



**October 1, 2020**

## **REQUEST FOR PROPOSAL**

### **SNOW CREST TRIBUTARY – SURVEY & DESIGN**

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete restoration design for a spring-fed meadow in Alpine Meadows. The project scope includes surveying property boundaries, background studies, design basis memo, 65%, 90%, and final design.

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 geomorphic and hydrologic analysis, hydraulic analysis and stormwater improvement, as well as experience with designing and implementing restoration projects. The consulting firm must be willing to work with the Truckee River Watershed Council and the project partners, including Alpine Springs County Water District, Placer County, and others.

### **PROPOSAL DEADLINE**

Proposals must be received electronically (.pdf format) by 5PM on October 22, 2020.

### **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 at [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org) or (530) 550-8760 x 4#. All requests must be received by 12pm on October 16, 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**

### Location

The project is located in Alpine Meadows in the Bear Creek watershed of Placer County. Work is primarily on land owned by the Alpine Springs County Water District (ASCWD) at Alpine Meadows Road and Snow Crest Road.

Bear Creek is a sub-watershed in the Middle Truckee River watershed. Bear Creek drains into the main stem of the Truckee River, which is listed as an impaired waterbody on the 303(d) list due to suspended sediment. Bear Creek supports multiple beneficial uses, including municipal and domestic water supply, groundwater recharge, cold freshwater habitat, wildlife habitat and others.

### Previous Work

This project was identified by the Bear Creek Watershed Assessment (BCWA) completed by TRWC in 2018 (Attachment 1). The assessment identified 16 potential restoration projects that were reviewed by a stakeholder committee of public agencies, private landowners, and local businesses in area.

The current project was developed further in an Addendum to the BCWA, "Proposed Stormwater Runoff Improvement Locations" (# 12 in Attachment 2). It is expected to improve water quality, terrestrial and aquatic habitat, and hydrologic function. Further, stormwater improvements will support the recently complete Bear Creek Lower Meadow Restoration.

### Project Overview

Multiple fresh water springs originate above Mineral Spring Trail and Snow Crest Road. These springs and stormwater inputs provide hydrologic support to a 2-acre meadow, as well as the Bear Creek Lower Meadow. Currently, an old road grade interrupts natural flow paths, concentrating flows into a single primary path leading to a culvert under Alpine Meadows Road. The concentrated flow is causing channel incision upstream of the culvert, and threatening the meadow downstream of the culvert. The meadow shows evidence of desiccation below the road grade. The result threatens water quality and long-term habitat sustainability.

Preliminary investigations suggest the following stormwater improvements and restoration:

- (1) Remove fill from the old road grade to reconnect natural flow paths;
- (2) Install flow dispersal check dams both upstream and downstream of Alpine Meadows Road to discourage concentration of flow and channel incision; and
- (3) Add culvert(s) under Alpine Meadows Road to disperse flow and wet a currently dry portion of the Lower Bear Creek Meadow (exact capacity and location of proposed culvert will require further analysis).

Project goals include reducing sediment delivery to Bear Creek and the Truckee River, meadow protection and restoration and increased connectivity, and improving instream and riparian habitat.

The current phase of the project for this RFP includes:

- Site surveys
- Intermediate (65%) design
- Design basis memo
- Draft final (90%) design
- Final (100%) design
- Permit assistance

Future phases of the project, not included in this RFP, include:

- Environmental Compliance
- Construction
- Post-project monitoring

## **WORK TO BE COMPLETED**

### Task 1. Meetings

Three meetings are expected with TRWC staff and/or stakeholders. Meetings will include a project launch and scoping meeting with TRWC and project partners, intermediate design review, and final design review. Consultant will prepare and present technical meeting materials in coordination with TRWC.

### Task 2. Site Survey

Consultant will complete a property line survey for the ASCWD-owned parcel (APN: 095-100-028-000). Property corners shall be marked. Property line survey data will be submitted to TRWC and incorporated into the 65% and 100% designs.

### Task 3. Supplemental Data Collection

Consultant will review existing data and determine additional data requirements. Consultant will conduct all additional research and field data collection to support project design. This includes site inspection, review of existing data, collection of hydraulic/hydrologic data, and additional data as needed.

