



**Illinois Valley Watershed Council**  
331 E Cottage Park Suite 1B - P.O. Box 352  
Cave Junction, OR 97523  
Phone: 541-592-3731

## Monthly Watershed Council Meeting Notice and Agenda Thursday, May 8, 2025

331 E Cottage Park Drive Suite 1 or Join the [Zoom Meeting](#)

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: , 2025 5:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

One tap mobile

+17193594580,,86960686555#,,,,\*94761306# US

+12532050468,,86960686555#,,,,\*94761306# US

For Phone in:

Dial by your location

• +1 719 359 4580 US

• +1 253 205 0468 US

Pacific • +1 253 215 8782 US

- I. 5:00 PM: Call to Order**
- II. 5:02 PM: Acceptance of Minutes**
- III. 5:05 PM: Acceptance of Financial Reports**
- IV. 5:10 PM: Committee Reports - Policy**
- V. 5:25 PM: Old Business**
  - a. Self-Assessment
  - b. Logo
  - c.
- VI. 5:50 PM: New Business**
  - a. Engagement Session Scheduling
- VII. 6:15 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report
  - c. Board Action Items/Homework
- VIII. 6:30 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- IX. 6:45 PM: Public Comments (Relating to this agenda or IVWC Operations)**
- X. 7:00 PM: Adjournment**

### Meeting Minutes

Meeting Called to Order April 8, 2025, by Katrina Poydack, Chair, at 5:05 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill (5:45)	
Patty Downing	Abie Diaz	
Carol Crawford	Patty Downing (6:00)	
Janice Denney		
Kevin O'Brien (E.D.)		
Bill Joerger		
Arlyse DeLoyola (staff)		

**SCRIBE**

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the March 2025 meeting were presented to the council for review.
  - Kevin O'Brien made a motion to approve the minutes.
  - Carol Crawford seconded that motion.
  - The minutes were approved without dissent.
  
- **Financials:** The Financial Reports for March 2025 were presented to the Council for review.
  - Kevin O'Brien made a motion to approve the financial reports.
  - Carol Crawford seconded that motion.
  - The motion was approved without dissent.

**Committee Reports:**

Kevin reported on the Policy Committee meeting and presented the draft Land Acknowledgement. Katrina asked if the board would consider removing part of one tribal name as it causes confusion. Also discussed was when to use the Acknowledgement.

- Kevin O'Brien made a motion to accept the proposed Land Acknowledgment with one correction.
- Katrina Poydack seconded the motion.
- The motion passed unanimously.

There will be a Programs and Project meeting Tuesday, April 15<sup>th</sup> at 11:00 am. Also scheduled was Organizational Development for April 29<sup>th</sup>, also at 11:00.

**OLD BUSINESS**

- **Organizational Self-Assessment**  
 Discussion for consensus on the survey will be completed next meeting.
  
- **March for Trees Event**  
 Kevin reported that roughly 100 people were given 1100 trees over the course of the events.

- **Bottledrop Gives:**

Dates for the Earth Week promotion are April 15- 26. . During that time, Bottledrop will do a 20% match on all deposits. Arlyse encouraged everyone to donate during that time-period.

#### **NEW BUSINESS**

---

- **IVCDO Strategic Planning**

Kevin will represent the Council at the IVCDO Strategic Planning evening session March 19<sup>th</sup>.

#### **CONTINUING**

---

- **Staff and Partnering Agency reports:**

Kevin reviewed his report

Arlyse had nothing to add to her report.

**Board Actions/Homework:**

Complete Council Self-Assessment and return to Arlyse ASAP.

**Partnering Agency Reports:**

Arlyse reported for IVSWCD that John had been interviewed by Channel 12 news and that a story about the Post-Fire Recovery project was on the TV news as well as online, which included photos from the Page Creek planting event.

**Public Comments:**

There were no public comments.

#### **NEXT MEETING**

---

The next monthly meeting is to be held at 5:00 pm on April 10<sup>th</sup>, 2025.

