

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

March 11, 2019

REQUEST FOR PROPOSAL ADDENDUM 1: RESPONSES TO REQUESTS FOR ADDITIONAL INFORMATION

MARTIS WILDLIFE AREA RESTORATION PROJECT: CULTURAL AND BIOLOGICAL RESOURCES CONSTRUCTION MONITORING SERVICES

The Truckee River Watershed Council received the following questions by 5pm on March 6, 2019. TRWC's responses are below.

- 1. Will there be Native American site monitors on the project? Who is responsible for training/scheduling/consultation?**
There may be Native American Site Monitors on the project. TRWC will be responsible for management of Site Monitors if present.
- 2. Who determines when and where Native American monitors are needed?**
The Cultural Monitoring and Unanticipated Discovery Plan shall include recommendations of when and where Site Monitors are needed. This plan shall be reviewed and approved by TRWC and the USACE.
- 3. Based on the RFP it is understood that a maximum of 4 days of archaeological monitoring is requested, one for each eligible site. The Neg Dec document mentions consultation, would this also require site visits and construction monitoring?**
The construction monitoring scope includes the demarcating of all archaeological sites within or adjacent the project area. In addition to that work, the Contractor shall complete up to four site visits on an as-needed basis.
- 4. Can you confirm that no monitoring of cultural resources outside of the specified four site visits for consultation are part of this contract?**
See #3 above.
- 5. Can you confirm that all recorded cultural resources will be avoided and that no additional testing for significance will be required**
Reference the Mitigated Negative Declaration for a discussion of recorded cultural resources within or adjacent the project area.

If a potential cultural resource is discovered during construction, the archaeologist shall evaluate the find and determine if eligible for the National Register of Historic Places or California Register of Historic Places.

- 6. Does USACE require a submittal or final archaeological monitoring report after monitoring activities are completed?**
No.

7. How long is the WEAP training anticipated to be? We estimate 1 hour for all contractors at the start of the project. Is this a correct assumption? The RFP lists on going WEAP training, we estimate this to be a couple of hours per month at most, is this a correct assumption? Should we anticipate more WEAP training?

The WEAP training shall take the time necessary to instruct construction personnel on the topics required by the project's Mitigated Negative Declaration. Reference Mitigation Measures CUL.3 and BIO.9 for more information.

WEAP trainings will take place as required if additional construction personnel join the project.

8. We'd like to clarify the diversion and dewatering plans for Site 1 (Mainstem Martis). Sheet 2.1 identifies the following treatment types: 2-gravel bag cofferdam, and 3-stream diversion. There are 9 locations (1-L3, 1-R1, 1-R3, 1-R5, 3-L6, 3-R5, 4-L2, 5-R2, and 6-R1) with treatment type 2 recommended; is it anticipated that these cofferdams will begin at the water level, or will the cofferdams be placed into the channel creating a situation that could require fish rescue/relocation? For the two locations (4-L1, 5-R3) that stream diversion (treatment type 3) is recommended, the location of the cofferdams and diversion is not shown on the plan set. What are the approximate lengths of channel to be dewatered in those locations?

Treatment Type 2 will be placed in the channel parallel to the direction of stream flow to an elevation equal bankfull stage- this may require the removal of fish or aquatic organisms and is included in the scope of the RFP.

Treatment Type 3 locations and details are to be agreed upon by the Construction Contractor and the Engineer's Representative as such the details requested are not available.

9. The RFP requests that we conduct 'field assessment for willow flycatcher,' which would generally be used to determine the need for protocol surveys. However, the next sentence references a nest buffer which implies an expectation for the broadcast survey protocol described in Bombay et al 2000. Can you confirm whether the scope requests a field assessment or protocol surveys for this species?

The RFP includes CDFW specified protocol surveys (i.e. Bombay et al. 2000) for willow flycatcher to determine presence/absence of willow flycatcher in the project area.

10. The RFP directs that surveys for *Plumas ivesia* be conducted no more than 2 weeks prior to construction. However, depending on the timing of construction, the species may not be identifiable at that time. We suggest that the approach be to conduct surveys for the species when it is identifiable based on a check of a local reference population. Is TRWC OK with us changing the approach in that way?

