

May 8, 2019

REQUEST FOR PROPOSAL

PERAZZO MEADOWS RESTORATION PROJECT: VEGETATION MONITORING

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

- Design vegetation monitoring plan for Lower Perazzo Meadow Restoration Project;
- Complete pre-project vegetation monitoring at Lower Perazzo Meadow;
- Repeat post-project vegetation monitoring for Upper and Middle Perazzo Restoration;
- Prepare report summarizing 2019 data, and comparison to previously collected vegetation data.

The consulting team shall have demonstrated experience in vegetation monitoring, local wetland and other native plant identification, and experience with the vegetation monitoring protocols previously used by the U.S. Forest Service (Attachment 1). 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 Truckee Donner Land Trust (TDLT) - landowner, and the U.S. Forest Service Tahoe National Forest (USFS) – landowner and restoration partner.

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

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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 5:00PM on May 30, 2019.

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.

TIMELINE

Activity	Completion Date
Proposals Due	May 30, 2019
Interviews	June 4, 2019
Scope of Work and Contracting	June 14, 2019
Launch Meeting	June 20, 2019
Vegetation monitoring plan	July 10, 2019
Complete Lower Perazzo Monitoring	July 31, 2019
Complete Upper and Middle Perazzo Monitoring	August 30, 2019
Vegetation monitoring data and report	December 1, 2019
Quarterly Progress Reports & Invoices	March 25, June 25, September 25, December 15 through length of contract

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INTRODUCTION AND BACKGROUND

Location

The work requested here is located in Perazzo Meadows, along the upper Little Truckee River, in Sierra County (Figure 1). The work will be completed on three major meadow systems – Upper, Middle, and Lower Perazzo Meadows (Figure 2).

Site Access

Perazzo Meadows is currently covered by snow, however all the sites are publicly accessible. The Upper and Middle Meadows are managed by the U.S. Forest Service – Tahoe National Forest, and the Lower Meadow is owned by the Truckee Donner Land Trust.

Perazzo Meadows Restoration

Perazzo Meadows is located along the Little Truckee River and is composed of several meadows, the largest of which are referred to as the Upper, Middle, and Lower Meadows (Figure 2). The meadows have experienced numerous impacts over the years including stream diversion to accommodate ranching, dairy operation, logging, and road building. These past impacts led to significant degradation including channel incision and erosion, lowering of the groundwater table, limited floodplain access, and conversion of wet meadow habitat to upland habitat.

The Truckee River Watershed Council and the U.S. Forest Service began restoration planning in the mid-2000's. Restoration of the Upper Meadow was completed in 2009, and the Middle Meadow in 2010. Restoration of the Lower Meadow is planned for summer, 2019. The restoration design plan for the Lower Meadow is included as Attachment 3.

Existing Studies and Previous Work

Vegetation monitoring. Vegetation monitoring transects were established by the U.S. Forest Service in the Upper and Middle Meadows. Pre-project data was collected from the transects, and two years of post-project data (2010 and 2017) in the Upper Meadow. The methods and transect locations are included as Attachment 1. Pre-project data are included as Attachment 2. Transects were previously marked with re-bar, which may or not still be in place. GPS coordinates will be provided to the successful contractor.

The following reports are provided for background only:

Hydrologic monitoring. A series of stream gages and shallow groundwater wells are located in the project area. Monitoring reports are posted on the TRWC website library page. The most recent monitoring report summarizes past data: (<https://www.truckeeriverwc.org/wp-content/uploads/2019/05/209116-Perazzo-Meadows-WY18-Final-Report.pdf>).

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Geomorphic assessment. A geomorphic watershed assessment was completed prior to restoration design. It is available at:
https://www.truckeeriverwc.org/images/documents/Perazzo_Meadows_Geomorphic_Assessment.pdf.

