

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
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REQUEST FOR BIDS

SARDINE MEADOW RESTORATION PROJECT: CEQA PREPARATION

ADDENDUM 1

REQUEST FOR BID ISSUED: August 2, 2017

ADDENDUM 1 ISSUED: August 16, 2017

Please be aware of the following clarifications and changes to the original RFB:

1. Size of study area has been changed. Please see the map on the following page for clarification of the study area. Only the parcel held by the Trust for Public Land will be included in this phase of CEQA assessment.

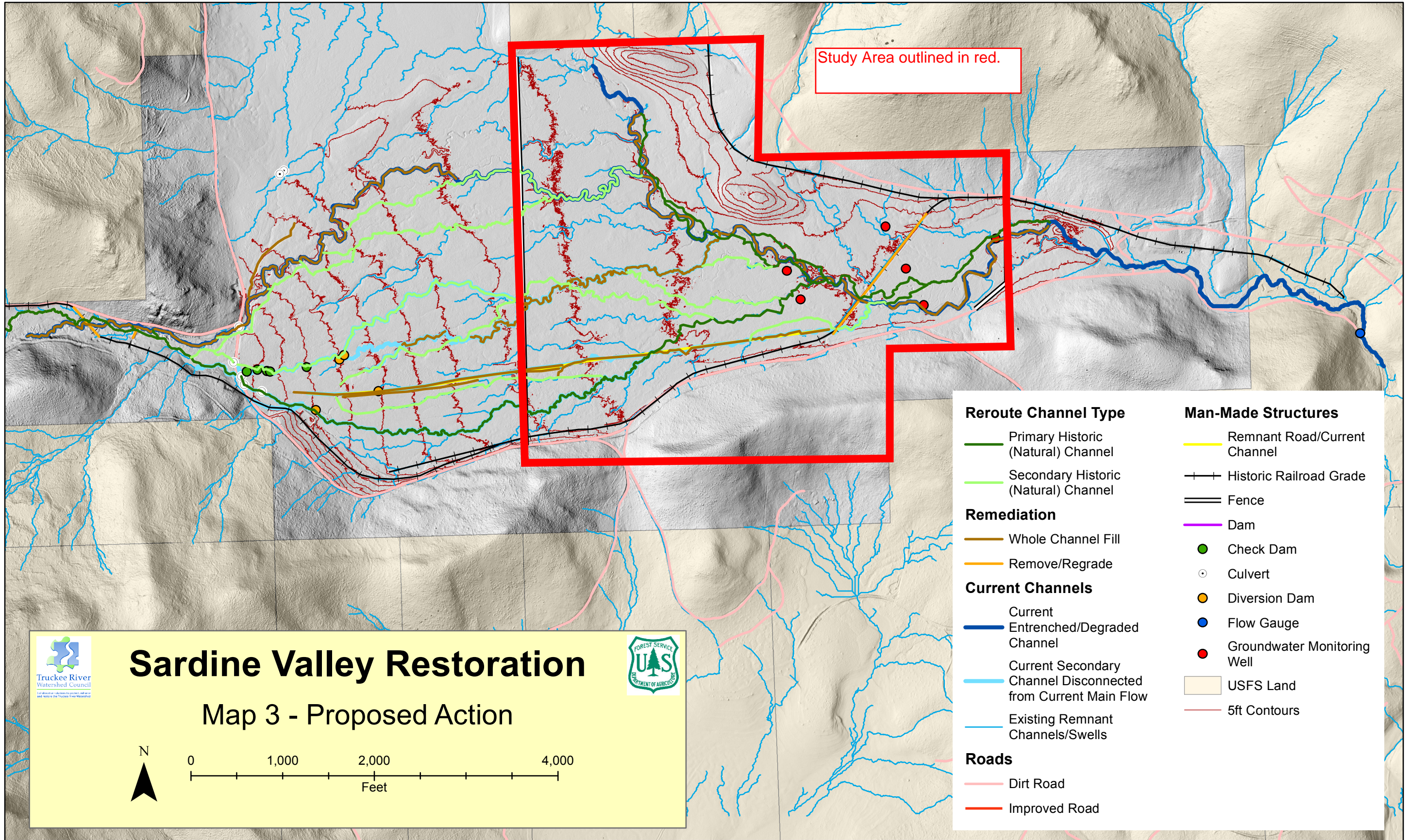
2. Clarification of deliverables. The list of deliverables on page 3 of the original RFB should read:

Deliverables

- Project launch meeting
- Digital copies of all data collection and analysis ~~and designs~~
- Participation at landowner & stakeholders meetings
- CEQA documentation
- Quarterly progress reports and invoices

No design work is included in the Scope of Work for CEQA preparation.