#### **ADJOURNMENT**

Meeting Adjourned by Katrina Poydack, Chair, at 6:25 pm.

**Approved Minutes:**      **Signature**\_\_\_\_\_      **Date**\_\_\_\_\_

Illinois Valley Watershed Council  
**Profit & Loss**  
April 2025

---

	<u>Apr 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	30.00
<b>Total Contributions Received</b>	30.00
<b>Grants Received</b>	
Government Grants           USFS Stream Survey	5,712.60
<b>Total Grants Received</b>	5,712.60
<b>Total Income</b>	5,742.60
<b>Gross Profit</b>	5,742.60
<b>Expense</b>	
<b>Contracted Services</b>	5,297.68
<b>Other</b>	
Copier Lease	65.75
Dues & Subscriptions	25.00
Internet Services	42.50
Payroll Fees	50.00
Power	45.91
Rent Expense	587.00
Telephone	245.79
<b>Total Other</b>	1,061.95
<b>Printing &amp; Copying</b>	19.47
<b>Project Expenses</b>	
Materials & Supplies	20.00
<b>Total Project Expenses</b>	20.00
<b>Salaries &amp; Wages</b>	4,978.68
<b>Training and Associated Travel</b>	
Lodging	382.72
<b>Total Training and Associated Travel</b>	382.72
<b>Total Expense</b>	11,760.50
<b>Net Ordinary Income</b>	-6,017.90
<b>Net Income</b>	<u><u>-6,017.90</u></u>

## Illinois Valley Watershed Council

## Profit &amp; Loss

July 2024 through April 2025

	<u>Jul '24 - Apr 25</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	1,402.03
Total Contributions Received	1,402.03
Fee For Service	99.84
Grants Received	
Foundation Grants	643.40
Government Grants	111,413.60
Total Grants Received	112,057.00
Total Income	113,558.87
Gross Profit	113,558.87
Expense	
Contracted Services	
Tax Preparation	2,015.00
Contracted Services - Other	15,766.18
Total Contracted Services	17,781.18
Corporation Fees- OR Non-Profit	50.00
Fundraising Expense	2,093.00
Insurance	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
Total Insurance	3,884.00
Other	
Bank Fees	22.22
Copier Lease	625.39
Dues & Subscriptions	610.00
Food & Water	27.67
Internet Services	212.50
Payroll Fees	993.00
PO Box Rent	116.00
Power	480.23
Rent Expense	5,669.50
Software	38.25
Telephone	1,242.30
Total Other	10,037.06
Printing & Copying	151.90
Project Expenses	
Materials & Supplies	66.99
Travel - Mileage	123.08
Total Project Expenses	190.07
Reconciliation Discrepancies	0.00
Salaries & Wages	87,066.79
Supplies & Materials	1,410.45
Taxes	157.00
Training and Associated Travel	
Lodging	382.72
Mileage	222.32
Training and Associated Travel - Other	340.04
Total Training and Associated Travel	945.08
Total Expense	123,766.53
Net Ordinary Income	-10,207.66
Other Income/Expense	
Other Income	
Refunds	21.00
Reimbursement	5,450.00
Total Other Income	5,471.00
Net Other Income	5,471.00
Net Income	<u><u>-4,736.66</u></u>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of April 30, 2025

	<u>Apr 30, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	64,499.34
Stripe Account	-0.18
<b>Total Checking/Savings</b>	<u>64,499.16</u>
<b>Total Current Assets</b>	<u>64,499.16</u>
<b>TOTAL ASSETS</b>	<b><u>64,499.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	25.00
<b>Total Accounts Payable</b>	<u>25.00</u>
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	532.48
<b>Total Credit Cards</b>	<u>532.48</u>
<b>Total Current Liabilities</b>	<u>557.48</u>
<b>Total Liabilities</b>	557.48
<b>Equity</b>	
Unrestricted Net Assets	68,678.34
Net Income	-4,736.66
<b>Total Equity</b>	<u>63,941.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>64,499.16</u></b>

