



REQUEST FOR PROPOSAL

Hutchinson Ranch River Conservancy Agricultural Field Restoration

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.

Kittitas Conservation Trust is requesting proposals for Restoration Services to restore a 71-acre alfalfa field to native grasses near Thorp, Washington (see maps in Appendix A). Proposals must include a restoration plan, schedule, scope of work and detailed budget that meets the timeline and needs detailed in this solicitation. All deliverables must comply with the funding agencies: Washington State Conservation Commission (WSCC)- Riparian Grant Program and Natural Resource Conservation Services (NRCS).

An *optional* virtual site tour is scheduled for Thursday January 15, 2026 from 9-10pm. RSVP to Mel Babik mbabik@kittitasconservationtrust.org by Jan 13, 2026 to register.

Proposals will be accepted electronically until 5 PM (Pacific Time) on **Friday, Jan 29, 2026**. 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, Jan 22, 2026**. KCT will answer each inquiry promptly and post all questions/answers on the webpage under <https://www.kittitasconservationtrust.org/request-for-proposals/>

RFP Activities	Due Date
Distribute RFP	Jan. 5, 2026
Site Tour RSVP	Jan. 13, 2026
Virtual Site Tour (Optional)	Jan. 15, 2026 9-10 AM
Final Submission of Questions Deadline	Jan. 22, 2026 at 5:00 PM
Submission Deadline	Jan. 29, 2026 at 5:00 PM
Contract Awarded	Feb. 3, 2026

1. GENERAL ADMINISTRATIVE PROVISIONS

1.1 BACKGROUND

KCT acquired the 235-acre Hutchinson Ranch River Conservancy in 2024 using a mixture of state and private funding (RCO # 22-1246). It was privately owned and historically used for ranching, recreation, and gravel mining/sorting and has legacy remnants of those times. There is a 71-acre alfalfa field that has been in production for decades until 2025. Hand lines, wheel lines, and a pivot system remain intact and functional. KCT possesses shares in West Side Irrigation. The goal of this project is to restore the 71-acre agricultural field to native grasses. Cultural Resource surveys have been performed, and consultation will be underway in January of 2026. Table 1 documents some of the weeds recorded on the property.

Table 1: Documented weeds on Hutchinson Ranch River Conservancy

Russian Thistle	Knap Weed diffuse	Feverfew	Desert Madwort	Lambs quarter	Tansy
Buttonweed	Knap Weed spotted	Dandelion	Prickly Lettuce	Salsify	Orchard Grass
Burr Butter cup	Dalmatian Toadflax	Crab Grass	Corn Gromwell	Sulfur cinquefoil	Oxeye Daisy
Common Mullein	Bed Straw (catch weed)	Bittersweet nightshade	Bulbous Blue Grass	Perennial Pepper weed	Henbit deadnettle
Tumble Mustard	Broadleaf Plantain	Cheat grass	Flixweed	Alfalfa	
Canada Thistle	Shephard's Purse	Filaree	Canada Thistle	Ribwort Plantain	

1.2 STATEMENT OF PURPOSE

KCT is requesting proposals for Restoration Services to restore a 71-acre alfalfa field to native grasses near Thorp, WA. Proposals should budget restoration actions through June 30, 2027 with additive items through December of 2028. This project is funded through the WA State Conservation Commission and thus all work completed under this solicitation must comply with Local and State laws. Herbaceous weed treatment will follow NRSC guidelines (315- Herbaceous Weed Treatment Implementation Requirements) and require spray records.

The “Contractor” shall furnish all necessary labor, facilities, materials, equipment, and incidentals to complete all restoration activities included in the scope of work below. KCT reserves the right to reject any and all proposals for any reason and to pursue contracts in a manner that is in the best interest of the organization.

General Scope of Services:

1. Site Visits and Assessments

Survey the vegetative composition of the field and growth rates of target and non-target species.

2. Eradication of nonnative species

Preparation of the 71-acre abandoned agricultural field for successful seeding. Contractor will follow NRCS Conservation Practice Standard 315 – Herbaceous Weed Control. Activities may consist of mechanical and/or chemical treatment of invasive vegetation, and targeted weed removal to support native vegetation establishment. Spray records must be submitted to owner with invoices. If chemical application is required, contractor must have appropriate chemical applicator’s licenses valid in Washington State.

3. Establishment of native vegetation

Seeding of approved native bunchgrasses. Irrigation (pivot system, handlines, and wheel lines are available and on site). Irrigation *if needed* would be the responsibility of the owner.

1.3 Schedule

KCT has secured funding through June 30, 2027 to establish native vegetation in the agricultural field. KCT will

continue to seek funding for additional eradication on nonnative species through December 2028. Contractors should produce a detailed budget and schedule through June 30, 2027 with additive bid items necessary for restoration through December 31, 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 Request for Proposal 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 may resubmit its proposal to KCT if done prior to the submission deadline. 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. Contractor must also follow NRCS 315-Herbaceous Weed Treatment Implementation Requirements.