3. Clarification of proposal due date. Proposals are due by 5 PM, Thursday August 31st.





August 2, 2017

REQUEST FOR BIDS

SARDINE MEADOW RESTORATION PROJECT: CEQA PREPARATION

Consulting services to encompass all labor, materials, equipment, facilities, and incidentals required to:

- Prepare California Environmental Quality Act (CEQA) document for Sardine Meadow Restoration Project

The consulting team shall have demonstrated experience in CEQA preparation including experience with cultural resource and biological surveys. Experience with meadow and stream restoration and working with stakeholder groups are also desired. The team must be willing to work with the Truckee River Watershed Council (TRWC) – project lead, the Trust for Public Land (TPL) - land owner, the U.S. Forest Service, Tahoe National Forest (USFS) – project designer, and the Lahontan Regional Water Quality Control Board (LRWQCB) - CEQA lead agency and adjacent landowners.

DEADLINE

Proposals must be received electronically (.pdf format) by 5:00PM on Thursday, August 31, 2017.

SUBMISSION

Submit proposals electronically (.pdf format) to: bchristman@truckeeriverwc.org.

REQUESTS FOR ADDITIONAL INFORMATION

Please direct all questions to Beth Christman, bchristman@truckeeriverwc.org, (530) 550-8760 x1#. If formal responses are needed, these will be published in our e-newsletter and posted to www.truckeeriverwc.org in the "News" section. Please sign up for the e-newsletter and/or check the website for updates.

All requests for additional information must be received by August 17th, 2017.

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TIMELINE

Activity	Completion Date
Bids Due	Aug. 31, 2017
Interviews	Week of Sept. 4, 2017
Scope of Work and Contracting	Sept. 13, 2017
Launch Meeting	Week of Sept. 19, 2017
CEQA Draft	Dec 2017
CEQA Filing	Jan 2018
Quarterly Progress Reports & Invoices	Mar 25, June 25, Sept 25, Dec 15

INTRODUCTION AND BACKGROUND

Location

The work requested here is located in Sardine Valley, north of Stampede Reservoir in Sierra County. Three parcels are included, two held by private ranchers, one held by Trust for Public Land.

Site Access

Site access prior to contract award must be coordinated through Beth Christman at TRWC: bchristman@truckeeriverwc.org, (530) 550-8760 x1#.

Sardine Meadow Restoration

Sardine Meadow is a 900-acre meadow located in the Davies Creek watershed. The meadow is under private ownership. The stream channel has been substantially diverted through railroad construction, road construction, and diversions related to grazing. As a result, the stream channel has downcut and is dewatering the adjacent meadow. Much of the valley has converted to sagebrush upland habitat. The existing stream channel is actively eroding. Restoration has been successfully completed on adjacent USFS land upstream and downstream of the project area. Due to a recent change in landownership, restoration of the entire 900 acres is now possible. Restoration activities include filling the existing stream channel with locally derived fill material, removing some of the abandoned road materials, and drainage improvements on the adjacent County Road. Fill material may be generated from nearby upland areas or from scheduled construction work on Stampede and Boca dams.

The USFS is preparing the restoration design. Again, please note the project is on private land and NEPA is not required and not included in this scope of work.

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Existing Studies and Previous Work

- Restoration concept design - attached

WORK TO BE COMPLETED

Task 1. Preparation of CEQA for Sardine Meadow Restoration project

Task 1.1 Data Review and Collection

Watershed level data is available from the USFS from the Environmental Assessment prepared for the Merrill Davies restoration project (phase 1).

Field surveys will be required to complete CEQA. Field surveys will be limited to the proposed impact area including staging, borrow sites, and access routes.

Known CEQA concerns include cultural resources and sensitive plants. Historic and pre-historic cultural resources are present in and near the project area. A population of sensitive plants (*Plumas lvesia*; *lvesia serico/euca*) is located within the project area.

Task 1.2: CEQA Documentation

Produce CEQA documentation and assist TRWC and LRWQCB in filing. The CEQA document is anticipated to be a Mitigated Negative Declaration.

Again, please note that LRWQCB will complete the filing: this scope of work includes assistance to TRWC and LRWQCB,

Task 2: Project Management, Coordination, and Reporting

Coordinate with TRWC staff regarding the status of the project.

