in the subject line of your email: "Written Inquiries for **RFP #: 23RFP8365**".

You may also fax your written inquires to the attention of Douglas Haugan at 605.773.3481.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	Jan. 19, 2023
Deadline for Submission of Written Inquires	Jan. 26, 2023
Response to Offeror Questions	Feb. 1, 2023
Proposal Submission	Feb. 22, 2023
Anticipated Award Decision/Contract Negotiation	March 1, 2023

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the South Dakota Department of Agriculture and Natural Resources by 5:00 PM Central Time on the date indicated in the Schedule of Activities. Proposals received after the deadline will be late and ineligible for consideration. An original and two identical copies of the proposal shall be submitted.

Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL #: 23RFP8365
PROPOSAL DUE Feb. 22, 2023
BUYER: DOUGLAS HAUGAN
523 E. CAPITOL AVE PIERRE, SD
57501-3182

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

Offerors will submit a completed **Form AD-1048: Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions** along with other bid documents.

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.

1.8 RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.9 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time. No oral, telephonic, telegraphic, or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.10 OFFEROR INQUIRIES

An Offeror may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Douglas Haugan at doug.haugan@state.sd.us with the subject line “**RFP #: 23RFP8365**”.

Inquires may also be faxed to 605.773.4003. If inquiries are submitted by mail the envelope should be addressed to: Douglas Haugan, South Dakota Department of Agriculture and Natural Resources, 523 E. Capitol Ave, Pierre, SD 57501-3182. Be sure to reference the RFP number in your letter.

The South Dakota Department of Agriculture and Natural Resources prefers to respond to offeror's inquiries (if required) via e- mail. If an offeror does not indicate an email address, the State's response will be sent via fax. If no fax number is provided, the State will mail the response to the offeror. All offerors will be informed of any inquiries and the State's response. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.11 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must

clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.12 LENGTH OF CONTRACT

Anticipated length of this contract will be approximately six months from the date of signing, with an option of signing extension upon the mutual agreement of the SDDANR and the Contractors.

1.13 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.14 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of SDDANR. However, SDDANR may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense. This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at SDDANR's request. The SDDANR reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the SDDANR's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2** The Contractor's services under this Agreement shall commence on the date of signing and end on October 13, 2023, unless sooner terminated or extended pursuant to the terms hereof.
- 2.3** The Contractor will not use SDDANR equipment (Except those noted in Appendix A), supplies or facilities. The Contractor will provide the SDDANR with its Employer Identification Number, Federal Tax Identification Number or Social Security Number, DUNS number, and Financial Capability Checklist upon execution of this Agreement.
- 2.4** The SDDANR will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$_____. The SDDANR will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL Ch. 5-26.
- 2.5** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents, and employees, harmless from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents, or employees.
- 2.6** The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

C. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery. Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.
- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is affected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial

Circuit, Hughes County, South Dakota.

- 2.13** The Contractor will comply with all federal, state, and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state, and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.
- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.16** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension, or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.17** Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to Douglas Hagan on behalf of the State, and by _____ on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.18** In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.19** All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.
- 2.20 Agreement for the Transfer of Data.**

In response to the contractor's request for data, the USDA Forest Service (FS) Inventory & Analysis program (FIA) shall provide the contractor actual coordinates, landowner class codes, and land use codes linked to FIA plots within the extent of South Dakota.

The above data is the property of the FS and is made available as a service to the research community. The data is provided for, the collection of FIA field data on all selected field Phase 2 plots, Phase 2 plus, Phase 2+ soil and P1 QAQC verification plots. This work will be completed by October 13, in current cycle year.

WITHOUT FS PERMISSION, THIS DATA SHALL NOT BE USED FOR COMMERCIAL OR OTHER PROFIT-MAKING PURPOSES, NOR SHALL BE PRESENTED OR USED FOR ANY PUBLIC PURPOSE, INCLUDING TEACHING OR PUBLICATION. UNDER NO CIRCUMSTANCES WILL THE RAW DATA OR ANY DATA PRODUCT PROVIDED BE FURTHER DISTRIBUTED TO OTHERS OR RE-ENGINEERED,

REVERSE ENGINEERED, REPRODUCED, DECOMPILED, OR DISASSEMBLED FOR ANY PURPOSE.

The contractor agrees to use the DATA in compliance with all applicable statutes, regulations, and policies.

All data provided by the FS is deemed Confidential Information.

This agreement for the Transfer will need to be signed by the contractor and crewmembers collecting FIA data.

2.21 Data Security Plan.

Data consists of USDA Forest Service NRS Forest Inventory and Analysis (FIA) confidential plot coordinates, inventory, and ownership information necessary to conduct field data collection for the South Dakota Statewide Forest Inventory. An authorized FIA project staff member will provide the FIA data to SDDS by the secure Mobile Integrated Data Acquisition System (MIDAS).

FIA plot data will be kept entirely on an encrypted external hard drive or the secure password protected internal local hard drives of the contractor's computer and their crews' computers. Only authorized workstations or laptops owned by the contractor and his crew will be used to access and store FIA data. The contractor's secure computers include a supported version of a Microsoft operating system. Security patches and anti-Virus definition updates need to be applied regularly. During this time the authorized users will limit software usage to the applications required for appropriate inventory data analysis and processing.

