



May 10, 2018

## REQUEST FOR PROPOSAL

### BOTANICAL SURVEYS & WETLAND DELINEATION

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete the following:

- Botanical surveys for sensitive and invasive plants, analysis and reporting for five project sites described below
- Wetland Delineation for one of five project sites described below

All work will be completed in support of required state and federal environmental compliance and permit applications. NEPA is anticipated to be a Categorical Exclusion and CEQA is anticipated to be Categorical Exemption. Anticipated permits may include: 401 Water Quality Certification (Lahontan Regional Water Quality Control Board), Nationwide 27 Authorization (US Army Corps of Engineers), 1600 Lakebed and Streambed Alteration agreement (CA Dept. of Fish & Wildlife), General Construction Permit (CA State Water Resources Board), and Placer County grading permit.

The consulting firm will have demonstrated experience in botanical surveys of sensitive and invasive plants, wetland delineation, and working with federal agencies, particularly the US Forest Service (USFS). The consulting firm must be willing to work with TRWC (project lead), the USFS Tahoe National Forest (primary landowner and NEPA lead agency), Placer County (CEQA lead agency), and, if needed, adjacent landowners.

Consulting services to encompass all labor, materials, equipment, facilities, and incidentals required for completion of the scope of work.

### RESPONDING TO MULTIPLE RFPs

In 2018, TRWC will release several Requests For Proposals (RFP) and Requests For Bids (RFB) for restoration design, construction, environmental compliance, permit assistance, and the like. We appreciate that some firms may wish to respond to multiple RFPs & RFBs. To help with proposal and bid preparation, we offer the following:

1. Responding to Multiple RFPs/RFBs. Firms may respond to multiple RFPs and RFBs. In the vast majority of our projects, a firm will not be prevented from bidding on future work if they participate in current work. In the rare case where this prohibition exists, we will state the prohibition in the current RFP/RFB.

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2. Lead Firm vs. Subcontracted Firm. We understand and accept a given firm may be the lead in one response and a subcontractor in another response.
3. Respond Uniquely to Each RFP/RFB. Each of our projects has a unique combination of partners, stakeholders, funders, constraints, opportunities, and timelines. Due to the characteristics of each project, we purposely release separate RFPs/RFBs. Firms must submit a response to each RFP or RFB to be considered. While we appreciate that a firm might be able to offer efficiencies if we combined projects, the unique blend of characteristics of each project prevent us from combining projects more than has already been done.
4. Repeating Information Across Multiple Responses. We understand and accept that information about the firm, its staff, past work, references, work approach, and the like may be repeated, perhaps even word for word, across multiple responses.

## PROPOSAL DEADLINE

Proposals must be received electronically (.pdf format) by 5PM on Tuesday, May 29, 2018.

## PROPOSAL SUBMISSION

Submit proposals electronically (.pdf format) to [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org).

## REQUESTS FOR ADDITIONAL INFORMATION

Please direct all questions to Michele Prestowitz, [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org).

## TIMELINE

Task	Deadline
Proposals Due	May 29, 2018
Interviews	June 6, 2018
Scope of Work and Contracting	June 13, 2018
Launch Meeting	June 20, 2018
Preliminary Report	July 13, 2018
Biological Evaluation/Biological Assessment	August 31, 2018

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## INTRODUCTION AND BACKGROUND

### Location

The requested work is located in five areas in the USFS Tahoe National Forest – two in the Bear Creek basin, two in the Pole Creek basin, and one in the Cabin Creek basin. All project areas are on tributaries to the Truckee River, west of Highway 89 in Placer County between Tahoe City and Truckee. Please see Attachment 1 – Project Vicinity and Locations.

### Project Overview

TRWC and the USFS Tahoe National Forest propose to implement the projects described below.

- Bear Creek Lower Meadow

This site is located on Bear Creek on USFS land. Currently, an eroding, unstable channel impairs many wet-meadow functions and habitats. Planned restoration will restore roughly 30 acres with pilot channels, riffles, bioengineered grade control structures, and bank stabilization. The goals of the project are to restore channel and meadow function, enhance meadow hydrology and habitat, reduce sources of instream sediment, and protect existing spring-fed tributaries that provide hydrologic support to the meadow. Please see Attachment 2 – Bear Creek Area.

- Bear Creek Area 2

This site is located on land owned and managed by USFS, Alpine Springs County Water District, and a private landowner. Currently, a dirt maintenance road captures water and directs sediment into Bear Creek and onto neighborhood streets. Planned restoration will re-contour the road, restore drainage, and install water bars/dips. The goal of the project is to reduce erosion. Please see Attachment 2 – Bear Creek Area.

