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REGARDING: IDL RFP 25-209-021002 - ADDENDUM 1 – STATEWIDE FORESTRY CONSULTING SERVICES

- **RFP Issued: 8.28.2025**
- **Addendum 1 Issued: 09.23.2025**

Sign at the end of this document, acknowledging understanding/compliance and submit with proposal.

This ADDENDUM 1 is sent to answer questions received, and to provide clarifications.

- 1) **QUESTION:** When working on federal land, the requirement for stream buffer is just to identify water and set treatment lines. Is that correct, or are you doing something different?

ANSWER: The specific requirements will be identified in each Task Order. The requirements will be specific to the National Forest that we're working on.

- 2) **QUESTION:** So the proposal we're submitting theoretically you guys could qualify five (5) or ten (10) you could qualify everyone if you wanted to.

ANSWER: The intention of the solicitation is to award up to ten (10) contracts

- 3) **QUESTION:** Then there'll be a secondary analysis based on a task?

ANSWER: Yes. Each Task Order will be sent out asking for Work Plans to be submitted. The Work Plans will be evaluated by GNA to determine the Task Order Awardee.

- 4) **QUESTION:** The rates that we are putting in this proposal today, are those rates locked in for 5 years? Or are they evaluated as the task is evaluated.

ANSWER: The staff and rates provided in your proposal will become part of the awarded contract. If there is a change in staff, you would identify that change in your submitted work plan for approval by GNA. Additionally, each year when the contract is renewed, there is an option for a price (rate) adjustment. Any adjustment requested will need to be approved by GNA.

- 5) **QUESTION:** Let's say we submit a rate of \$100.00 an hour in our cost proposal and then when we submit a work plan we realize we need a higher rate?

ANSWER: The intent of capturing rates in the cost proposal that will become part of the contract is to maintain consistency in rates provided in the work plan. You could provide a lower bid in a work plan than you provided in your cost proposal.

6) **QUESTION:** Are work plans evaluated on a per unit basis or a per task basis.

ANSWER: Submitted work plans will be evaluated by IDL. IDL will review submitted work plans and award each task order in the best interest of the state based on the following criteria:

- Contractor availability 30%.
- Cost effectiveness or not to exceed amount 38 30%
- qualifications and past performance 30%
- proximity to work 10%.

7) **QUESTION:** What is protocol for employee turnover within that each year of the contract?

ANSWER: If you have had a change in staff, that would be identified at the time a work plan is submitted for a task order. You would identify the new staff member and rate. If you are awarded that task order, the staff change would be identified in the modification with the task order and the new staff member would then be part of the contract. A change in staff can also be provided in the modification that extends the contract for the next year.

8) **QUESTION:** When we invoice you want the invoice broken down by each employee?

ANSWER: Yes, invoices will be broken out by employee, the number of units, their rate, and any other expenses that have been approved in the work plan. Any new employees would have been identified in the modification and have become part of the contract.

9) **QUESTION:** The task orders will be the only way for a contractor to do the work for IDL?

ANSWER: Yes, that is correct.

10) **QUESTION:** Partnerships

ANSWER: 1.3.5 Partnerships PAGE 17-18

Contractors responding as partners must furnish the Idaho Department of Lands the name of the partnership, names of the partners, and the partnership's federal taxpayer ID number. All payments will be made to the partnership.

Proposed Answer: Based on the Intention of this RFP and subsequent contracts, IDL will be evaluating staff based on information submitted in proposals. Any staff

able to and intended to provide services identified in this RFP should be included in your proposal. If any staff identified are under a partnership relationship, provide partnership company information in response to **Section 1.3.5 Partnerships** and include intended staff and rates in the **Cost Proposal**.

11) **QUESTION:** Are we able to use subcontractors?

ANSWER: Proposed Answer: Based on the Intention of this RFP and subsequent contracts, IDL will be evaluating staff based on information submitted in proposals. Any staff able to and intended to provide services identified in this RFP should be included in your proposal. If any staff identified are under a subcontractor relationship, provide subcontractor company information in response to **Section 9.4 Subcontractors** and include intended staff and rates in the **Cost Proposal**.

NOTE: When task orders are sent out, IDL will identify the requirements of the work and timeframe of the project. Workplans submitted should be based on this information. If significant changes are made to the project, a modification to the task order will be issued.

12) **QUESTION:** What about services required in a task order that were not originally identified in this RFP? Would we be able to utilize staff not provided in our proposal in a partnership or subcontractor relationship?

ANSWER: If a task order is sent out and the services required were not in the original RFP, IDL would identify the options for the contractor to meet the requirements.

13) **QUESTION:** Do you have a plan for when task orders will be sent out? Will they be spontaneous or will there be time to plan for us to bring on seasonal staff.