Access to the data would be limited to the agreement crew lead, and data collection team for this project who have agreed to and signed this Data Security Plan.

This Data security plan will need to be signed by the contractor and their crew members.

3 SCOPE OF WORK

- 3.1 Survey 55 FIA Phase 2 plots located across the geographic area of South Dakota using a one or two person crew.** This will take approximately 2 to 6 hours of surveying time per plot, depending how heavily the plot is forested. This will involve remeasuring previously established plots and flagging existing plot markers, but it also may involve establishing new plots and installing new plot markers on those plots that were "denied access" last visit. This will be done in accordance with the instructions contained in the Northern Research Station, Forest Inventory Analysis National Core Field Guide. No analysis or interpretation of the data is required from the contractor. An online PDF version of the Northern Region FIA National Core Field Guide Version 9.2 can be found at the following website: <https://www.nrs.fs.usda.gov/fia/data-collection/>
NOTE: If you have difficulty accessing the online manual or downloading the printable version, please contact Douglas Haugan.
- A. Of the **55 P2 plots** selected for measurement or remeasurement.
- **21 plots were photo interpreted to be on National Forest Service lands and will require additional variables to collect.** This applies the Black Hills National Forest and the Custer National Forest. See FG NRS 9.2. Appendix D STATE / SPECIES SPECIFIC DATA COLLECTION VARIABLES AND PROCEDURES: R1 and R2 - National Forest Systems Variables for Kansas, Nebraska, North Dakota, and South Dakota.
 - 34 plots were photo interpreted to be State and Private land ownership and will not require any additional variables to be collected.
- B. Contractor will be required to determine ownership of all land on which any portion of the subplot may fall. This includes verifying ownership of plots that lie on public land that are very close to privately owned land. This will involve visiting the local county courthouse to check on land ownership records. The contractor must locate and contact all landowners both private and public to gain access privileges in order to inventory each plot. This includes getting landowner's permission to cross their land in order to gain access to a plot that lies on adjacent land. If landowners do not allow access to plots then the plot is classified as "Denied Access". Some of the previously inventoried plots were listed as "Denied Access" during the past inventory, and contractor is expected to contact those landowners again. Contractor is still required to enter landowner's name and address for all denied access plots. **NOTE:** Contractor will only be paid 20% of average P2 plot value for any denied access

- P2 plots.
- C. Contractor will complete digital plot sheets using USFS MIDAS Utilities. MIDAS Utilities is a software program used to manage and view FIA data files. After the plot data files have been edited using the MIDAS Utilities software, the plot data files will need to be uploaded along with the complete digital plots. How to complete the digital plot sheets and uploading all FIA data files, will be covered in the core P2 training.
 - D. Remeasurement plots are plots that were established previously and are being revisited. Currently the vast majority of the 55 P2 plots being inventoried for the 2023 inventory season in South Dakota are remeasurement plots, except for those that were “denied access” during the last visit. There may be a few new plots in this year’s project.
 - E. There are 21 of the FIA Phase 2 plots are located on US Forest Service lands. This includes plots that fall within the boundaries of the Black Hills National Forest. The other 34 P2 plots are located on lands other than US Forest Service lands, scattered across the rest of the geographic area of South Dakota. (See attached map for location of plots on a per county basis.)
 - F. Plots located on hunting preserves: Those plots that fall on private lands that are used for hunting must be inventoried before September 1, 2023. The bulk of these plots lie outside of the Black Hills region. These plots need to be identified early on. Otherwise, after September 1 landowners may deny access to the plots.

Data for the 55 P2 plots must be completed and data turned over to SDDANR no later than 5:00 p.m. CDT, Friday October 13, 2023.

- 3.2 **Survey 5 FIA Phase 2 Plus plots located across the geographic area of South Dakota using a one or two person crew.** These plots include the Phase 2 core elements plus: Invasive plants, Plot Vegetation structure, Down & Woody materials, and plot regeneration data. Estimated time for completing the additional data on this type of plot is about 3.5 hours. This will be done in accordance with the instructions contained in version 9.2 of the Northern Research Station, Forest Inventory Analysis National Core Field Guide and Addendum 9.2 to the National Core Field Guide. This plot must be inventoried during the time frame of June 1 to September 15, 2023. NOTE: Contractor will only be paid 20% of average P2 plot value for any denied access P2+ plots.
- **2 P2+ plots were photo interpreted to be on US Forest Service lands** and will require additional variables to collect. This applies the Black Hills National Forest and the Custer National Forest. See FG NRS 9.2. Appendix D STATE / SPECIES SPECIFIC DATA COLLECTION VARIABLES AND PROCEDURES: R1 and R2 - National Forest Systems Variables for Kansas, Nebraska, North Dakota, and South Dakota.
 - **3 P2+ plot were photo interpreted to be State and Private land ownership** and will not require any additional variables to be collected.

Data for the 5 P2+ plot must be turned over to SDDANR no later than 5:00 p.m. CDT, Friday, September 15, 2022.

