

10/27/2025

Black Lake Special District
Black Lake, Thurston County, Washington



Website: <https://blacklakespecialdistrict.org/>
Contact: BLSD Administrator, info@blacklakespecialdistrict.org

REQUEST FOR PROPOSAL (RFP)

BLACK LAKE SPECIAL DISTRICT (BLSD)

Integrated Aquatic Vegetation Management Plan (IAVMP) Development

Proposal Due Dates

RFP Issuance Date: October 27th, 2025

Questions about this RFP are due: November 10th, 2025

Proposals are due: 4:00pm PST November 26th, 2025

The complete procurement schedule is provided in Section 3.3

Proposals shall be sent via email to BLSD Administrator

Info@blacklakespecialdistrict.org

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SECTION 1.0 – INTRODUCTION, PURPOSE, AND QUALIFICATIONS

1.0 Introduction

The Black Lake Special District (BLSD) is seeking a qualified lake management contractor to develop an IAVMP specific to the needs of Black Lake.

Black Lake is located in Thurston County, Washington, four miles southwest of the City of Olympia in the western part of the Deschutes River Water Resources Inventory Area (WRIA) 13). The current outlet of Black Lake is located at the northern end of the lake and flows into Percival Creek, which flows into Budd Inlet.

Black Lake has a surface area of 570 acres with a volume of 11,000 acre-ft. The maximum depth is 29 feet with a mean depth of 19 feet. The lake has approximately 6 miles of shoreline.

Land use surrounding Black Lake includes a mix of urban residential and forested areas as well as some urban commercial and a small area of agricultural lands. Most of the population lives in unincorporated areas. A large percentage of the shoreline around Black Lake is moderate density residential. There are two large mobile home parks on the east shoreline and two RV commercial resorts on the west side of the lake.

The Black Lake Special District is a limited purpose local government separate from city, town, or county government. Revenue raised under the District will be used to protect and enhance Black Lake in terms of plant management and water quality, as well as address emerging issues related to managing the lake in accordance with state regulations and best interests of the property owners within the district. The purpose of the District is to serve the public welfare by improving and maintaining the water quality of Black Lake for local homeowners, those with lake access, visitors, fish, and wildlife.

This project is a formal competitive procurement. It is open to all contractors that meet the minimum qualifications. A notice of the project will be published in the Daily Journal of Commerce. This solicitation document is available on the BLSD website

<https://blacklakespecialdistrict.org/>

In addition, BLSD has notified the following firms of this procurement:

- SWCA Environmental Consultants
- Anchor QEA
- AquaTechnex, LLC
- Aquatic Insight, LLC
- Herrera Environmental
- Tetra Tech

1.1 Purpose

Excessive aquatic plant growth has increased over the past few years and may be impacting lake residents and visitors from enjoying the beneficial uses of the lake. The BLSD is seeking a contractor to develop a long term control plan for controlling excessive aquatic plant growth and providing technical advice and oversight in the implementation of the plan. The goal is to have the plan completed by December 2026.

1.2 Qualifications

The contractor must have the following minimum qualifications:

- A. Current licenses and insurance.
- B. Proven experience and expertise in developing IAVMPs (a minimum of 3) in Western Washington or Oregon.
- C. Experience and expertise in the surveying and mapping of aquatic vegetation including invasive and nuisance aquatic species.
- D. Knowledge and expertise in the components of an IAVMP that meets the requirements of Washington State Department of Ecology and are consistent with "A Citizen's Guide for Developing Integrated Aquatic Vegetation Management Plans".
<https://apps.ecology.wa.gov/publications/documents/93093.pdf>
- E. Knowledge and expertise in physical, mechanical, and chemical controls of aquatic vegetation.
- F. Knowledge and skills to develop and lead a public involvement process to engage lake residents and users in the development and implementation of the IAVMP.

SECTION 2.0 SERVICES REQUESTED

The contractor shall provide all the management, labor, materials, equipment and any other items necessary to complete the following.