Illinois Valley Watershed Council

5/7/2025 12:11 PM

Register: Checking Account

From 04/01/2025 through 04/30/2025

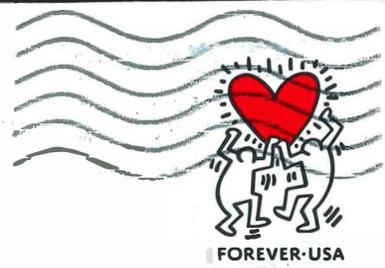
Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
04/01/2025	1231	Pacific Power	Accounts Payable		45.91	X		70,093.61
04/03/2025	ach	Slavic 401K Fund	Accounts Payable		637.83	X		69,455.78
04/03/2025	1220	IV DATA CENTER	Accounts Payable		21.25	X		69,434.53
04/03/2025	1221	US Cellular	Accounts Payable		123.00	X		69,311.53
04/03/2025	1232	Siskiyou Research Gr...	Accounts Payable		2,047.68	X		67,263.85
04/07/2025	1233	Pacific Office Autom...	Accounts Payable		65.75	X		67,198.10
04/15/2025	ACH	Cardinal-Employee ...	Accounts Payable		2,430.28	X		64,767.82
04/15/2025	ACH	Cardinal-Tax Impound	Accounts Payable		1,229.86	X		63,537.96
04/15/2025	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		63,487.96
04/16/2025			Grants Received:Gover...	Deposit USFS Stream Survey		X	5,712.60	69,200.56
04/16/2025	1234	Rogue Valley Engrav...	Accounts Payable		20.00	X		69,180.56
04/16/2025	1235	Siskiyou Research Gr...	Accounts Payable		2,000.00	X		67,180.56
04/16/2025	1236	IV DATA CENTER	Accounts Payable		21.25	X		67,159.31
04/17/2025	ACH	Slavic 401K Fund	Accounts Payable		680.71	X		66,478.60
04/17/2025	1237	Stilton LLC	Accounts Payable		472.50			66,006.10
04/17/2025	1238	A+ Storage	Accounts Payable		114.50	X		65,891.60
04/17/2025	1239	Discover Your North...	Accounts Payable		1,250.00	X		64,641.60
04/21/2025	1240	US Cellular	Accounts Payable		122.79	X		64,518.81
04/23/2025	1241	Pacific Office Autom...	Accounts Payable		19.47			64,499.34

**IV-FROG**  
Illinois Valley Fire Resiliency Oversight Group

Support Local Wildfire Preparedness

PORTLAND OR RPDC 972  
P.O. BOX 1997  
Cave Junction, OR 97523  
APR 2025 PM 5 L

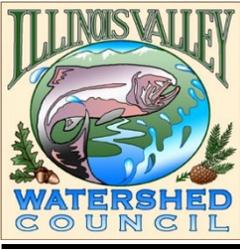


Dear IVWC Board & Staff -

Thanks for allowing me to provide a service to our community via the Post-Fire Recovery celebratory event. I appreciate your ongoing support for IVFROG, as well. Looking forward to future opportunities to collaborate on watershed-friendly activities ☺

Yours, Cheryl





## May 2025 Executive Director's Report (5/02/2025)

- John (Bellville) briefly met with me to tell me he was very impressed with all we did for local engagement event(s) that supported the District's OWEB-funded post-Slater fire recovery project. John told me that we greatly exceeded his expectations, noting how many events we developed, their 'fit' with the community and the post-fire recovery project, and how hard we all worked to make the events the successes they were for all involved. He also expressed appreciation for the leadership I provided for the cause.

I am grateful for his feedback on and share it here as a figurative bow for the 'Watershed March for Trees!' initiative we developed and delivered. Good on you and good on us! Thank you again for your sacrifices to make it the success it was.