- 3.3 **Survey 2 FIA Phase 2+ Soils – Phase 2 Plus plots located across the geographic area of South Dakota using a two-person crew.** These plots includes the Phase 2 core elements, the Phase 2 Plus added elements, plus Soils data. This will be done in accordance with the instructions contained in version 9.2 of the Northern Research Station, Forest Inventory Analysis National Core Field Guide and Addendum 9.2 to the National Core Field Guide. These plots must be inventoried from June 1 to September 15, 2023. NOTE: Contractor will only be paid 20% of average P2 plot value for any denied access P2+ soils plots.
- **No P2+ Soils plots were photo interpreted to be on National Forest Service lands** and will require additional variables to collect. This applies the Black Hills National Forest and the Custer National Forest. See FG NRS 9.2. Appendix D STATE / SPECIES SPECIFIC DATA COLLECTION VARIABLES AND PROCEDURES: R1 and R2 - National Forest Systems Variables for Kansas, Nebraska, North Dakota, and South Dakota.
 - **2 P2+ Soils plot were photo interpreted to be State and Private land ownership** and will not require any additional variables to be collected.

Data for the 2 P2+ soils – P2+ plots must be turned over to SDDANR no later than 5:00 p.m. CDT, Friday, September 15, 2023.

- 3.4 Survey 26 Quality Assurance Quality Control (QAQC) plots distributed evenly across the geographic area of South Dakota.** These plots are designed to verify the accuracy of the USDA Forest Service Northern Research Station's photo lab identification of a "non-forest" plot. These QAQC plots will involve fewer items to be inventoried and require 25% surveying effort as compared to a fully forested P2 plot. These plots are to be bid separately from the normal P2 plots. It is possible that 1% to 5% of these plots may be forested (Refer to subsection D).
- Only a one-person crew is required for the QAQC plot inventory. These plots can be inventoried from the nearest section line road as long as the proposed plot location is clearly visible.
 - If the QAQC plot is not visible the contractor will need to walk up to the proposed location. This will require contacting the landowner(s) in order to gain permission to enter private land as outlined in section 3.1 (B) above. NOTE: Contractor will only be paid 20% of average QAQC plot value for any denied access QAQC plots.
 - Data to be collected on QAQC plots include locating start point on plot sheet, filling out condition data, basic plot data, and subplot data.
 - If QAQC plot contains trees and meets stocking requirements for a forested P2 plot, then the plot is to be setup as a new P2 plot. New plots are plots that have not been previously established. This will necessitate establishing the plot as accurately as possible by utilizing aerial photos, and GPS location. Only basic plot data is collected, trees will not be tallied or inventoried.
- Data for the 26 QAQC plots must be turned over to SDDANR no later than 5:00 p.m. Friday October 13, 2023. In addition, all related equipment (Refer to section 3.6) used for the 2023 inventory must be turned over no later than 5:00 p.m. Friday October 13, 2023.**
- 3.5 Certification and Training.**
- Successful completion of certification/training will be required of all candidates and subcontractors/employees (experienced and non-experienced) before surveying plots.** Non NRS FIA experienced consultants will need to take a 5-day P2 plot certification course which will cover all items consultant needs to know to inventory FIA P2 plots. NRS experienced FIA crews and consultants will only have to take a 1-day online virtual FIA review/certification course. For 2023 all crews and consultants are required to attend a 4-day P2 plus, P2 plus soils review/certification course. Note: SDDANR will pay only meals, lodging, and mileage associated with the certification/training courses. Certification/training will be conducted as follows. Dates subject to change.
- Non NRS FIA work experienced consultants must take the basic P2 plot certification course.** This is a 5-day course that will be conducted in St. Louis, MO. This certification course will have virtual sessions using Microsoft Teams and outdoor field sessions. The dates are March 6-10, 2023. Masks and social distancing may be required for sessions.
 - Mileage will be paid at \$.42/mile. Lodging will be paid based on actual receipts not to exceed \$175/night. Meals will be paid at the state rate of \$45.00/day.
 - NRS experienced field crews & consultants are those previously certified under FIA core field guide 9.1 and greater and have two years' experience collecting FIA plot data in the NRS region.** These returning consultants will need to attend a **1-day virtual review certification session.** Microsoft Teams will be used for the virtual session. Date has yet to be determined. Items covered will be a review of basic P2 plot data and National Forest specialty items, and QAQC plot data.
 - Mileage, lodging, and meal reimbursements do not apply.
 - All FIA field crews and consultants inventorying Phase 2 Plus plots, & Phase 2 Plus Soils plots, must attend a 4-day certification session.** This training is scheduled for May 15-19, 2023. Training will be conducted at Rockford, IL. Masks and social distancing may be required for the sessions.
 - Mileage will be paid at \$.42/mile. Lodging will be paid based on actual receipts not to exceed \$175/night. Meals will be paid at the state rate of \$45.00/day.
- 3.6** Furnish all labor, materials, transportation, equipment, and incidentals. SDDANR will furnish two (2) sets of Personal Data Recorders (PDRs) for P2 inventory and two (2) sets of "Garmin" GPS equipment. (See Appendix A & B for required equipment list.)
- 3.7** Timeline for the overall survey period runs from May 1, 2023 (following successful FIA plot inventory

certification) to October 13, 2023 (Dates subject to change.) Timeline for the P2+ & P3 Soils plots runs from June 1, 2023, to September 14, 2023.

