



REQUEST FOR PROPOSALS

Hutchinson Ranch Floodplain Conceptual Design

KCT is requesting proposals from qualified engineering firms to provide professional services in support of a conceptual floodplain restoration project on a 235-acre property near Thorp, Washington. The selected firm will work in collaboration with KCT and local stakeholders to develop and evaluate restoration alternatives, ultimately delivering a 30% design plan for a selected alternative. Deliverables include: development of three conceptual alternatives, 30% design plan set, basis of design report, estimated costs, and a riparian enhancement plan. This project is funded through the Washington State Recreation and Conservation Office (RCO) #25-1179, and all deliverables must comply with **RCO's Manual 18 guidelines**.

An *optional* site tour is scheduled for Friday October 31, 2025 from 9-12pm. RSVP to Mel Babik mbabik@kittitasconservationtrust.org by Oct 29, 2025.

Proposals will be accepted electronically until 5 PM (Pacific Time) on Friday, Nov 14, 2025. Email a pdf copy of the proposal to **both** Mel Babik, KCT's Restoration Director, at mbabik@kittitasconservationtrust.org and Kelsey Martin Harbick, Project Manager, at kmartinharbick@kittitasconservationtrust.org.

RFP Activities	Due Date
Distribute RFP	Oct 23, 2025
Site Tour RSVP	Oct 29, 2025
Site Tour (Optional)	Oct 31, 2025 9 AM
Final Submission of Questions Deadline	Nov 6, 2025 at 5:00 PM
Submission Deadline	Nov 14, 2025 at 5:00 PM
Contract Awarded	Nov 21, 2025

KITTITAS CONSERVATION TRUST (KCT) is a local non-profit land trust located in Roslyn, WA. KCT's mission is to protect and enhance fish and wildlife habitat, open space, and recreational assets in the Upper Yakima River Basin. KCT is requesting proposals for Engineering Services to develop a conceptual floodplain restoration design on 235 acres of the Hutchinson Ranch River Conservancy near Thorp, WA. **Proposals will be accepted electronically until 5 PM (Pacific Time) on Friday, Nov 14, 2025.** Email a pdf copy of the proposal to **both** Mel Babik, KCT's Restoration Director, at mbabik@kittitasconservationtrust.org and Kelsey Martin Harbick, Project Manager, at kmartinharbick@kittitasconservationtrust.org . **Late proposals will NOT be considered.** The consultant is responsible for verifying that the email is received. Questions about the project should be sent electronically to both staff members by **Thursday, Nov 6, 2025**. KCT will answer each inquiry promptly.

1. GENERAL ADMINISTRATIVE PROVISIONS

1.1 BACKGROUND

KCT recently acquired the 235-acre Hutchinson Ranch River Conservancy property. It was privately owned and historically used for ranching, recreation, and gravel mining/sorting and has legacy remnants of those times. About ½ mile of levees disconnect the floodplain from the Yakima River. The limiting factors to salmon and bull trout recovery in this area include: the Yakima River confinement by levees and berms, altered flow regimes and fluvial processes, disconnected floodplains, lack of off-channel habitat, degraded channel structure and complexity, and the loss of critical riparian areas and wood recruitment. Assessments will determine the feasibility to engage the Yakima River with its historic floodplain, create side channel habitat, improve riparian and upland habitats, and provide flood risk reduction to the community of Thorp.

The goals of this project are to:

1. Improve instream, floodplain, and riparian function
2. Increase the quantity and quality of off-channel habitat by reconnecting the adjacent floodplain
3. Increase the amount of fully functioning riparian habitat

1.2 STATEMENT OF PURPOSE

KCT is requesting proposals for Engineering Services to produce conceptual floodplain restoration designs on a 235-acre property near Thorp, WA. The project design team is required to include: at least one licensed professional engineer with experience in Yakima Basin geomorphology, hydrology, and hydraulics and team member(s) with expertise in wetland ecology, botany, and fisheries. The selected firm will work in collaboration with KCT and local stakeholders to develop and evaluate restoration alternatives, ultimately delivering a 30% design plan for a selected alternative. Deliverables include: development of three conceptual alternatives, 30% design plan set, basis of design report, estimated costs, and a riparian enhancement plan. This project is funded through the Washington State Recreation and Conservation Office (RCO) #25-1179, and all deliverables must comply with **RCO's Manual 18 guidelines**.

