

# TRUCKEE RIVER WATERSHED COUNCIL

---

PO Box 8568  
Truckee, CA 96162  
530-550-8760  
[www.truckeeriverwc.org](http://www.truckeeriverwc.org)

**April 1, 2020**

## **REQUEST FOR PROPOSAL**

### **COLDSTREAM CANYON WETLAND RESTORATION: CULTURAL AND BIOLOGICAL RESOURCES PRE-CONSTRUCTION MONITORING SERVICES**

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to provide monitoring services prior to construction activities for the Coldstream Canyon Project. Specifically, the selected consultant shall complete all biological pre-construction surveys, complete construction worker trainings, monitor construction activities for impacts on cultural resources and biological resources, 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 California Department of Parks & Recreation (CDPR), engineering oversight team, and the selected construction contractor.

## **PROPOSAL DEADLINE**

Proposals must be received by 5pm April 15, 2020.

## **PROPOSAL SUBMISSION**

Submit proposals electronically (.pdf format) to Eben Swain, Program Manager ([eswain@truckeeriverwc.org](mailto:eswain@truckeeriverwc.org)).

## **REQUESTS FOR ADDITIONAL INFORMATION**

Direct all questions to Eben Swain at TRWC, [eswain@truckeeriverwc.org](mailto:eswain@truckeeriverwc.org) or (530) 550-8760 x 7#. All requests must be received by 5pm on April 8, 2020.

## **RESPONDING TO MULTIPLE RFPS**

In 2020, 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 project is located within Coldstream Canyon, a 12.5 square-mile watershed near Truckee, California. Coldstream Canyon is located to the south of Donner Lake and Donner Memorial State Park campground in unincorporated Placer County. All properties where project work will take place are owned and managed by CDPR.

The basis for this restoration project is found in the Coldstream Canyon Watershed Assessment (TRWC 2008). The full assessment report may be found at: [https://www.truckeeriverwc.org/wp-content/images/documents/Coldstream\\_Canyon\\_Watershed\\_Assessment.pdf](https://www.truckeeriverwc.org/wp-content/images/documents/Coldstream_Canyon_Watershed_Assessment.pdf)

Coldstream Canyon has a long history of human use. Legacy impacts include those associated with the construction of the Central Pacific Railroad in the 1860s; extensive logging in the watershed in the late 1800s and early 1900s, and gravel mining in the lower part of the watershed in the 1960s and 1970s. These legacy activities have led to water quality and ecosystem impacts that include excessive erosion and sedimentation throughout the watershed as well as diminished riparian habitat.

The restoration project provides substantial opportunity to restore riparian and wetland habitat adversely impacted during past gravel mining activities. These areas will be restored by removing fill material to various depths, re-establishing natural hydrologic conditions and installing native plant materials. The existing ponds collect and hold surface water runoff and are also fed by subsurface groundwater flows. CDPR obtained the ponds and surrounding properties in the early 1990s and identified the potential of the disturbed area to support a native wetland community. A pilot study was initiated by a partnership between TRWC and CDPR in 2008 to enhance riparian forest and wetland habitat. Additional riparian and wetland enhancement of the pond area continues to be a focus of CDPR, and, subsequently, the ponds were included as a component of this project.

The Project includes the following restoration activities:

- Riparian/wetland expansion through removal of encroaching Lodgepole Pine and soil

excavation to achieve appropriate groundwater/vegetation interaction that will support desired species.

- Decommission un-needed road spurs and restore compacted soils to improve soil health, enhance native vegetation
- Create woody structure habitat within and along pond margins to provide needed resting/roosting habitat for waterfowl and to expand habitat complexity and cover for aquatic organisms.
- Excavate areas adjacent to existing pond to create a high water channel that will support emergent/wet meadow habitat and associated vegetative species.

Full restoration design plan sets will be provided to the selected consultant prior to any field or survey work.

**This project will be constructed over two seasons during the summer and fall of 2020 and 2021. Project surveys will also be conducted over two seasons in accordance with the anticipated construction schedule.** Compliance with the California Environmental Quality Act (CEQA) is currently in review by CDPR. Multiple regulatory permit 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 and environmental regulatory permits require that Standard Project Requirements be implemented as related to cultural and biological resources. The scope of this RFP relates to those project requirements.

## WORK TO BE COMPLETED

### Summary of key tasks:

Consultant will conduct pre-construction biological surveys (Table 1) at four individual restoration sites with a combined total of approximately 19 acres to be surveyed. Based on the anticipated phased construction schedule, the following timeline will apply to individual surveys conducted:

**Table 1: Surveys by Year**

Survey	2020	Acres/Sites	2021	Acres/Sites
Active raptor/owl nests	Yes	5	Yes	14
Nesting Songbirds	Yes	5	Yes	14
Willow Flycatcher, Yellow warbler	Yes	5	Yes	14
Sensitive Plant Surveys	Yes	19	No	0
Aquatic organisms	Yes	4	Yes	15
Sierra Nevada mountain beaver and snowshoe hare	Yes	5	Yes	14
Archeological Sites	Yes	All sites demarcated & avoidance measures recommended. Also: presence during excavation required (Task 5 below)	Yes	Up to 3 additional site visits as needed (on-call)

See Attachment 1 for additional information on sites and acreage. Consultant will also identify and demarcate up to four individual archaeological sites that are located within the project area.

The following tasks (1-5) provide a complete scope of work.