3.8 The SDDANR expects that the above tasks shall produce the following results:

- A.** All surveying and data collection for P2 plots must be completed and data turned over to SDDANR not later than 5:00 p.m. CDT, Friday, October 13, 2023.
- B.** Data for QAQC plots must be turned over to SDDANR not later than 5:00 p.m. CDT, Friday, October 13, 2023. These dates are subject to change.
- C.** Data for the P2+ plots, and P2+ soils - P2+ plots that are inventoried must be turned over to SDDANR not later than 5:00 p.m. CDT, Friday, September 15, 2023.
- D.** A minimum of 10% of the plots will be inspected by USFS & SDDANR. At least 90% of inspected plots must have a passing score (to be determined by USFS or SDDANR).

3.9 The successful candidate will have the following educational background or experience.

- A.** Must possess demonstrable knowledge, skills, and abilities in the following areas:
 - Aerial photo interpretation
 - Orienteering
 - Field botany
 - Tree/log grading
 - Tree species identification
 - Forest measurement techniques
 - Forest disease agents
 - Invasive species identification.
 - Specialized computer skills (Familiarity with the windows operating systems and being able to transfer data from a field computer to an office computer)
- B.** Meet education and or experience requirement of:
 - Two years of experience completing natural resource inventories, forest inventories, and or urban inventories. Or
 - A two-year degree in Forestry or related environmental/natural resources or certification as a certified arborist and 6 month's work experience in the forestry and environmental natural resource field.
- C.** Certification under FIA core field guide version 9.2 is preferred. FIA plot inventory experience in South Dakota is desirable, but not required.

4 **PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

- 4.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the SDDANR is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2** **Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

5 **PROPOSAL RESPONSE FORMAT**

- 5.1 An original and 2 copies shall be submitted.
- A. In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format. Offerors may send an electronically formatted copy of their proposal via email, but hard copies should be mailed as a backup.
 - B. The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 **All proposals must be organized and tabbed with labels for the following headings:**
- A. **RFP Form.** The State's Request for Proposal form completed and signed.
 - B. **Executive Summary.** The one- or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
 - C. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
 - A specific point-by-point response, in the order listed to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.
 - **The response must contain the estimated payment requirements itemized separately for the FIA Phase 2 plots, the FIA Phase 2 Plus plots, the FIA Phase 2 Plus Soils plots, and the FIA QAQC plots. Estimated payment requirements to attend required two training sessions (Black Hills & other) must also be itemized separately.**
 - The response must provide the educational background of the all the FIA surveyors, previous FIA plot surveying experience, and any other relevant forest inventorying experience.
 - The response must provide at least three professional references.
 - The response must provide examples of past contract work experience.
 - A clear description of any options or alternatives proposed.
 - **Completed Form AD-1048 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.**
 - D. **Cost Proposal. Cost will be evaluated independently from the technical proposal.** Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered. The cost proposal must be submitted in a separate sealed envelope labeled "Cost Proposal" as outlined in section 1.5 of this RFP.
See section 7 for more information related to the cost proposal.

6 **PROPOSAL EVALUATION AND AWARD PROCESS**

- 6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:
- A. Cost
 - B. Experience and Reliability
 - C. Expertise of Personnel
 - D. The Contractor's equipment
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore,

the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

- 6.4** The SDDANR reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5** Award: The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- A.** If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
- B.** The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

7 COST PROPOSAL

The Proposal from the Contractor will be structured as outlined below for performing those activities outlined in Section 3 of this RFP.

Format for Contract FIA Plot Bid Amount			
Item description	Number of Plots	Unit	Bid
Standard Phase 2 Plots	55	\$XXX.XX	\$YY,YYY.YY
Phase 2+ Plots	5	\$XXX.XX	\$YY,YYY.YY
Phase 3 Soils – P2+ Plots	2	\$XXX.XX	\$YY,YYY.YY
QAQC Plots	26	\$XXX.XX	\$YY,YYY.YY
Total Plot Bid Amount			\$YY,YYY.YY

Costs Required to attend required certification/training sessions March 6-10 2023			
FIA Core P2 Training, QAQC, Saint Louis, MO (Non-FIA Experienced Contractors Only)			
Mileage:	ZZ miles @ \$0.42/mile		\$XXX.XX
Per Diem:	Z breakfasts @ \$10/breakfast		\$XXX.XX
	Z lunches @ \$18/lunch		\$XXX.XX
	Z dinners @ \$28/dinner		\$XXX.XX
Lodging:	Z nights lodging @ \$175/night + tax		\$XXX.XX
Total FIA Core P2 Training Travel, QAQC (Non-FIA Experienced Contractors Only)			\$YY,YYY.YY

Costs Required to attend required certification/training sessions May 15-19, 2023			
FIA P2+ and P2+ Soils Training, Rochford, IL (All FIA Contractors)			
Mileage:	ZZ miles @ \$0.42/mile		\$XXX.XX
Per Diem:	Z breakfasts @ \$10/breakfast		\$XXX.XX
	Z lunches @ \$18/lunch		\$XXX.XX
	Z dinners @ \$28/dinner		\$XXX.XX
Lodging:	Z nights lodging @ \$175/night + tax		\$XXX.XX
Total FIA P2+ and P2+ Soils Training Travel (All FIA Contractors)			\$YY,YYY.YY

Total Training Costs (FIA Core P2 and FIA P2 and P2+)
\$YY,YYY.YY

Total Bid Amount (Plot Bid plus Total Training Bid)
\$YY,YYY.YY

Note: No reimbursements for Experienced FIA Contractors attending virtual online training session.