The "Contractor" shall furnish all necessary labor, facilities, materials, equipment, and incidentals to complete the assessments/surveys/designing etc. KCT reserves the right to reject any and all proposals for any reason and to pursue contracting in a manner that is in the best interest of the organization.

The Project is located on KCT property that was purchased with private and State funds (RCO # 22-1246) and is subject to State rules and regulations.

General Scope of Services:

A) Perform Site Survey and Assessment

This work will include data procurement and collection to assess existing conditions. It may include analysis of previous assessments, the installation of groundwater monitoring wells, wetland delineations, vegetation analysis, hydrologic assessment, hydraulic modeling, etc. KCT staff can support data collection to maximize efficiency and reduce costs at the direction of the engineer. The deliverable is an assessment report that supports project goals.

B) Alternative Assessment with Three Conceptual Alternatives & Feasibility

The contractor will work with technical and citizen advisors to develop an alternative assessment of three conceptual alternatives that meet the project goals. The deliverables are GIS annotated maps, a feasibility analysis, and report that support project goals.

C) 30% Design of a Conceptual Alternative

The contractor will work with technical and citizen advisors to develop a 30% Conceptual Alternative Design for restoration on the Hutchinson Ranch River Conservancy. Preliminary hydraulic modeling and analysis will be expected. The deliverables are a preliminary Basis of Design report, 30% design drawings, and estimated costs that support project goals.

D) Riparian Enhancement Plan

The contractor will survey current vegetation and evaluate the revegetation potential. The contractor will produce a riparian enhancement plan that supports project goals.

1.3 Schedule

KCT anticipates the following schedule; however, earlier deliverables are accepted.

Task	Target Date
Task 1: Data gathering complete	7/30/2027
Task 2: Alternative Assessment (3 conceptual alternatives)	9/10/2027
Task 3: Riparian Enhancement Plan	9/10/2027
Task 4: 30% Conceptual Design Set	9/29/2028

1.4 KCT'S PROCUREMENT PROCESS AND OBLIGATIONS

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all Contractors. KCT is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit proposals. KCT shall incur no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto.

1.5 CONTRACTOR'S OBLIGATIONS

Contractors must review and analyze all sections of this RFP and submit all information and materials required. Contractors must provide sufficient information to allow KCT to evaluate the submitted proposal. Contractors, by submitting their proposals, agree that any costs incurred by the Contractors in responding to this RFP are to be borne by Contractors and may not be billed to KCT.

Contractor's proposal materials must provide information in the order listed in this RFP or clearly state where the information resides. KCT may consider informal any proposal not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. If any proposal is unclear, it may result in disqualification. Contractor has the ability to resubmit its proposal to KCT. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

If you are chosen as an award winner, KCT will enter into cost negotiations. KCT has the right to rescind your

organization as the award winner.

1.6 DISPOSITION OF PROPOSALS

All material submitted in response to this RFP will become the property of KCT and may be returned only at the option of KCT and at the expense of the Contractor. Successful and unsuccessful contractors will be notified via email. KCT shall not be obligated to detail any of the results of the evaluation.

1.7 CONTRACTUAL COMMITMENT OF PROPOSAL

The contents of the submitted proposal will be considered obligations of the successful Contractor. No information should be submitted that is not intended to be incorporated into the proposal and any contract that may result from such proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

1.8 BONDS AND INSURANCE REQUIREMENTS

The Contractor shall provide KCT with a Certificate of Insurance verifying its limits for public liability, property damage, and automobile insurance in an amount not less than One Million Dollars (\$1,000,000), per occurrence at the time of contract. For the awarded Contract, KCT shall be specifically named as an "additional insured" on all policies covering work under the Contract and the required Certificate of Insurance shall show that KCT has been added to the policies. All insurance shall be endorsed so that it cannot be canceled in less than thirty (30) days. Contractor must provide proof of bonds and certificate of insurance to KCT prior to commencing project.

1.9 APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS

Contractor shall comply with all applicable Washington Governor Executive Orders; federal, state and local laws, regulations (rules), assurances, and orders, whether or not specifically referenced herein.

1.10 DRUG FREE WORKPLACE

The Contractor shall comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

1.11 INDEPENDENT CAPACITY OF CONTRACTOR

The parties hereto agree that the Contractor, and any agents and employees of the Contractor shall act in an independent capacity and not as officers, employees, or agents of KCT. Nothing herein or in the submitted documents shall be construed so as to create a partnership, joint venture, or other relationship between the parties.