Consultant will produce quarterly invoices and progress reports and submit to TRWC by the 25th of the last month of the calendar quarter (with the exception of December, March 25th, June 25th, September 25th, and December 15th).

Copies of all survey, data collection and analysis, and design work will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

Deliverables

- Project launch meeting
- Digital copies of all data collection and analysis and designs
- Participation at landowner & stakeholders meetings
- CEQA documentation
- Quarterly progress reports and invoices

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PROPOSAL FORMAT

There is no page limit, but *30 pages or less is preferred*. Concise writing and graphics are greatly appreciated.

Detailed Work Plan & Schedule

Objectives: Identify and discuss briefly the specific objectives you will achieve through the conduct of the services within the project, as defined and specified above.

Scope: Define specifically the scope of services to be provided to complete the above described project tasks. The consultant may elect to suggest modifications to the scope above. Include estimated time schedule of the major tasks to be accomplished.

Detailed Work Approach: Discuss in detail each of the activities you will conduct to achieve the scope and objectives defined and identified above. Please specifically address work components outlined above and elaborate as needed. Include a timeline or schedule. Modifications to the components listed in the work statement can be included. Technical merit and details of work proposed will be heavily weighted in proposal evaluation.

Cost Estimate

Personnel Costs: Itemize by task to show the following (include subcontractors):

- Name and title
- Estimated hours per staff person, per task: *Note: it is acceptable to include a range of hours for selected tasks.*
- Rate per hour
- Total cost per task: *Note: it is acceptable for total cost per task to be a range*

Support costs: supplies, printing, postage, etc.

Transportation: Travel expenses directly related to the contract services. Mileage must be charged at the current IRS rate.

Other costs: Show costs and expenses that do not fall within the other categories.

General overhead and administrative charges not allowed.

Qualifications and References

If you have completed work or submitted proposals to work with TRWC before, please list the most recent project or proposal.

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Include experience with CEQA preparation – specifically any CEQA completed for restoration projects; list at least three (3) specific projects which demonstrate this experience.

Include a duty statement and resume of each key person to be assigned to the project, by name and title, with experience in pertinent fields. If subcontractors will be used, include a description of those persons or firms including a description of their qualifications.

Provide a minimum of three references for similar projects, with name and phone number.

CONTRACT TERMS AND AGREEMENT

Once a contractor is selected, TRWC will negotiate a satisfactory contract and reasonable fee for the services needed. In the event a satisfactory agreement cannot be negotiated with the top ranked qualified firm, the negotiations shall be terminated with the firm and the negotiations continued with the remaining qualified firms in order of their ranking.

When the contract is awarded, these terms will apply.

Payments

Progress payments for services performed shall be made in arrears upon receipt and approval of contractor's detailed invoices indicating costs and obligations incurred and services rendered to date. Payments will be made quarterly.

Changes in Personnel

Contractor's key personnel as indicated in contractor's response to this RFP may not be substituted without the written consent of the TRWC Project Manager. This will be monitored and enforced by TRWC.

Termination for Convenience

TRWC may, at its option, terminate the contract at any time upon thirty (30) day written notice to contractor. Contractor may submit written request to terminate only if TRWC should substantially fail to perform its responsibilities as provided in the contract. If terminated, contractor will be compensated for costs incurred up to the time of the termination notice for work satisfactorily completed. In no event shall payment of such costs exceed the contract price.

Unique Billing of Work

All work produced for the project will be original for TRWC, and will not have been billed to other clients previously. Work produced under the contract with TRWC will be billed only to the contract with TRWC and not to other clients or funders.

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Liability Insurance

Contractor shall provide before entering the premises and shall maintain in force during the term of this contract the following liability insurance:

- General Liability
- Motor Vehicle Liability

Each policy of liability insurance described above shall be in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury and property damages combined.

Quarterly Progress Reports

Contractor to provide quarterly progress reports and meet with TRWC representatives upon reasonable notice to allow TRWC to determine if the contract is on the right track, whether the project is on schedule, provide communication of interim findings, and afford occasions for airing difficulties or special problems encountered so that remedies can be developed. All reports will be in Microsoft Word or Adobe pdf format. Data shall be provided in Microsoft Excel files as appropriate.

Quarterly Invoicing will include detail of task, delineated staff by name, hours, rate, total for the period, and remaining amount. Reports will be submitted in Microsoft Word/Excel or Adobe.

Attachment 1. Draft Conceptual Restoration Design – Sardine Meadow.