The Contractor may check local reference populations for phenological stage, but will still be required to survey the project area within two weeks of ground disturbance activities. TRWC will not be responsible for facilitating access to local reference populations.

11. The RFP states the TRWC invoices quarterly (March 31, June 30, Sept 30, and Dec 31). May the contractors invoice TRWC monthly according to our standard invoicing schedule?

The Contractor may invoice monthly. TRWC will pay quarterly based upon the schedule outlined in the RFP.

12. What are the acres and dimensions of the restoration sites?

The project area includes approximately 26 acres of disturbance. The project area is dispersed (see Attachments 1&2 to RFP) but roughly follow 1.6 miles of Martis Creek and its tributaries.

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FEBRUARY 20, 2019

REQUEST FOR PROPOSAL

MARTIS WILDLIFE AREA RESTORATION PROJECT: CULTURAL AND BIOLOGICAL RESOURCES CONSTRUCTION MONITORING SERVICES

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to provide monitoring services for construction of the Martis Wildlife Area Restoration Project. Specifically, the selected consultant shall complete pre-construction surveys, monitor construction activities for impacts on cultural resources and biological resources, complete construction worker trainings, prepare an Unanticipated Discovery Plan, and other activities as required by project regulatory permits and compliance documents.

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

The consulting firm shall have demonstrated experience in cultural and biological resources construction monitoring. The consulting firm must be willing to work with the TRWC, our project partner (landowner) the US Army Corps of Engineers (USACE), engineering oversight team led by Balance Hydrologics, and the selected construction contractor.

PROPOSAL DEADLINE

Proposals must be received by 5pm March 20, 2019.

PROPOSAL SUBMISSION

Submit proposals electronically (.pdf format) to Matt Freitas, Program Manager (mfreitas@truckeeriverwc.org).

REQUESTS FOR ADDITIONAL INFORMATION

Direct all questions to Matt Freitas at TRWC, mfreitas@truckeeriverwc.org or (530)550-8760x 6#. All requests must be received by 5pm on March 6, 2019.

RESPONDING TO MULTIPLE RFPS

In 2019, 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.
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.

INTRODUCTION AND BACKGROUND

Project Overview

The Martis Wildlife Area is owned and operated by the US Army Corps of Engineers. The Wildlife Area represents a diverse assemblage of habitat types, incorporating high desert chaparral, mixed-conifer forest, mountain meadow, and riparian ecosystems. Martis Creek flows roughly northeast across the Wildlife Area where it confluences with four perennial and primary tributaries. Several unnamed first- and second-order tributary streams are also present within the Wildlife Area; notable among these are the tributaries that originate from Lookout Mountain (i.e. Lookout Mountain Tributary) and from the Schaeffer's Mill area.

The Martis Wildlife Area has a long history of human use dating back to the pre-historic period. The area is located with territory commonly attributed to the Washoe people, supported by the significant pre-historic component to the area's archaeological sites. Over the course of the 19th and 20th centuries, the area hosted episodes of logging, mining, ranching, residential, and recreational land development. The culmination of these uses is the degradation of hydrologic processes, alteration of vegetation characteristics, and loss of riparian and meadow habitats. Within the Wildlife Area, Martis Creek exhibits impaired stream channel functions, in many reaches the stream is incised 1-4 feet below the floodplain surface. Its tributaries also exhibit significant degradation associated with incision, bank erosion, headcut development, and culvert failures.

The Martis Wildlife Area Restoration Project (the Project) was developed to improve the hydrologic and ecosystem processes in the Wildlife Area to provide natural benefits including restored floodplain connectivity, groundwater storage, prolonged base stream flows, enhanced critical habitat, and reduced erosion and sedimentation.

The Project includes restoration activities on four sites.

- Site 1 encompasses a two-mile portion of Martis Creek within the Wildlife Area. There

are six "reaches" within Site 1.

- Site 2 is located on an unnamed tributary that originates from Schaeffer's Mill approximately 0.16 miles upstream of its confluence with Martis Creek.
- Site 3 is located on Middle Martis Creek just upstream of Gumba's Crossing on the Tompkins Memorial Trail.
- Site 4 is located on the "Lookout Mountain Tributary" at Jakes' Crossing on the Tompkins Memorial Trail approximately 1.2 miles upstream of its confluence with Martis Creek.