1.12 LIABILITY

The Contractor agrees to indemnify and to hold KCT harmless and immune from any and all claims for injury or damages arising from this RFP or any awarded Contract which are attributable to Contractor's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, third parties utilized by Contractor, or joint ventures.

1.13 RIGHT TO REJECT

KCT reserves the right to reject, in its sole and absolute discretion, any and all proposals, for any reason, to waive technicalities, and to pursue purchasing that is in the best interest of the organization. KCT shall not be required to award a contract to any entity that responds to this RFP. Reasons for non-award of this contract may include but are not limited to KCT's dissatisfaction of the submitted proposal and/or lack of contractor proposals required to complete the project. The final award of the Project is conditional on Contractor executing a written Contract acceptable to KCT, in its sole and absolute discretion.

2. PROPOSAL SUBMITTAL AND EVALUATION

2.1 CONTRACTOR'S SUBMISSION REQUIREMENTS

Submission of Proposal:

2.1.1 PDF proposal conforming to the requirements set out below must be received via email by Mel Babik mbabik@kittitasconservationtrust.org and Kelsey Martin Harbick kmartinharbick@kittitasconservationtrust.org no later than **5:00 PM on Friday, Nov 14, 2025**.

Modifications to proposals already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals.

2.1.2 Proposals should be concise (**not more than 15 pages**) and at minimum, include the following:

a. Contractor Qualification & Relevant Experience

- i. Qualification and overall experience of your firm to develop a project of this scope.
- ii. Project manager's skills and experience developing a project of this scope.
- iii. A coherent consultant team with relevant qualifications of key members.
- iv. 1-2 page description of at least three (3) projects completed by the Contractor that are similar in scope. Include names and telephone numbers of contacts with whom the contractor's previous performance can be discussed.
- v. Names, addresses, contact information, and descriptions of any subcontractors which your company would employ and up to a 1-page description of their relevant experience and past performance. All subcontractors must be identified along with the defined work they will perform. KCT must know if work is being done outside of the awarded company and reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by KCT will NOT absolve the contractor from getting the work done for the contracted price.

b. Methodology

- i. Technical approach for completing all tasks described in the General Scope.
- ii. Address FEMA map revisions.
- iii. Support communication with stakeholders (technical, citizen, and adjacent private landowners).

2.2 PROPOSAL EVALUATION/SELECTION PROCESS

2.2.1 Contractors are to make written Proposals, which present Contractor's proposals and ability to perform the necessary work to complete the project. KCT's preferred proposal for the Contractor includes the successful completion of at least 3 floodplain restoration design projects of similar size and scope. Proposals should be thorough and detailed so that KCT may properly evaluate Contractor's capabilities to provide the required goods/services.

2.2.2 Submittals will be evaluated and ranked for the following criteria:

- 1) Qualifications of key personnel
- 2) Relevant experience and technical skills
- 3) Demonstrated ability to understand and perform the project

2.3 QUESTIONS REGARDING THIS RFP

Contractor understands and agrees that they have a duty to inquire about and clarify any RFP questions that the Contractor does not fully understand or believes may be interpreted in more than one way. Only written questions can be submitted regarding this RFP. Contractors can send questions to KCT via the email listed in Section 2.1.1 by 5:00 PM **Thursday, Nov 6, 2025**. No phone calls, please. KCT is not required to answer any questions that are not pertinent to the RFP or are considered to be proprietary information.

2.4 RESTRICTED COMMUNICATIONS

It is the policy of KCT to avoid situations which (1) place it in a position where its judgment may be biased; (2) create an appearance of conflict of interest with respect to rendering an impartial, fair, technically sound, and objective decision prior to selection; or (3) give an unfair competitive advantage to competing Contractors. Therefore, to ensure an ethical RFP process, contractors will not be able to submit questions or otherwise communicate with KCT after the date listed in the table in Section 2.5 below.

2.5 CRITICAL DATES

2.5.1 Proposal submission due date

Proposal documents shall be delivered to KCT on or before 5:00 pm on Friday, Nov 14, 2025. See Section 2.1 for Submission Requirements.

Email a pdf copy of the Proposal to **both** Mel Babik, KCT's Restoration Director, at mbabik@kittitasconservationtrust.org and Kelsey Martin Harbick, Project Manager, at kmartinharbick@kittitasconservationtrust.org.

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