- OK, buckle-up, as this is going to be a lot for the rest of this paragraph:  
I released the Request for Proposals (RFP) for the Horse Creek culvert replacement project last Friday (4/25) to eight different potential offerors doing comparable work in SW Oregon. A copy of the RFP is attached FYI. Signed sealed bids are due Tuesday, May 20<sup>th</sup> at 4:00pm. I conducted the **mandatory** pre-bid meeting/site visit for potential offerors yesterday (5/01). Two of the eight potential offerors – Nick Anderson Construction and Camp's Custom Excavating – attended and therefore are considered responsive to be able to submit proposals that will be considered for selection. I assembled and scheduled an evaluation committee comprised of qualified professionals including me that will consider any proposals we receive. I have secured technical assistance support services from the NF's engineering and fisheries divisions. Josephine County Planning Department defers to federal agency review when projects (such as this one) exist entirely on public lands that are federally administered. I still need to submit the project to them for review, but once they confirm the project is located on federally administered public lands, they sign-off on the project as being unauthorized to review. The RFP calls for project work to begin on Monday, 8/04/2025 and be completed by 9/15/2025.

Soooo... everything is set for a successful project, right?!? Well, maybe. There is a very big hurdle that must be cleared first: the unknown but anticipated high cost of materials relative to how much money has been secured to fund the project. This project has a large amount of its costs in materials. The remote project site adds to the costs. In short, we were going to be challenged with the level of funding that had been secured before the November elections. We will know after the proposal submittal deadline if the project remains viable for 2025 implementation in its current design form.

- OWEB did vote last week at their quarterly meeting to fully fund our Crooks Creek LWM Placement project. Mark Grenbemer replied to me that they are working on getting the agreement for it assembled and confirmed that it is likely to take about a month before it is ready. Excepting regulatory permitting fees, we cannot spend any money from that grant (or any OWEB grant) until our agreement is in place with them for the project. That works for me, because I have to wait until I know for certain the project is funded before I invest time and energy into several pre-implementation tasks. Consequently, I'm currently dashing hither and yon moving different pieces into place. BLM is providing all the LWM for the project, OWEB all the cash needed. Similar to the Horse Creek project with JoCo Planning, they'll sign-off on the project as being unauthorized to review. However, OWEB requires the local community planning department to sign a Land Use Compatibility Statement to that effect before they will release funds.

- I am looking forward to our discussion about the recent organizational Self-Assessment we did. It should be very interesting. Arlyse and I will be getting together at some point prior to the meeting to crunch numbers in an attempt to put a summary together to focus our time on the subject. I expect it to be interesting and informative for all, especially me!
- We are working with ODFW, IVSWCD, and Applegate Partnership and WC to establish a more streamlined riparian restoration permit process that will (hopefully) be more efficient and cost effective for all involved. More at the meeting and as it plays out.
- Unfortunately, I'm out of time here for this and need to get it out to you folks today. I would like to have updated a bit on our local engagement plans with the District for their Strategic Implementation Area (SIA), but hopefully we have time at the meeting. There's more to update you on and cover with you, but I'll have to rely on a verbal update at the meeting next week for any and everything else. Be well. 😊

In service to our shared mission,

Kevin O'Brien, Executive Director

---

ILLINOIS VALLEY WATERSHED COUNCIL  
P.O. Box 352 ~ Cave Junction, OR 97523 ~ 541-592-3731

**REQUEST FOR PROPOSALS**

**HORSE CREEK AOP REPLACEMENT RFP: HCAOPR-25-01**

**DUE DATE: Tuesday, May 20<sup>th</sup> 2025; 4:00 P.M.**

**I. STATEMENT OF WORK**

The Illinois Valley Watershed Council (the Council) is seeking qualified contractors to perform all work necessary to replace an existing culvert with an open bottom structural plate-arch on concrete footings at NFSR 2500617 at milepost 0.23 in the Rogue River-Siskiyou National Forest near Merlin, Oregon between August 4 – September 15, 2025. The work site is in the NW¼ SW¼ SE¼ Sect 8 T36S R8W, around 1,200-feet from the intersection with the NFSR-121 road (42°26'58.26", 123°39'59.56").