This project will be constructed during the summer and fall of 2019. Compliance with the California Environmental Quality Act (Initial Study/Mitigated Negative Declaration) is completed and USACE and US Bureau of Reclamation are currently completing compliance with the National Environmental Policy Act. Multiple regulatory permits applications have been submitted. We will have the project's Section 401 Water Quality Certification, Section 1602 Lake and Streambed Alteration Agreement, and Section 404 Nationwide permits prior to construction.

The project's CEQA, NEPA, and regulatory permits require certain mitigation related to cultural and biological resources. The scope of this RFP relates to those required mitigation measures.

Existing Studies and Previous Work

- Final Initial Study/Mitigated Negative Declaration for the Martis Wildlife Area Restoration Project (see Attachment 3)
- Restoration Designs Site 1. Mainstem Martis Creek Restoration Design Plans (95%, dated 2/9/2018) (see Attachment 1)
- Restoration Designs Site 2-4. Martis Wildlife Area Restoration Project Design Plans (100%, dated 1/31/2018) (see Attachment 2)
- Cultural Resource Surveys by the USACE (available to contracted consultant)
- Martis Watershed Assessment (available at www.truckeeriverwc.org)
- Design Basis Memorandums for the Martis Wildlife Area Restoration Project

WORK TO BE COMPLETED

Task 1: Project Management

The Consultant will manage tasks presented in this scope of work including meetings, fieldwork, preparation and submittal of deliverables, and coordination with TRWC and construction personnel, as required.

Task 1 Deliverables

- project launch meeting with TRWC and the USACE
- two pre-construction meetings with TRWC and the construction contractor
- weekly phone calls with TRWC to coordinate field activities and progress
- Quarterly invoices and progress reports

Task 2: Pre Construction Surveys

The Consultant shall complete various pre-construction surveys as required by the project's Initial Study-Mitigated Negative Declaration. These are summarized in Table 1.

Table 1: Pre Construction Surveys to be Completed

Parameter	Scope
Active raptor nests	The Consultant's qualified biologist shall conduct a survey for active raptor nest sites prior to removal of trees, living or dead, greater than 10 inches in diameter at breast height that must be removed during breeding season. The survey shall be conducted no more than 30 days prior to the proposed tree removal activities. If necessary, TRWC shall submit survey results to the California Department of Fish and Wildlife (CDFW). If active raptor nests are found on or immediately adjacent to proposed project areas, the Consultant's qualified biologist shall establish a minimum 300-foot buffer from active construction areas and any other protective measures prescribed by CDFW.
Willow Flycatcher	The Consultant's qualified biologist shall perform a field assessment for willow flycatcher according to CDFW's protocol within the project area. If necessary, TRWC shall submit survey results to CDFW and the qualified biologist shall establish a 300-foot buffer from the nesting area until August 31 or the nests are inactive.
Plumas Ivesia	The Consultant's qualified biologist shall perform a preconstruction survey for <i>Ivesia sericoleuca</i> throughout the project area within two weeks prior to the start of ground disturbing activities. If necessary, TRWC shall submit survey results to CDFW. The Consultant's qualified biologist shall implement any protection measures required by CDFW and conduct periodic monitoring of any populations to determine if construction activities are having a negative effect.
Fish and aquatic organisms	The Consultant's qualified fisheries biologist shall consult with TRWC regarding the Construction Schedule to avoid impacts to fish migration and spawning. Additionally, the fisheries biologist shall conduct surveys for fish and other aquatic organisms prior to stream diversion/dewatering during construction and remove observed individuals from the project area.
Sierra Nevada mountain beaver and snowshoe hare	The Consultant's qualified biologist shall survey the areas of riparian vegetation within the project area for Sierra Nevada mountain beaver and snowshoe hare prior to construction. If necessary, TRWC shall submit survey results to CDFW. The Consultant shall establish a 500-foot non-disturbance buffer around nests or burrow sites and implement any other avoidance or impact minimization measures prescribed by CDFW.