Appendix A: EQUIPMENT LIST for Phase 2 (P2) Plots & QAQC Plots

The following materials will be furnished by the SDDANR and/or Northern Research Station (NRS):

1. An aerial photo, digital ortho-quad photo, or respective imagery, and one topographic map sheet of each location
2. One photo distance scale – to match provided imagery scale(s)
3. Field plot sheets
4. Printed **NRS FIA P2 Field Guide: Version 9.2** for field reference. To see the complete NRS FIA Field Guide, Version 9.2 go to the following website: <https://www.nrs.fs.usda.gov/fia/data-collection/>
5. Invasives handbook
6. Data recorders (2) includes:
 - Data collection Software
 - Computer Communication cables
 - Communication software
7. GPS receivers and software (2)

These above materials will not be made available before the successful candidate has received his/her official notice to proceed.

Each successful candidate agrees to furnish the following for each survey crew:

1. A Windows-capable computer equipped with a serial port or USB port (Laptop or desktop).
2. **A scanner with minimum resolution of 300dpi, capable of scanning paper plot sheets for electronic transfer of plot materials with the electronic plot files. Scanned plot sheets must be legible in digital format.**
3. Cruiser vest (Optional)
4. State gazetteer or atlas of state for field crews doing plot set-up.
5. Tatum or clipboard
6. One increment borer with a minimum length of 12 inches
7. One clinometer - % and topographic scales
8. One compass – Azimuth (0° – 360°)
9. One diameter tape (must be graduated in tenths of an inch)
10. One 75' or 100' tape (must be graduated in tenths of a foot)
11. One photo protector (optional)
12. Laser Rangefinder (optional)
13. Telescopic height pole (30ft) – 1 per crew or vehicle (optional but recommended).
14. Tree marking scribes (optional)
15. Chaining pins(optional but highly recommended)
16. Metal pins (or yellow stakes) for marking plot centers
17. Flagging material rated for cold weather, color blue

18. Tree paint; **For plots outside Black Hills region:** Nelson Nel-Script Tube marker paint – White 6 fl. Ounces (Estimate approximately one tube of paint per 2-3 plots, or 563 Speedry Paint Markers (Estimate approximately one marker per dozen plots.
19. Aluminum nails (10 Penny 3" long); **Used for plots in the Black Hills Region.**
20. Aluminum tags; **Used for plots in the Black Hills Region**
21. Hand ax (optional)
22. **A safety plan and adequate safety equipment** required by OSHA and in accordance with industry standards
23. All applicable insurance
24. Postage and shipping costs to deliver FIA plot data, return government provide equipment: obtain landowner permissions, and correspondence with SDDANR and the general public

All equipment must be in good working order and able to pass inspection by SDDANR personnel.

Appendix B: Equipment List for P2 Plus Plots (P2+) and P3 Soils – P2 Plus Plots.

The following materials will be furnished by the NRS and distributed at the P2 Plus certification session or shipped to the contractor at the beginning of the data collection window:

For Soils

1. Frame for sampling known area of surface litter material. A small bicycle tire (16 x 2.125 in tire size with an internal diameter of 12 in) has been chosen as the standard size.
2. An **Impact-driven Soil Core** (2 in dia. X 8 in depth) **sampler**, with two 2 in diameters by 4 in long stainless-steel core liners for obtaining material soil samples.
3. Additional bulk density sampling equipment: crescent wrench and universal slip wrench for disassembling bulk density sampler if stuck and a brush for cleaning soil core sampler and liners.
4. Tile probe (42 in) for measuring depth to a restrictive layer.
5. Soil sample labels.
6. Backpack for carrying equipment.
7. Addendum **9.1** to the National Core Field Guide.

Each successful candidate agrees to furnish the items for performing P2+ and P3 soils plots.

For soils

1. A ruler graduated in tenths of an inch for measuring soils layer depths.
2. Garden trowel or hand shovel for sampling forest floor and excavating soil sample hole where soil sampler cannot be used.
3. Small knife with sharp blade for sampling the forest floor layers.
4. Pruning shears (very useful in cutting through roots and litter).
5. Soil sample bags (9 x 12 in or quart size) for mineral soil samples.
6. Soil sample bags (10 x 18 in or gallon size) forest floor samples.
7. Small Indelible ink markers (thin black line) for marking sample bags.
8. Plastic tarp (1 yd x 1 yd) to use as a working surface.
9. Cleaning cloths.
10. Plastic water bottle for use in hand-texturing soil.
11. Any government provided piece of equipment that is lost or damaged by the consultant.

For invasive plants

1. Forester grade plant press with cardboard inserts for pressing leaves.
2. A large diameter 10x hand lens magnifying glass for examining leaves.

3. Stiff paper or cardboard for protecting leaf samples and vouchers in the mailing envelopes.
4. Flagging for temporary marking of sites or sample plants.