### Task 4. Intermediate (65%) Design & Design Basis Memo

Building on the results of previous tasks and the stormwater addendum, develop intermediate (65%) design drawings and specifications. Identify alternative approaches as appropriate. The plans will include, but are not limited to, major project features, grading, revegetation, access routes, stockpile and staging areas, and other information needed to complete permit applications. The Design Basis Memo will accompany the intermediate plans. It will incorporate the technical data generated from Task 3 and include discussion of feasibility of implementation, partner considerations, and expected benefits.

### Task 5. Draft Final (90%) and Final (100%) Designs

Based on Intermediate Designs developed under Task 4 and incorporating partner feedback, advance design plans to draft final stage (90%). The draft final design will include additional details for construction, erosion and sediment control, final staging and access plan, and a detailed itemized cost estimate. Once reviewed by project partners, prepare final designs (100%).

### Task 6. Permit Assistance

Assist TRWC with permit preparation including generating suitable figures to include in applications. Work with TRWC to calculate cut and fill quantities and areas of impact by habitat type required for permit applications.

### Task 7. Coordination and Reporting

Consultant will coordinate with TRWC staff regarding the status of the project, as well as design issues. Consultant will produce quarterly invoices and progress reports and submit to TRWC March 25<sup>th</sup>, June 25<sup>th</sup>, Sept. 25<sup>th</sup>, and December 15<sup>th</sup>. Copies of all survey or other data collected and analyses will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

### Deliverables

- Scoping meeting with TRWC and project stakeholders;
- Participation in and presentation to two additional meetings convened by TRWC;
- Property line survey results

- Design basis memo;
- Intermediate (65%) plans;
- Draft final (90%) plans;
- Final (100%) plans;
- Estimates of cut and fill quantities and area of disturbance by habitat type needed for permitting;
- Figures to include in permit applications;
- Digital copies of all photographs, data collection and analysis, and design/GIS-based survey data in electronic form;
- Quarterly progress reports and invoices.

### Timeline

<b>Task</b>	<b>Deadline</b>
Requests for Additional Information	October 16, 2020
Proposals due	October 22, 2020
Interviews	October 26, 2020
Contract award	November 2, 2020
Project launch meeting – finalize scope	November 9, 2020
Site survey	November 30, 2020
Intermediate (65%) design plan	January 15, 2021
Design basis memo	January 15, 2021
Meeting to review 65% design plan	January 27, 2021
Draft final 90% design plan	March 12, 2021
Meeting to review 90% design plan	March 24, 2021
Final 100% design plan	April 23, 2021
Permit assistance	June 30, 2021
Quarterly Progress Reports & Invoices	Mar 25, June 25, Sept 25, Dec 15

### Budget

The maximum budget is \$40,000. Cost effectiveness will be considered during proposal evaluation.

### **PROPOSAL FORMAT**

There is no page limit, but **20 pages or less is preferred**. 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 analyses and design. 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 “Work To Be Completed” section above, and elaborate as needed. Modifications to the components listed in the work statement can be included. Technical merit, details of work and experience of team proposed will be heavily weighted in proposal evaluation.

Please specifically address what further studies will be conducted and what information will be compiled to develop the design plans and bring them to final construction plans.

### 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.

Cost effectiveness will be heavily considered during proposal evaluation.

### Background and References

Include experience in geomorphic and hydrologic analysis, hydraulic analysis and stormwater improvement, and restoration project design with an emphasis on meadow restoration and stormwater. List the specific projects that demonstrate this experience. Include projects that have been successfully implemented including discussion of performance.

Include experience working with diverse partner and stakeholder groups.

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 consultant 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 for Truckee River Wildlife Area Design 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.

### Liability Insurance

Contractor must furnish a performance bond in favor of TRWC in the following amounts: faithful performance (100%) of contract value; labor and materials (100%) of contract value for any contract over \$25,000 (Civ. Code, § 3247 et seq.; Pub. Contract Code, § 7103.).

Contractor must provide insurance certificates covering \$2 Million Per Each Occurrence and no less than \$4 Million Aggregate showing the Truckee River Watershed Council and Tahoe Donner Association as special endorsement to be added to the insurance policy.

### COVID-19 Plan and Plan Updates

Contractor shall submit a COVID-19 response plan within a week after contract signature. Contractor shall submit a revised COVID-19 response plan within a week after subsequent meaningful changes from the California Department of Public Health.

### 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. If GIS shapefiles, layers and associated data are developed, all data will be projected to NAD 83 Zone 10N.

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:

1. [Bear Creek Watershed Assessment](#)
2. [BCWA Addendum "Proposed Stormwater Runoff Improvement Locations"](#)
3. [Site Photos](#)