**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. **Timeframe for task completion will be conducted over two construction seasons – 2020 & 2021.**

**Task 1 Deliverables**

- 2 project launch meetings with TRWC and the CDPR
- Four pre-construction meetings with TRWC and the construction contractor
- Phone calls will take place from May – October as needed during both of the active construction seasons (2020 & 2021). Anticipate up to 15 individual conference calls for purpose of project discussion and project progress reports.
- 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-Negative Declaration. These are summarized in Table 1. **Pre-construction surveys will take place over two seasons and Consultant will coordinate with TRWC and CDPR project managers to determine survey start time for each of the active construction seasons.**

Each of the four restoration sites exhibit varying characteristics (ie sedges/rushes present at the wetland rehabilitation site, no trees cut at the Emigrant Creek site, etc). Consultant will coordinate with TRWC and CDPR project managers to review site characteristics and determine the applicable surveys noted in Table 2 for each restoration site. This task will be completed prior to conducting survey/field work. **\* Note: State Parks staff will coordinate and take the lead on necessary U.S. Fish & Wildlife and CA Fish & Wildlife notification.**

**Table 2: Pre Construction Surveys to be Completed**

<b>Parameter</b>	<b>Scope</b>
Active raptor/owl nests	<p>The Consultant’s qualified biologist shall conduct a survey for active raptor, or owl, nesting 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).</p> <p>If active raptor nests are found on or immediately adjacent to proposed project areas, the Consultant’s qualified biologist shall establish a minimum 500-foot buffer from active construction areas. For all nests discovered, a qualified biologist will determine if construction activities could potentially disturb nesting birds, and if so, will implement appropriate impact avoidance measures (for example, onsite monitoring, setbacks, timing restrictions) to adequately protect nesting birds.</p>
Nesting Songbirds	The consultants qualified biologist shall conduct a survey no more than two weeks before anticipated tree removal, if removal occurs

	during the breeding season (April 15- Aug-15). For all nests discovered, a qualified biologist will determine if construction activities could potentially disturb nesting birds and will implement appropriate impact avoidance measures.
Willow Flycatcher, Yellow warbler	The Consultant's qualified biologist shall perform a field assessment for both willow flycatcher and Yellow warbler according to CDFW's protocol within the project area. Survey results will be submitted to TRWC and to CDFW. A 300-foot buffer area will be established until August 31 or the nests are inactive.
Sensitive Plant Surveys	<p>The Consultant's qualified biologist shall perform a pre-construction survey for the sensitive species listed in Appendix 1. Consultant shall document survey results and develop appropriate protection measures for all species identified.</p> <p>The survey shall take place prior to the start of ground disturbance activities during a period that coincides with the evident and identifiable period for each species: May through July.</p> <p>Survey results will need to be compiled in a format that is acceptable for submittal 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.</p>
Aquatic organisms	Prior to the start of on-site construction activities, a qualified biologist shall conduct a field assessment to determine the presence or absence of southern long-toed salamander or other amphibians (ie chorus frog) in the project area. If present, consultant's qualified biologist will coordinate with CDPR staff to demarcate areas where long-toed salamander or other amphibians are located and to prepare for construction activities.
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/owl survey results and implementation of required protection measures
- Nesting songbirds survey results and implementation of required protection measures
- Willow Flycatcher & Yellow warbler survey results and implementation of required protection measures
- Sensitive plant survey results and implementation of required protection measures
- 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 Standard Project Requirements included in the project's IS/ND.
- Instruct personnel regarding the recognition of cultural and heritage resources per the IS/ND

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. **A draft plan will be submitted to TRWC and CDPR for review and approval prior to finalization.** 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 field verify up to four individual site locations, assess potential project impacts and implement protective measures as needed. As deemed necessary qualified archaeologist will 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 materials. TRWC and the CDPR will make the cultural resource report for the project available to the selected consultant.

Where known archaeological sites are present, consultants archaeologist will be present during any ground disturbance activities to monitor excavation work, identify any objects uncovered and determine appropriate protective measures for any objects are uncovered. **Anticipated timeframe of excavation work where known archaeological sites occur will be five 8-10 hour days.**

In addition to the work noted above where known archaeological sites occur, the Consultant's archaeologist shall complete an additional six site visits on an as-needed basis throughout the construction period for consultations.

**Task 5 Deliverables:**

- Report of site assessment and potential project impacts
- Up to six (6) site visits (as needed) by the qualified archaeologist during the construction period for consultations

Expected Project Schedule

<b>Task</b>	<b>Completion Date</b>
Proposals due	April 15, 2020
Interviews	April 20-22, 2020
Contract award (expected)	April 24, 2020
Project launch meeting(s)	May 13, 2020 May 1, 2021
Final Construction Monitoring and Unanticipated Discovery Plan	June 15, 2020
Final WEAP	June 15, 2020
Pre-Construction Surveys	June 1, 2020 - Aug. 15 2020 June 1, 2021 – Aug. 15 2021
WEAP Trainings*	July 15, 2020 – Oct 15, 2020 July 15, 2021 – Oct 15, 2021
Construction start (estimated)*	August 1, 2020 August 1, 2021
Construction completion	October 15, 2020 October 15, 2021

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

**PROPOSAL FORMAT**

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

**Detailed Work Plan**

**Scope of work should be delineated to show anticipated tasks over a two year construction season. See Attachment 1 for anticipated tasks to be conducted over the span of two years (2020, 2021).**

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 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 “Work to be Completed” 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**

**Costs should be delineated to show anticipated expenses over a two year construction season. See Attachment 1 for anticipated tasks to be conducted over the span of two years (2020, 2021).**

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 related to pre-construction surveys for sensitive plant/animal species, associated protection measures and demarcation of archaeological sites. 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.

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 State Water Board. TRWC is a grantee and invoices quarterly (March 31, June 30, Sept. 30<sup>th</sup>, and Dec. 31<sup>st</sup>) 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. [Site Map and Project Locations](#)
2. [CND B Sensitive Plant Species – Required Species Survey](#)