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 PM (Pacific Time) on **Friday, Jan 29, 2026**.

Modifications to proposals already submitted will be allowed if submitted in writing prior to the Submission Deadline.

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

- a. Contractor Qualification & Relevant Experience
 - i. Contractor's skills and experience developing and managing a project of this scope. Identify specific team members' roles and experiences that would work on this project.
 - ii. Include 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.
 - iii. 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. Scope of work
 - i. Technical approach for completing all tasks described in the General Scope of Services.
- c. Schedule
 - i. Schedule for completing all proposed restoration tasks.
- d. Pricing
 - i. Provide a detailed line-item budget for all work included in the Scope of Work for this project. Optional additive items must be clear and will be dependent on need and funding. All pricing must be inclusive of all taxes. Prevailing wage is not required.
 - ii. Specify expiration date of proposal. Submitted proposal pricing must be good through December 31, 2027.

2.2 PROPOSAL EVALUATION/SELECTION PROCESS

2.2.1 Contractors are to make written Proposals, which present Contractor's experience and ability to perform the necessary work to complete the project. KCT's preferred proposal for the Contractor will include the successful completion of at least 3 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) Contractor Qualifications
- 2) Relevant experience
- 3) Technical approach
- 4) Proposal pricing and timeline
- 5) References
- 6) Quality and Thoroughness of Proposal documents

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 to the email listed in Section 2.1.1 by 5:00 PM by **Thursday, Jan 22, 2026**. 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 PM (Pacific Time) on **Friday, Jan 29, 2026**. 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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Appendix A: Maps