Willow flycatcher monitoring. The Institute for Bird Populations has been monitoring willow flycatchers in Perazzo Meadows for a number of years. Monitoring will continue through 2019. TRWC will facilitate coordination between the selected vegetation monitoring contractor and Institute for Bird Populations to schedule vegetation monitoring so as to not adversely affect any nesting willow flycatchers. In previous years, flycatchers have nested in the Upper and Middle Meadows, but not in the Lower Meadow. Typically nesting is complete by August 15th of any year.

WORK TO BE COMPLETED

Task 1. Preparation of Lower Meadow Vegetation Monitoring Plan

Lower Meadow data should be collected using the same technique as used in the Upper and Middle Meadow vegetation data for comparability (Attachment 1).

- Previous data were collected using the cross section vegetation community sampling method as defined in Winward, 2000 (complete citation: Winward, A.H. 2000. Monitoring the Vegetation Resources in Riparian Areas. USDA Forest Service, Rocky Mountain Research Station. RMRS-GTR-47.)
- In addition to the transects, 20 x 50 cm quadrats were placed along the cross section transect to record percent cover by plant species. Quadrats were placed 15 paces apart and percent cover of each plant species was recorded.

Developing the Lower Meadow Vegetation Monitoring plan will include determining the number of cross sections required, establishing the cross section locations, producing a map and GPS coordinates for the transects, and monumenting the cross sections for repeatability. The monitoring plan should additionally include field data templates.

A draft of the monitoring plan will be submitted for approval prior to completing 2019 pre-project vegetation monitoring.

Deliverables:

- Draft Vegetation Monitoring Plan
- Final Vegetation Monitoring Plan

Task 2. Complete Pre-Project Monitoring of Lower Perazzo Meadow

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Using the monitoring plan developed in Task 1, complete one year of pre-project vegetation monitoring for the Lower Perazzo Meadow project. Monitoring must be completed prior to the start of construction, estimated to be August 1, 2019.

Deliverable:

- Vegetation Monitoring Data

Task 3: Complete Post-project Monitoring of Upper and Middle Perazzo Meadow

Repeat vegetation monitoring for the Upper and Middle Perazzo Meadows, using the monitoring plan developed previously by the U.S. Forest Service (Attachment 1). Monitoring can take place any time during the growing season of 2019.

Deliverable:

- Vegetation Monitoring Data

Task 4: Complete Vegetation Monitoring report

Prepare memo report summarizing all data collected in 2019. Include comparison of post-project data collected in 2019 for the Upper and Middle Meadow with the pre-project data collected previously by the U.S. Forest Service.

Deliverable:

- Vegetation Monitoring Memo report

Task 5: Project Management and Coordination

5.1 Meetings. Project meetings are anticipated to include a project launch meeting and could additionally include a field meeting to discuss locations of Lower Perazzo monitoring transects.

5.2 Management. 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 data and analysis will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf). GIS shapefiles will be provided to TRWC including locations of monitoring transects.

Deliverables

- Project launch meeting
- Quarterly progress reports and invoices

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PROPOSAL FORMAT

There is no page limit, but *20 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. Modifications to the components listed in the work statement can be included.

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.

Schedule: Include a timeline or schedule. Include estimated time schedule of the major tasks to be accomplished.

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
- 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.

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 vegetation monitoring plan preparation and implementation, especially experience with the selected protocol (Winward, 2000). Include experience with Sierra Nevada wetland and meadow plant identification. List at least three (3) specific projects that 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.

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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:

- Attachment 1. Vegetation sampling plan, Upper and Middle Perazzo Meadows, U.S. Forest Service.
- Attachment 2. Vegetation monitoring data, U.S. Forest Service.
- Attachment 3. Design Basis Memo and Restoration Design Plan for Lower Perazzo Meadow, Balance Hydrologics.