ANSWER: There will be a variety of situations. We may get projects that need to be completed with short-term notice. Some projects may have more lead time. We have no way to know until the project is presented. We will issue the task order as soon as we are aware of the project and ask whoever has the ability to complete the work to submit a work plan. The reality is that each project is going to vary. The timeframe for work plan submittals will also vary but will be specified in the task order. GNA is also unable to provide any idea of how many projects will be available for work plan submittals.

14) **QUESTION:** Is there a standard deadline for us to provide our work plan in response to a task order?

ANSWER: Deadlines for responding to a task order will be identified in each task order.

15) **QUESTION:** Do you have any outlook on work in South and east Idaho?
How much and what kind of projects may be coming up?

ANSWER: We do have some, some work that we're trying to get put together for the Salmon Chalice. Funding with them has been a little bit of an issue. We're trying to maybe take a huge project and trim it down to maybe bite sized projects. We also have some work that we're doing with the Caribou Targhee and the Sawtooth National Forest.

16) **REMINDER:** Section 7 – Mandatory Submission Requirements Checklist is provided to assist responders in identifying required responses when submitting a proposal. This list is provided as a courtesy only; OFFERORS ARE RESPONSIBLE FOR SUBMITTING ALL MANDATORY SECTIONS, ATTACHMENTS/EXHIBITS, ETC., REGARDLESS OF WHETHER THEY ARE IDENTIFIED IN THIS LIST.

17) **QUESTION:** One hopefully easy question high accuracy GPS.
What would be your definition of that?

ANSWER: I don't have any specific definition I think what we're trying to capture is if a contractor 's submitted a proposal, do they have all the basic forestry equipment to do the job. If you have higher grade GPS equipment, we want to know that as well.

18) **QUESTION:** Specific to cruising, would you guys be providing the format or programs that you want the data collected, or are we going be using our own cruise programs?

ANSWER: That would be included in each task order. I can't tell you what that is going to look like because it could vary from one place to another. One task order might say here's our template. Here's the data collection paper form you can use or you can provide another digital platform.

19) **QUESTION:** Are all materials such as marking paint or flagging all provided by the IDL?

ANSWER: Each task order will identify those details. If you are required to provide supplies for a project and you would itemize that in your work plan submitted to IDL.

20) **QUESTION:** Can we get like an official answer from the IDL regarding using the exact same employee rates that we put in the RFP cost proposal, if we have to use those exact same rates in the task order work.

ANSWER: Rates provided in your cost proposal will become part of an awarded contract. Rates in a work plan will be compared to originally proposed rates. Those rates may be lower than originally proposed but not higher unless there is justification. Any higher rates would be subject to IDL approval and subsequent task order award.

21) **QUESTION:** Would IDL consider assigning project costs based on averaging rates from all proposals for specific work? For example, based on all rates received, the average cost for timber cruising is \$XX and awarding task orders based on that average?

ANSWER: No, this RFP and subsequent contract awards will utilize specific rates submitted.

22) **QUESTION:** When submitting a work plan, do you have a suggested rate? For example, do you want day rates, or hourly rates?

ANSWER: The cost proposal and work plan documents have been revised and no require rates to be provided as hourly rates.

23) **QUESTION:** Is there any type of compensation when we run into access issues? If we drive 2 or 3 hours to a project and run into a washed-out road or a blowdown, will we be compensated for our travel time?

ANSWER: We know things like that will happen. Depending on the situation we may document that in an inspection report or if there is a material change in condition that warrants a change in the in the task order not to exceed amount. We would do a modification to make an adjustment for it?

24) **QUESTION:** I have an invoicing question. If I estimate a project will take 100 hours, and then it only takes 90 hours will I invoice for the 90 hours?

ANSWER: Yes, invoices should reflect actual hours worked. The IDL Contracting Officer's Representative (COR) overseeing the project will be aware of hours worked. When invoices are received, they will approve the invoice for payment. Conversely, if throughout that project it is determined more hours will be required to complete the

work or the Not-to-Exceed, the contractor will communicate with the COR prior to additional hours taking place.

25) **CORRECTION:** On page 21, under Section 4.3.2.4 the proposal's due date is identified as September 18, 2025. The correct due date for submission of proposals is October 15, 2025.

26) **CORRECTION:** On page 29, under Section 9.2 the sub-section is identified as 1.10.1 (resumes). The correct sub-section number is 9.2.1. Use this section number when identifying your response to this section.

The information sent in this addendum and does not change the Proposal Due Date of the RFP. **This solicitation closes:** May 6, 2025 @ 3:00 p.m.PT

Thank you.

CONTRACTOR: _____

By: _____

Title: _____

Date and Time: _____