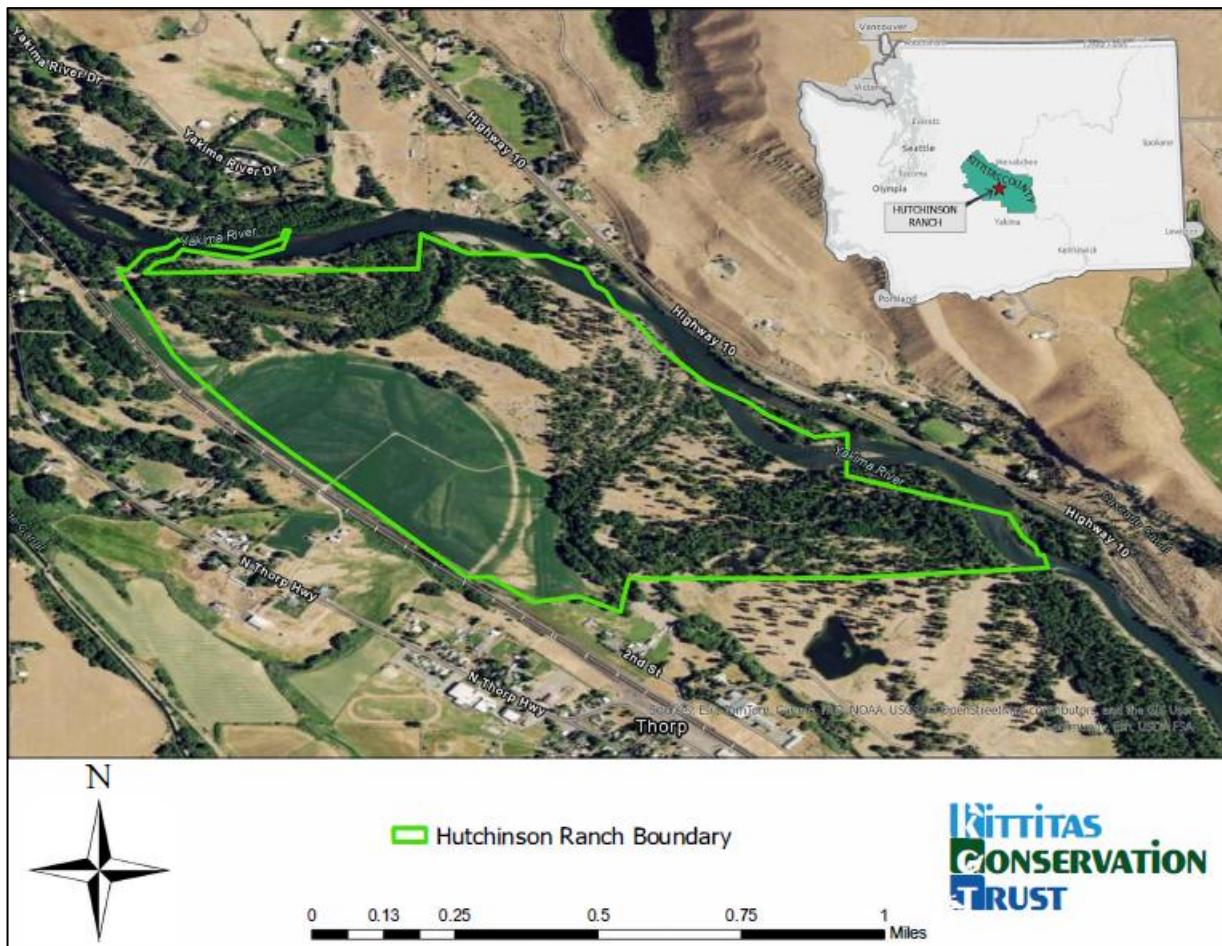


Figure 1: Site Vicinity Map

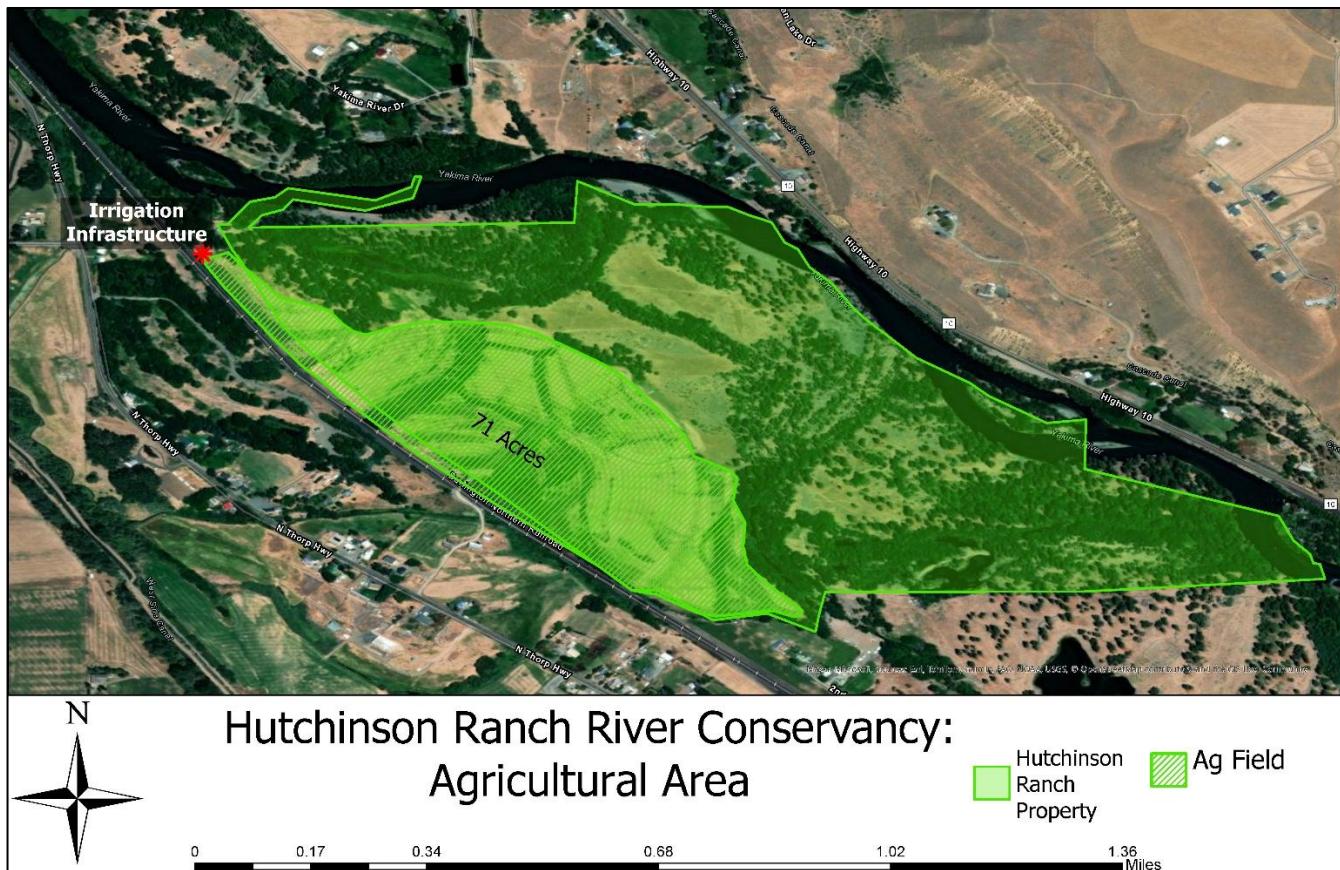


Figure 2: Agricultural Field Area Map