- Pole Creek Area 1

This site is located on USFS land. Currently, a road/stream crossing is causing downstream erosion, and the creek is incised an average of 6 feet. Planned restoration will re-contour the road, improve drainage, and repair the incision. The goal of the project is to reduce erosion. Please see Attachment 3 – Pole Creek Area 1.

- Pole Creek Area 3

This site is located on USFS land. An unused spur road and stream crossing are causing bank erosion, channel incision, and sediment deposition in a meadow and the channel. Planned restoration will reinstall a culvert crossing, outslope the road to allow sheet flow, and improve drainage. The goal of the project is to reduce erosion and improve the meadow. Please see Attachment 4 – Pole Creek Area 3.

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- Cabin Creek Area 1

This site is located on USFS land. Currently, skid trails and roads are concentrating flows and actively eroding the roads. Planned restoration will remove the road and trails, re-contour the area, and stabilize the area with vegetation. Please see Attachment 5 – Cabin Creek Area 1.

## WORK TO BE COMPLETED

### Task 1. Botanical Survey, Analysis and Reporting.

Sensitive and invasive plants species are likely to occur in the project areas. This task includes surveys, analysis and reporting for all five project sites.

#### Task 1.1 Data Review and Collection

The consultant will conduct and evaluate the necessary studies for environmental compliance and permit applications. Consultant will complete field surveys for sensitive and invasive species under supervision of the USFS. Submit all documentation to TRWC.

#### Task 1.2: Botanical Reports

Consultant will submit Preliminary Report to TRWC summarizing methodology and findings, mapping sensitive and invasive plants observed during surveys, and providing preliminary analysis and determination for the purposes of completing CEQA.

Produce a Biological Evaluation/Biological Assessment (BE/BA) of botanical resources based on the most current template from the USFS. The BE/BA will include project summary, area of analysis and current condition, species of analysis and current condition, and effects analysis. The effects analysis will include potential effects to individuals and habitat, cumulative effects, recommended conservation and protection measures, and conclusion. Please include literature cited and a list of preparers.

Prepare an Invasive Plant Risk Assessment. Report will assess risk factors risks associated with the project, make invasive plant management plan recommendations, and anticipate weed response to the project.

If resources included on the TNF Watch List of Botanical Species and Communities exist, prepare report on Consideration of Other Botanical Resources.

### Task 2. Wetland Delineation.

Conduct a formal wetland delineation of the Bear Creek Lower Meadow to meet the U.S. Army Corps of Engineers' minimum standards, and create a map showing the features identified as potential waters of the United States. Prepare and submit a Wetland Delineation Report to the Corps, and assist with the verification process.

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### Task 3. Project Management, Coordination and Reporting.

Consultant will 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 25<sup>th</sup>, June 25<sup>th</sup>, September 25<sup>th</sup>, 2018).

### Deliverables

- Participation in project launch meeting
- Preliminary Report
- Biological Evaluation/Biological Assessment
- Invasive Plant Risk Assessment
- Consideration of Other Botanical Resources
- Wetland Delineation Report
- Digital copies of all data collection and analysis
- Quarterly progress reports and invoices

Copies of all survey or other data collected and analyses will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

## **PROPOSAL FORMAT**

There is no page limit, but *10 pages or less is preferred*. Concise writing and graphics are greatly appreciated.

### Work Plan

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 a schedule of the major tasks to be accomplished.

Work approach: Discuss in detail the activities you will conduct to achieve the scope and objectives. Please specifically address work components outlined above and elaborate as needed. Modifications can be included and should be explained.

### Cost Proposal

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

- Name and title
- Estimated hours per staff person, per task
- Rate per hour
- Total cost per task

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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.

### Background and References

Include experience with botanical surveys, analysis and reporting, and wetland delineation, specifically those completed with the USFS for restoration projects; list at least three (3) specific projects which demonstrate this experience.

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

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 (3) 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.

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### 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.