2.1 Aquatic Plant Survey and Mapping

The lake-wide survey(s) shall focus on methods that detect existing native, non-native, and invasive aquatic plants, in addition to substrate type. The following list describes the general aquatic plant survey/bathymetry tasks that the Contractor is expected to incorporate into their approach:

- Survey work to be performed during peak growing season (Summer 2026).
- Rapid boat survey(s) along the shoreline and areas where aquatic vegetation occurs.
- A point intercept method that assesses the current plant community.
- Sample and identification of relative aquatic plant species density, composition, and distribution along transects covering the vegetated areas of the lake.
- Observed plant density utilizing a rake fullness rating.
- Identification of all plants to the lowest practicable taxonomic level.
- Delineation of the extent of each observed plant population showing extent and presence/absence of species, plotted and recorded by mobile GPS.
- GPS data to be converted to Geographic Information System (GIS) files representing plant species communities across the lake.
- Detailed bathymetric mapping: plant biovolume, water depth, sediment type, and bottom hardness.
- A comprehensive report outlining the survey results.

2.2 Assist with submitting Grant Application to Department of Ecology

BLSD would like to submit a grant application to the Department of Ecology for funding and/or implementation of the Black Lake Aquatic Vegetation Plan. The contractor shall assist BLSD in preparing and submitting the grant application. Due to the timing of this RFP, it is expected that the grant application would be prepared between October 2026 and December 2026 for the 2027 funding cycle. However, BLSD would like to consider submitting a grant application by December 2025 for the 2026 funding cycle. Proposers in their proposal should address whether this is feasible given the timing of this RFP.

2.3 Technical Assistance of the 2026 Herbicide application

BLSD is expecting to conduct a herbicide application in 2026 prior to completion of the aquatic vegetation plan. BLSD requires on-call technical assistance for the 2026 herbicide application including:

- Selection assistance of a herbicide applicator.
- Review of the applicator's plan including proposed chemicals, application rates, areas to be treated, and application schedule.
- Review of the herbicide application.

2.4 Develop the Black Lake Integrated Aquatic Vegetation Management Plan (IAVMP)

The Black Lake IAVMP shall be created using A Citizen's Manual for Developing Integrated Aquatic Vegetation Management Plans as guidance for its development. The IAVMP at a minimum shall include:

- The results of the aquatic plant survey (2.1 above).
- An evaluation of the beneficial uses and delineation of beneficial use areas impacted by aquatic vegetation
- A public involvement process in the development and implementation of the plan
- An evaluation of control methods (chemical, physical, and mechanical) specific to Black Lake including effectiveness, cost, and environmental impacts.
- Recommendation of an integrated control approach and action plan specific to Black Lake including levels of control and control intensity, permitting requirements, funding, monitoring, and public notification/involvement.

The IAVMP should be completed by December 31, 2026.

2.5 On-call Technical Assistance for plan implementation

Ongoing on-call assistance with plan implementation including, but not limited to selection and oversight of plan contractors, monitoring, public involvement, mapping, sampling, etc.

2.6 Contract Period and Budget

The contract period for this solicitation is expected to be from January 15, 2026 until December 31, 2026. Contract extensions may be granted for continuing on-call services. The contracted budget shall not exceed \$100,000.

2.5 Compensation

Compensation shall be based on labor and materials at negotiated labor rates with a not-to-exceed total by task.

SECTION 3.0 PROCUREMENT, SCHEDULE AND GENERAL REQUIREMENTS

3.1 Procurement Process

RFP submittals must be received electronically via email to info@blacklakespecialdistrict.org no later than 5:00 PM, Pacific Standard Time, November 26, 2025. Upon receipt of your documents, BLSD will send a confirmation email. No hard copy proposals will be accepted. If the file size is too large to send via email, please coordinate with info@blacklakespecialdistrict.org to submit electronically some other way.

3.2 Questions Regarding RFP

Questions or requests for clarification regarding this RFP shall be directed to info@blacklakespecialdistrict.org. Questions must be received in writing no later than 5:00 PM, Pacific Standard Time, November 10, 2025. Questions will be answered via email and posted on the BLSD website.