The existing 78-inch corrugated metal pipe culvert is undersized and does not meet the requirements for aquatic organism passage. Generally, the project will replace the existing culvert with an appropriately sized open bottom structural plate-arch on concrete footings that meets aquatic organism passage requirements.

Work will generally consist of isolating the work area from aquatic organisms and stream flows, protecting in place a historic corrugated metal pipe located on site, controlling turbidity levels within the stream, replacing the existing 78-inch corrugated metal pipe with an open bottom structural plate-arch on concrete footings, reprofiling the stream channel, and site rehabilitation. The proposed roadway design will match existing conditions at the beginning and end of road work and will conform to design criteria as defined by the AASHTO Geometric Design of Low-Volume roads and Forest Service requirements.

All work will be performed in accordance with the construction plans and specifications that are attached and hereby are made part of this Request for Proposals. The Council will provide on-site FS technical personnel as needed as work progresses.

The Contractor shall provide all supplies, materials, equipment, operators, labor, transportation, and incidentals required to perform the work. All supplies, materials, and equipment will be located at approved staging areas within the general area of the project worksite.

Preventing the spread of weeds is a priority objective of the Council during implementation of this project. The Contractor shall provide all fill and streambed materials for the work from sources approved by the Council. The Contractor shall and conduct all work activities in a manner that minimizes the potential for the introduction of soil-borne pathogens and/or seeds from outside the project worksite and ground disturbance.

Project materials shall be moved by the Contractor as needed from staging areas to perform the work.

## II. MANDATORY SITE VISIT

A mandatory pre-bid site visit will be conducted by the Council on **Thursday, May 1<sup>st</sup> 2025 at 9:00**

**A.M.** Prospective offerors will meet at the Grants Pass Interagency Office located at 2164 NE Spalding Avenue in Grants Pass, Oregon 97526. After a brief administrative discussion, all in attendance will proceed to the project work site with project personnel. The Council will not provide transportation. ***This will be the only site visit and proposals submitted by offerors who do not attend this site visit will not be considered.*** Immediately after the site visit prospective offerors will meet while still at the project work site for additional discussion, if needed.

## III. QUALIFICATIONS/MINIMUM REQUIREMENTS

A. To be eligible to bid on this project, the contractor must meet the following minimum requirements:

- (1) Must be registered with Oregon Contractors Board as required by ORS Chapter 701.
- (2) Must be able to demonstrate relevant and successful completion of at least **one** culvert replacement or comparable project and provide at least 3 references to validate this required experience.
- (3) Must have appropriate Contractor's licenses.
- (4) Must be free of any unresolved Oregon or federal tax law violations.
- (5) Must certify they are not employees of the State of Oregon or the federal government.

B. Proposals received or submitted from Contractors that do not meet the above qualifications and minimum requirements may not be considered.

## IV. WORK LOCATIONS, DESIGNS, PLANS, DRAWINGS, AND SPECIFICATIONS

Project location maps, the design report, construction plans and drawings, and Forest Service supplemental specifications are attached to and made part of this RFP. Access, staging areas and the project element locations will be reviewed in the field during the mandatory site visit.

## V. WORK SCHEDULE

A. **Work is scheduled to begin on Monday, August 4<sup>th</sup> 2025 and completed on or before Monday, September 15, 2025.** After contract award, mobilization of equipment and other set-up type work may begin earlier than August 4<sup>th</sup> if approved by the Council Project Representative.

**B.** The established work week shall be Monday through Friday, with five 8-hour workdays or four 10-hour workdays, unless otherwise agreed to by the Council Project Representative and the Contractor after contract award.

**C.** The Contractor shall provide all equipment, operators, labor, transportation, and incidentals necessary to perform the work described herein. No work shall be subcontracted.