### 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.

### Attachments:

- Project vicinity and locations
- Bear Creek Area (Lower Meadow and Bear Creek Area 2)
- Pole Creek Area 1
- Pole Creek Area 3
- Cabin Creek Area 1

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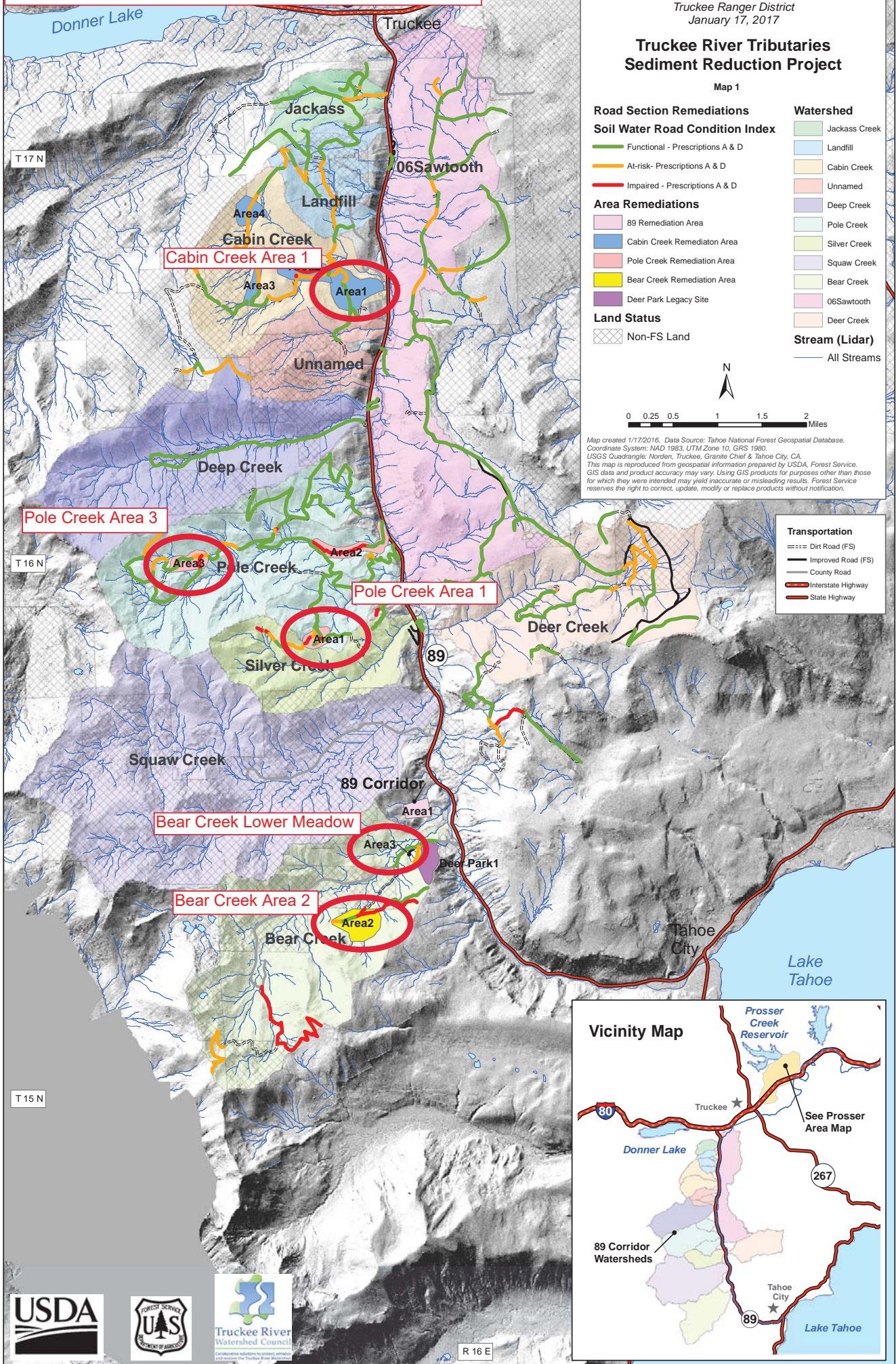
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# Attachment 1 - Project Vicinity and Locations





**BEAR CREEK AREA  
BOTANY SURVEY AREA  
TRIBUTARIES PROJECT**

Tahoe City Quadrangle

T 16 N R16 E

SECTION 33

T 15 N R16 E

SECTION 3, 4

**TRUCKEE RANGER DISTRICT  
TAHOE NATIONAL FOREST**



**Legend**

— Road

Area of Interest

Township

Section

**Land Status**

**Owner Classification**

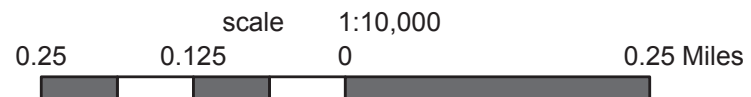
Tahoe NF

Other/Private

National Forest - Other

Bear Creek Lower Meadow  
103.4 acres

Bear Creek Area 2  
20 acres



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