3.3 Proposed Selection Process Schedule

- Request for Proposals (RFP) Notice October 27, 2025
- Clarifying Questions Due November 10, 2025
- RFP Submittals Due November 26, 2025
- Successful Firm Notified December 15, 2025
- Contract negotiated and finalized January 12, 2026

3.4 Proposal and Preparation Costs

BLSD shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection

of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

3.5 Rejection of Proposals and General Requirements

BLSD reserves the right to reject any or all proposals if determined to be in the best interest of BLSD, and to accept or reject immaterial defects or minor irregularities in any submittal.

The following terms and conditions apply to all proposals to provide services to BLSD:

A. BLSD expressly reserves the following rights: a) To reject any and/or all irregularities in the proposals submitted. b) To reject any or all proposals or portions thereof. c) To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances. d) To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of BLSD, is in the best interest of BLSD.

B. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.

C. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by BLSD email system.

D. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of BLSD, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to BLSD because of this solicitation.

E. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name BLSD, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.

The Contractor shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by BLSD. The consultant shall file with BLSD a certificate of insurance evidencing

that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits of insurance are as follows:

The Contractor shall be responsible for maintaining, during the term of this Agreement, and, at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies.

The minimum insurance types and limits are as follows:

- COMMERCIAL GENERAL LIABILITY-Comprehensive Form \$1,000,000 per occurrence liability/\$2,000,000 annual aggregate, coverage to include Premise and Operations Liability Blanket Contractual Product and Completed Operations Liability Stop Gap Liability - \$1,000,000/\$1,000,000/\$1,000,000
- AUTOMOBILE LIABILITY \$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or nonowned automobile
- ERRORS AND OMISSIONS \$1,000,000 per occurrence liability
- PROFESSIONAL LIABILITY, ERRORS & OMISSIONS \$1,000,000 per occurrence, and in the aggregate
- WORKER'S COMPENSATION Employees of Contractor and subcontractors are to be insured under Washington State Industrial Insurance.

The above policy limits may be obtained through the use of excess liability (umbrella) insurance. Contractor must obtain a Certificate of Insurance that complies with the requirements above. Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of this Agreement at the sole discretion of BLSD.

- F. Addenda - If at any time BLSD changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, BLSD will issue a written addendum to the RFP and post on the BLSD website. It is the Proposer's responsibility to check for addenda and other new documents online.

SECTION 4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

Submittals shall not exceed fifteen (15) pages. The front cover, back cover, a one-page cover letter, references, resumes, and any appendices do not count toward the fifteen (15) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the fifteen (15) page limit.

All proposal responses should address the following:

1. Definition of the Project. Indicate your understanding of the project objectives.
2. Project scope and approach. Describe how the project will be managed, implemented, and conducted to accomplish the objectives and requirements outlined in this request. Describe the scope of work necessary to accomplish the project.
3. Team Organization. Describe how the project team will be organized to facilitate effective management and implementation.
4. Qualifications and Experience: Provide a summary of company and project team qualifications related to the project objectives. Describe examples of experience pertinent to developing IAVMPs and at least three IAMPs in Western Washington or Western Oregon.
5. Schedule and Cost: Provide an itemized cost estimate (individual hours, hourly cost and materials cost) based on the Tasks described in services requested section and the project scope and approach section of your proposal.
6. References: Provide a minimum of three (3) client references of projects of similar size in western Washington or Oregon which have been delivered over the past five (5) years. Provide a contact person, telephone number, and email address for each reference customer.

SECTION 5.0 EVALUATION AND SELECTION

To assist in selection, the RFP submittals will be scored and ranked per the criteria below, for a total of 100 points:

- Qualifications and Experience 25 points
- Past Performance 20 points
- Key personnel 15 points
- Approach 30 points
- Cost 10 points

Final selection will be based on quality and thoroughness of submitted materials, and responses from references. BLSD reserves the right to call top ranked submitters for interviews if necessary at its' sole discretion.