## **VI. PROJECT PERSONNEL**

The Council, in cooperation with the U.S. Forest Service (USFS), will provide all project designs, on-site technical personnel, and oversight as work progresses. The Council Project Representative has established lines of communication with the Forest Service project personnel to ensure effective and efficient operation. The primary Council personnel for and their duties are as follows:

Council Project Representative (CPR) and Contracting Officer's Representative (COR): Kevin O'Brien, Council Executive Director (email: [kevin@ivstreamteam.org](mailto:kevin@ivstreamteam.org) mobile: 541-441-8801). O'Brien, with such help and technical assistance as needed from supporting Council staff and/or directors and USFS technical personnel, will be responsible for ensuring the technical and on-the-ground aspects of the work are successfully accomplished in accordance with the project designs, plans, and specifications so that project objectives are met.

Further, O'Brien will coordinate technical activities and communications between the Contractor and USFS personnel, inspect and document work during implementation; approve, accept, or reject work; coordinate and effect changes or modifications; approve payments and oversee payment processing.

Contract Officer: Katrina Poydack, Council Chairperson. Poydack has full authority to act on behalf of the Council in all matters relating to and arising from the activities of a contract to perform the work herein. The Contract Officer has the authority to approve changes or modifications, settle disputes or claims, and interprets non-technical aspects of the work.

## **VII. ORDER OF WORK**

**A.** The Council Project Representative, with such help as he deems necessary, will indicate verbally or in writing the sequence of where and what type of work needs to be done, but in no way shall the Council Project Representative, Forest Service personnel, or the Contract Officer supervise the Contractor's operations and employees.

**B.** The Council reserves the right to cease operations if the Contractor's equipment and/or workforce are causing avoidable damage or there is the potential for resource or infrastructure damage.

**C.** The Contractor shall always control the means, manner, and method of work being performed, and shall coordinate with the Council Project Representative to ensure a safe, environmentally sensitive, efficient, effective operation. Work in forested areas shall minimize disturbance to existing vegetation to the extent possible.

**D.** The Contractor shall delegate, in writing, a representative to act in his behalf when the Contractor is not on-site during work. The delegation may be limited by the Contractor but shall, at a minimum, provide on-site superintendence to direct and coordinate the Contractor's operations with the Council Project Representative. The delegation must be received by the Council, unless stated differently in the proposal documents, no later than two (2) calendar days after the Council issues a Notice to Proceed for the work.

## **VIII. ACCESS**

Access to the work sites and staging areas have been approved by the U.S. Forest Service. See **Section**

**I. Statement of Work** and attached plans, specifications, drawings, and maps.

## **IX. INSURANCE & LIABILITY**

**A.** During work maintain in full force and effect general commercial liability insurance of no less than \$1,000,000; equipment and vehicle liability insurance; and workers compensation insurance for employees.

**B.** Provide the Council with a certificate of insurance with the Council as certificate holder and naming the Illinois Valley Watershed Council, the Illinois Valley Soil & Water Conservation District, the U.S. Forest Service, and the Oregon Department of Fish and Wildlife and their officers, divisions, employees, and agents as additional insured prior to beginning work.

**C.** The Council will not be liable for any damage to the Contractor's equipment. Each party will be responsible for the results of their own acts and shall not be responsible for the results of the acts of the other party.

## **X. FIRE PRECAUTIONS**

The contractor and subcontractors shall comply with all state and federal fire precautions in effect during work. Fire waivers may be obtained in cooperation with the Council and the Forest Service when working in-stream or where other hazards can be mitigated.

## **XI. SEDIMENTATION CONTROL**

The Contractor shall provide for sedimentation control by creating settling ponds, deploying absorbent pads, or any other methods approved by the Council Project Representative where sedimentation control may be needed. These areas will be reviewed, and appropriate methods will be discussed at the mandatory site visit.

## **XII. SPECIAL SITE CONDITIONS**

- A. There are no known underground public utilities or improvements at the work site.
- B. The Contractor will contact the appropriate agency (Call B4 You Dig) prior to beginning work. The Contractor will be responsible for any damage to identified and marked utilities and improvements and shall not be responsible for utilities and improvements not identified and marked.
- C. Camping may be allowed on-site and will require a permit from the Forest Service.
- D. There is very limited cell phone reception at the work site.
- E. The work site is an environmentally sensitive area, including a portion of Horse Creek's active stream channel, floodplain, and riparian zone. The Contractor will minimize environmental disturbance while performing the work herein.