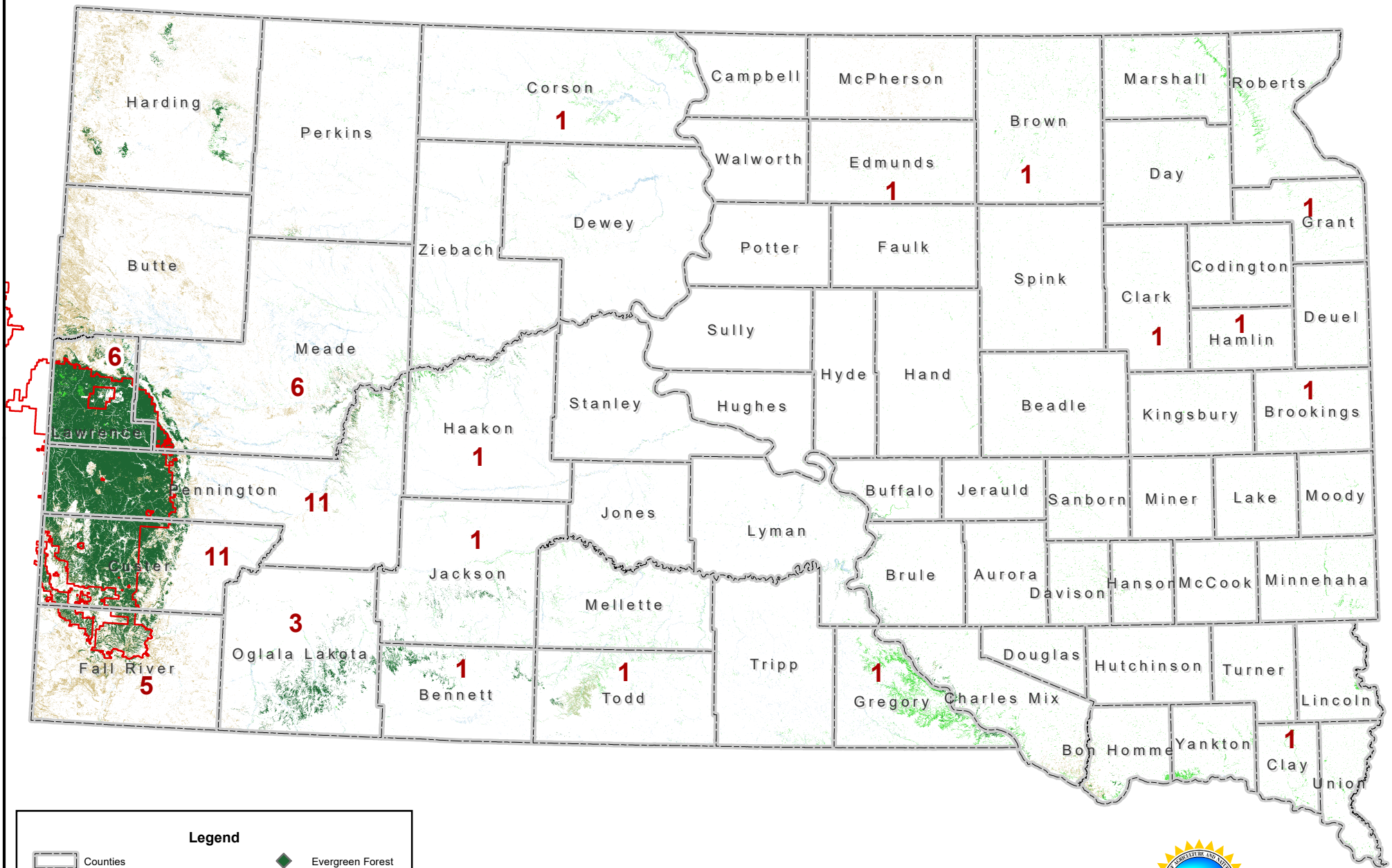
Appendix C List of Invasive Plant Species

Species	Common name	Plant Type
<i>Microstegium vimineum</i>	Japanese stiltgrass, Nepalese browntop	grass
<i>Phalaris arundinacea</i>	reed canary grass	grass
<i>Phragmites australis</i>	common reed, phragmites	grass
<i>Alliaria petiolata</i>	garlic mustard	herb
<i>Centaurea biebersteinii</i>	spotted knapweed	herb
<i>Cirsium arvense</i>	Canada thistle	herb
<i>Cirsium vulgare</i>	bull thistle	herb
<i>Cynanchum louiseae</i>	Louise's or black swallow-wort	herb
<i>Cynanchum rossicum</i>	European swallow-wort	herb
<i>Euphorbia esula</i>	leafy spurge	herb
<i>Hesperis matronalis</i>	Dame's rocket	herb
<i>Lysimachia nummularia</i>	creeping jenny	herb
<i>Lythrum salicaria</i>	purple loosestrife	herb
<i>Polygonum cuspidatum</i>	Japanese knotweed	herb
<i>Polygonum x. bohemicum*</i>	(<i>P. cuspidatum</i> x. <i>P. sachalinense</i> hybrid)	herb
<i>Polygonum sachalinense</i>	giant knotweed	herb
<i>Berberis thunbergii</i>	Japanese barberry	shrub
<i>Berberis vulgaris</i>	common barberry	shrub
<i>Elaeagnus umbellata</i>	autumn olive	shrub
<i>Frangula alnus</i>	glossy buckthorn	shrub
<i>Ligustrum vulgare</i>	European privet	shrub
<i>Lonicera maackii</i>	Amur honeysuckle	shrub
<i>Lonicera tatarica</i>	Tatarian bush honeysuckle	shrub
<i>Lonicera x bella</i>	Showy fly honeysuckle	shrub
<i>Lonicera morrowii</i>	Morrow's honeysuckle	shrub
<i>Rhamnus cathartica</i>	common buckthorn	shrub
<i>Rosa multiflora</i>	multiflora rose	shrub
<i>Spiraea japonica</i>	Japanese meadowsweet	shrub
<i>Viburnum opulus</i>	European cranberrybush	shrub
<i>Acer platanoides</i>	Norway maple	tree
<i>Ailanthus altissima</i>	tree-of-heaven	tree
<i>Albizia julibrissin</i>	silktree	tree