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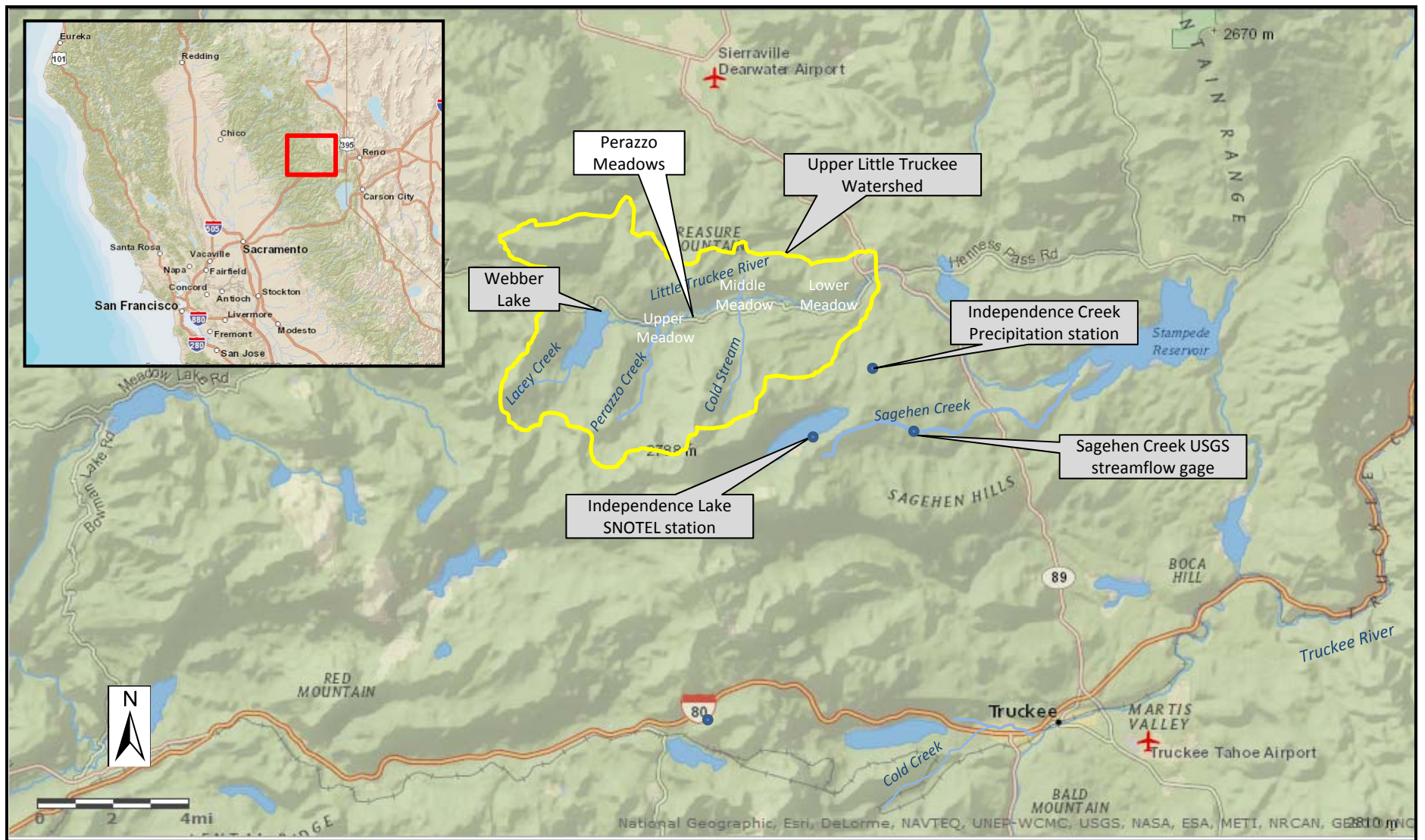


Figure 1. Perazzo Meadows, Sierra County, California

Perazzo Meadows is part of the Upper Little Truckee watershed, in the headwaters of the Truckee River.





Middle Meadow

Lower Meadow

Upper Meadow