## **XIII. SPILL PREVENTION, PLAN, CLEANUP**

- A. The Contractor shall be responsible for clean-up and disposal of any contaminates created by their operations. The clean-up and disposal shall be done in accordance with the State of Oregon and federal regulations and all costs shall be borne by the Contractor.
- B. The Contractor shall provide all materials and supplies, such as absorbent pads, booms, baled straw, and other equipment to be placed in critical areas or be deployed in the event of a spill. The Council and the Forest Service may provide some materials and supplies, if available.
- C. The Contractor shall conduct operations in such a manner as to prevent spills. The Contractor shall provide the Council Project Representative with a written spill prevention and cleanup plan prior to beginning work. The Council Project Representative reserves the right to reject the plan if it does not, in his sole opinion, adequately address how the Contractor will prevent and cleanup spills. No work shall begin until the Council Project Representative approves the plan.
- D. The use of vegetable-based hydraulic and other fluids is not required; however, offerors are encouraged to use such products. If you will be using such products, include product specifics in your submittal.

#### **XIV. INTERESTED PARTIES**

Other parties may have an interest in the work being performed, however, only the Council Project Representative in coordination with the U.S. Forest Service technical representatives, and the Council Contract Officer can issue orders or make determinations under a contract resulting from this request for proposals. The only exceptions are in the case of catastrophic events (such as fire), worker safety, and resource damage.

#### **XV. EQUIPMENT IN GENERAL - INSPECTION**

Contractor equipment shall be clean and free of seeds, soil, vegetative matter, and other debris that could contain or hold seeds and/or soil-borne pathogens upon mobilization to the project site. Contractor equipment shall be completely free of any leaks of any fluids prior to beginning work. The Council Project Representative will inspect the equipment prior to being allowed on the at work site.

#### **XVI. DUE DATE & SUBMITTALS**

##### **A. Proposals must be received by the Council no later than May 20, 2025 by 4:00 PM.**

Proposals may be submitted by one of the following methods:

- mailed to the Council at PO Box 352, Cave Junction, OR 97523;
- hand-carried to the Council office located at 331 E Cottage Park Drive, Suite 1B, Cave Junction, OR 97523. Proposals submitted in person must be submitted in a sealed envelope and clearly marked on the outside of the envelope with the name of the offeror and proposal number.
- emailed to the Council Project Representative at [kevin@ivstreamteam.org](mailto:kevin@ivstreamteam.org).

The Council office does not keep regular hours but is generally open from 9:00 AM to 4:00 PM and closed on weekends and holidays. Proposals received or submitted after the due date and time may not be considered.

**B.** Submittals shall consist of responses to the evaluation factors contained herein and must be signed and dated by the offeror or a person authorized to act on behalf of the offeror. Offerors may use the attached Evaluation Forms or any other format that clearly addresses each evaluation factor and identifies the proposal and the offeror. Elaborate or bound proposals are not required or necessary.

**XVII. EVALUATION FACTORS, DISCUSSIONS, & AWARD**

**A.** Proposals from qualified offerors will be evaluated by a committee consisting of project personnel and/or other knowledgeable parties as determined by the Council Project Representative on Friday, May 23, 2025. Each evaluation factor has a weighted percentage assigned to it. The following factors will be used by the committee to evaluate each proposal.

1. Experience/Company Qualifications - **30%**
2. Proposed Method/Approach - **30%**
3. Contractor Personnel and Relevant Equipment - **20%**
4. Price - **20%**

**B.** Qualified offerors are requested to be available by phone to the evaluation team between 10:00am-12:00pm on Friday, May 23, 2025 for possible follow-up clarifications or questions about their proposal. The Council reserves the right to enter into discussion with any or all offerors for the purposes of clarification and negotiation.