Task 2 Deliverables:

- Nesting raptor survey results and implementation of required protection measures
- Willow Flycatcher survey results and implementation of required protection measures
- Plumas Ivesia survey results and implementation of required protection measures
- Consultation with TRWC regarding Construction Schedule and fish migration/spawning
- Fish removal prior to stream diversion/dewatering

- Sierra Nevada mountain beaver and snowshoe hare survey results and implementation of required protection measures

Task 3: WEAP Development & Trainings

The Consultant shall develop and implement a Worker Environmental Awareness Program (WEAP) for all project personnel involved with disturbance. The WEAP shall:

- Include a review of the special status species and other sensitive resources that exist in the project area, including the locations of sensitive biological resources and their legal status and protections, and measures to be implemented for avoidance.
- Emphasize the need to avoid entry into areas where biological resources have been identified based on pre-disturbance field surveys and to implement the buffer avoidance or other protection measures in accordance with CDFW and USFWS requirements and with the required mitigation measures included in the project's IS/MND.
- Instruct personnel regarding the recognition of cultural and heritage resources per the IS/MND

The Consultant shall maintain a record of all trained personnel.

Task 3 Deliverables:

- Draft WEAP for TRWC review
- Final WEAP
- Record of project personnel that received WEAP training

Task 4: Unanticipated Discovery Plan Development

The Consultant's qualified archaeologist shall prepare a Construction Monitoring and Unanticipated Discovery Plan that will present, in detail, procedures to be implemented during construction to avoid impacts to any potentially significant cultural resources. The Construction Monitoring and Unanticipated Discovery Plan shall include guidelines with respect to locations within the project area where an archeological and/or Native American monitor is required, the creation of buffer zones near areas of cultural sensitivity, and work stoppage guidelines.

Task 4 Deliverables:

- Draft Construction Monitoring and Unanticipated Discovery Plan
- Final Construction Monitoring and Unanticipated Discovery Plan

Task 5: Archaeological Construction Monitoring

The Consultant's qualified archaeologist shall demarcate all archaeological sites within or immediately adjacent the project area as exclusion zones. The boundaries of exclusion zones will be marked with fencing, staking, flagging, or other appropriate material as well as signage. TRWC and the USACE will make the cultural resource report for the project available to the selected consultant.

The Consultant's archaeologist shall complete up to four site visits on an as-needed basis throughout the construction period for consultations.

Task 5 Deliverables:

- Demarcation of archaeological site exclusion zones within and adjacent the project area

- Up to four (4) site visits (as needed) by the qualified archaeologist during the construction period for consultations

Expected Project Schedule

Task	Completion Date
Proposals due	March 20, 2019
Interviews	April 3-5, 2019
Contract award (expected)	April 8, 2019
Project launch meeting	April 25, 2019
Final Construction Monitoring and Unanticipated Discovery Plan	May 31, 2019
Final WEAP	June 14, 2019
Pre-Construction Surveys	June 15, 2019—ongoing
WEAP Trainings	July 1, 2019—ongoing
Construction start (estimated)*	July 1, 2019
Construction completion	October 15, 2019

*Note- construction schedule is pending until submitted from construction contractor and approved by TRWC and USACE.

Budget:

The maximum budget is \$70,000. Cost effectiveness will be considered during proposal evaluation.

PROPOSAL FORMAT

Please limit proposals to 20 pages or less. Concise writing and graphics are greatly appreciated.

Detailed Work Plan

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

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.

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 in the “proposed project” section above, and elaborate as needed. 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 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

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 in cultural and biological resources, provide particular detail on experience with oversight of construction activities. List specific projects that demonstrate this experience and include discussion of performance.

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.

Please document specific staff that have appropriate knowledge, training, and experience to handle fish safely, and to supervise the capture and safe removal of fish from project site.

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.

Funding for this contract is provided by the California Department of Fish and Wildlife. TRWC is a grantee and invoices quarterly (March 31, June 30, Sept. 30th, and Dec. 31st) for work completed. The obligation of TRWC to pay its subcontractors shall be subject to and conditioned upon its receipt of payment from the funder. Implied or stated in TRWC's agreement with the grantor is that payments are subject to the availability of funds.

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.

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.

ATTACHMENTS

1. Restoration Designs Site 1. Mainstem Martis Creek Restoration Design Plans (95%, dated 2/9/2018)
2. Restoration Designs Site 2-4. Martis Wildlife Area Restoration Project Design Plans (100%, dated 1/31/2018)

3. Final Initial Study/Mitigated Negative Declaration for the Martis Wildlife Area Restoration Project