<i>Elaeagnus angustifolia</i>	Russian olive	tree
<i>elaleuca</i>		
<i>quinquenervia</i>	punktree	tree
<i>Melia azedarach</i>	Chinaberry	tree
<i>Paulownia tomentosa</i>	princesstree	tree
<i>Robinia pseudoacacia</i>	black locust	tree
<i>Tamarix ramosissima</i>	saltcedar	tree
<i>Triadica sebifera</i>	tallow tree	tree
<i>Ulmus pumila</i>	Siberian elm	tree
<i>Tribulus terrestris</i>	puncturevine	vine
<i>Celastrus orbiculatus</i>	oriental bittersweet	vine
<i>Hedera helix</i>	English ivy	vine
<i>Lonicera japonica</i>	Japanese honeysuckle	vine

South Dakota's FIA P2 Plots 2023 and Forest Landcover Type

RFP#: 23RFP8365 - P2 Plot Count per County, 55 P2 Plots Total



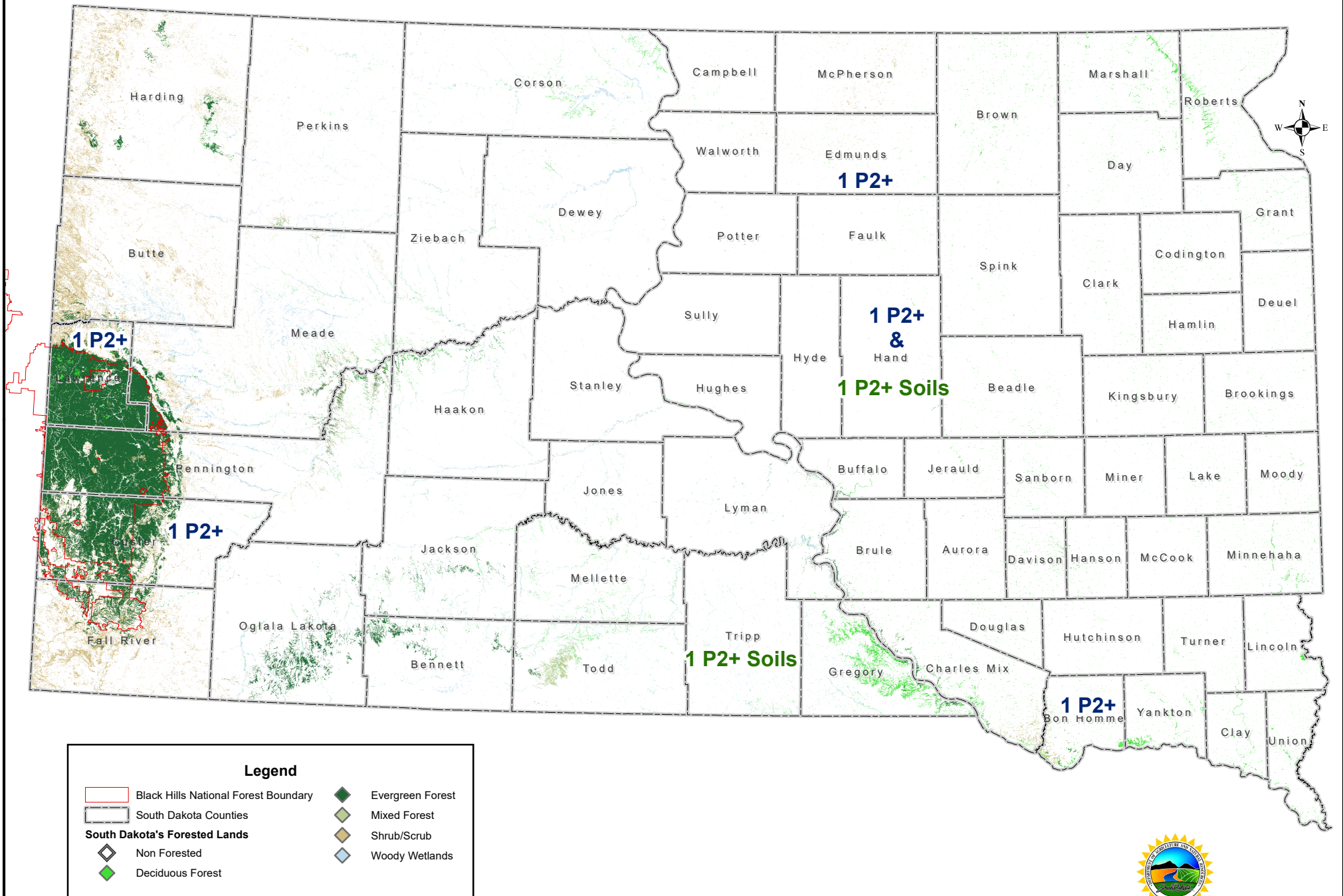
Legend

- | | |