**C.** One contract will be awarded to the offeror whose proposal, in the opinion of the Council, will best meet the interests of the Council and the project's funders.

Offeror's Name \_\_\_\_\_

RFP: HCAOPR-25-01

**EVALUATION FACTOR 1: EXPERIENCE/COMPANY QUALIFICATIONS - 30%**

To what extent has your company implemented culvert replacement or fish passage improvement projects in the past including replacing traditional culverts with open bottom structural plate-arches on concrete footings? Please include the following details for at least one such project including the project's date of completion and brief description of work completed. What, if any, are lessons learned from the projects? Include three reference names and phone numbers. Include any other information about your experience you would like the Evaluation Committee to consider.

0

0

0

**XVIII. BID SCHEDULE**

Item Description	Measurement		Qty	Unit Price	Amount
	METHOD	UNIT			
MOBILIZATION	LSQ	LUMP SUM	ALL		
CONSTRUCTION SURVEY AND STAKING, METHOD A, TOLERANCE CLASS A	LSQ	LUMP SUM	ALL		
CONTRACTOR TESTING	LSQ	LUMP SUM	ALL		
SOIL EROSION & POLLUTION CONTROL	LSQ	LUMP SUM	ALL		
REMOVAL OF EXISTING, CORRUGATED STEEL CULVERT, DISPOSAL METHOD (A)	LSQ	LUMP SUM	ALL		
UNCLASSIFIED BORROW, COMPACTION PLACEMENT 2	CQ	CUBIC YARD	68		
DRAINAGE EXCAVATION, TYPE DRAIN DIP	AQ	EACH	1		
STRUCTURE EXCAVATION	LSQ	LUMP SUM	ALL		
CULVERT BACKFILL, COMPACTION METHOD 1 (CONTRACTOR FURNISHED)	CQ	CUBIC YARD	355		
PLACED RIPRAP, CLASS 2, METHOD A (CONTRACTOR FURNISHED)	CQ	CUBIC YARD	46		
AGGREGATE SURFACE COURSE, METHOD 1	CQ	CUBIC YARD	71		
PRECAST CONCRETE MEMBER, CULVERT FOOTING	AQ	LINEAR FOOT	102		
42" CORRUGATED ALLUMINIZED-STEEL PIPE CULVERT, TYPE 2, 0.140" THICKNESS	CQ	LINEAR FOOT	43		
19'-0 SPAN X 6'4" RISE CORRUGATED ALUMINIZED-STEEL STRUCTURAL PLATE ARCH, 0.140" THICKNESS	AQ	LINEAR FOOT	50		
SEEDING, DRY METHOD	LSQ	LUMP SUM	ALL		
PLACED STREAMBED SIMULATION MATERIAL BED CLASS 2, METHOD A (CONTRACTOR FURNISHED)	CQ	CUBIC YARD	125		
PLACED CHANNEL ROCK FOR BANK MARGINS AND ROCK STRUCTURES, CLASS CR-2, METHOD A (CONTRACTOR FURNISHED)	CQ	CUBIC YARD	85		
<b>TOTAL PROPOSED COST</b>					
<b>OPTIONAL ITEMS</b>					
EQUIPMENT RENTAL, HYDRAULIC EXCAVATOR WITH THUMB	CQ	HOUR	24		
<b>TOTAL PROPOSED COST W/OPTIONAL ITEMS</b>					



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report-APRIL 2025

**GENERAL ADMIN**

- Payroll submitted.
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Voicemails, email and phone calls.

Hi Board-

I am leaving on a trip a week ahead of when this packet should/will go out to you. Kevin will be sending the email out. The packet will not contain any financial reports, as this month's meeting falls on the 8<sup>th</sup> (tragically EARLY) and the month will end while I am away, so I can't produce the reports until I return.

You'll receive this part of the packet hopefully at the normal time, but I'll send an updated packet early in the week of the meeting which will have all of the documents included.

I HAVE included correspondence we received from Cheryl Nelson- a nice note from IVFROG.

I will see you at the meeting!

Arlyse