|--------------------------------------|------------------|
| Counties | Evergreen Forest |
| Black Hills National Forest Boundary | Mixed Forest |
| South Dakota's Forested Lands | |
| Non Forested | Shrub/Scrub |
| Deciduous Forest | Woody Wetlands |



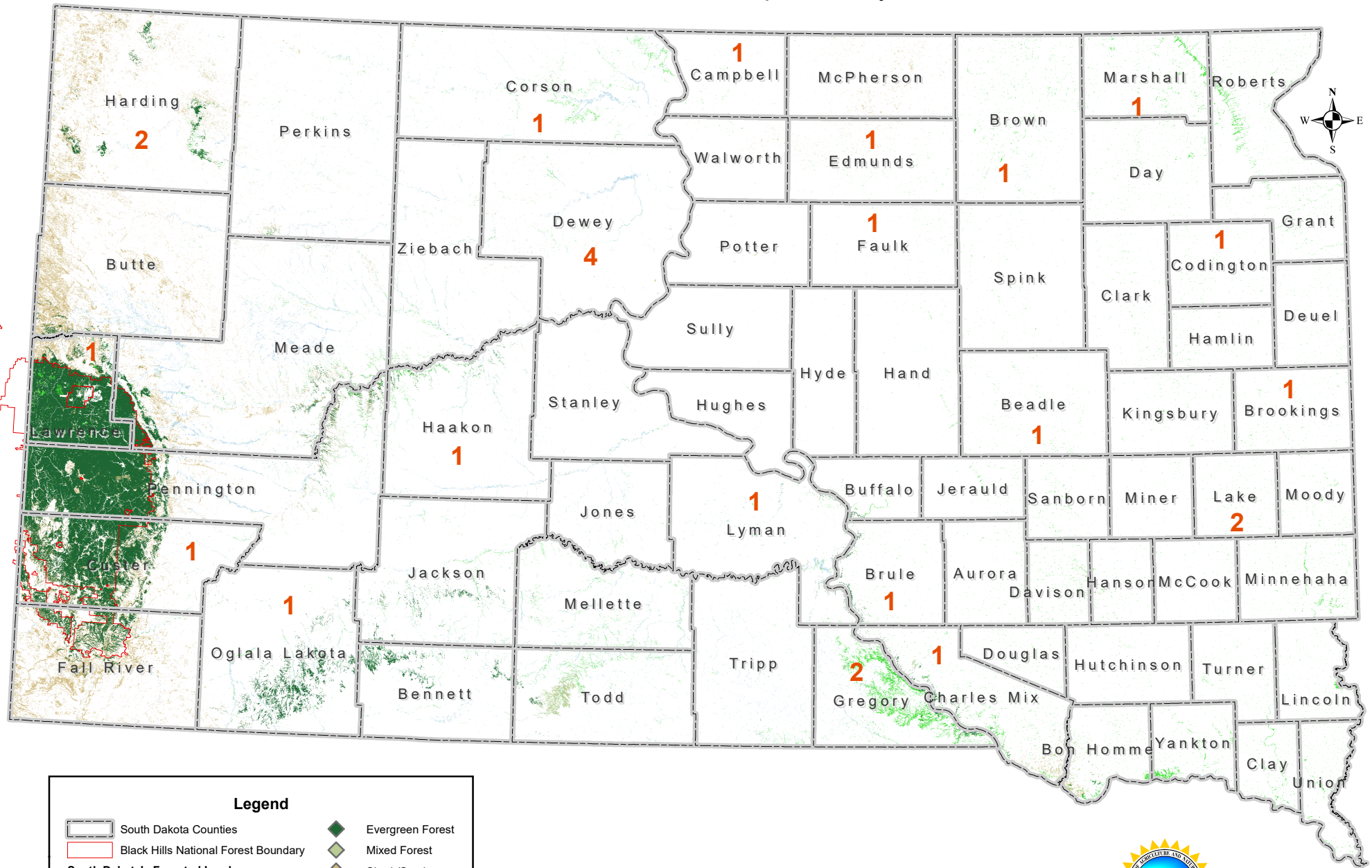
South Dakota's FIA Plots 2023 and Forest Landcover Type

RFP#: 23RFP8365 5 P2+ & 2 P2+ Soils Plot Count per County



South Dakota's FIA Plots 2023 and Forest Landcover Type

RFP#: 23RFP8365 QAQC Plot Count per County, 26 Plots Total



Legend

South Dakota Counties

Black Hills National Forest Boundary

South Dakota's Forested Lands

Non Forested

Deciduous Forest

Evergreen Forest

Mixed Forest

Shrub/Scrub

Woody Wetlands

