

TRUCKEE RIVER WATERSHED COUNCIL

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MARCH 24, 2021

REQUEST FOR PROPOSAL

SARDINE MEADOW RESTORATION PROJECT: CULTURAL RESOURCES CONSTRUCTION MONITORING SERVICES

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to provide archaeological monitoring services for construction of the Sardine Meadow Restoration Project. Specifically, the selected consultant shall complete pre-construction surveys, complete construction worker training, and perform on-call services.

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

The consulting firm shall have demonstrated experience in cultural resources construction monitoring and must meet the Secretary of the Interior's Professional Qualifications Standards for Archaeology. The consulting firm must be willing to work with TRWC, our project partner (landowner) the Trust for Public Land (TPL), engineering oversight team (Balance Hydrologics), and the construction contractor (Soil-Tech).

PROPOSAL DEADLINE

Proposals must be received by 5 PM on Thursday, April 15th, 2021.

PROPOSAL SUBMISSION

Submit proposals electronically (.pdf format) to Beth Christman, Director of Restoration: bchristman@truckeeriverwc.org.

REQUESTS FOR ADDITIONAL INFORMATION

Direct all questions to Beth Christman at TRWC, bchristman@truckeeriverwc.org or (530)550-8760 x1#. All requests must be received by April 12th, 2021.

As needed, addenda to this RFP will be posted on TRWC's website (www.truckeeriverwc.org), with notifications sent out through our e-newsletter (sign up for the newsletter at our website).

RESPONDING TO MULTIPLE RFPs

In 2021, TRWC will be releasing 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 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 set 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

Sardine Meadow is a complex wetland community supported by Davies Creek and local ground water. Naturally the meadow systems would have supported multiple shallow braided channels that overflowed their banks during much of the season. Historical impacts have led to a single incised channel, which does not allow for over bank flows. There are also several constructed features such as a railroad grade blocking down gradient flow, and an old road that has captured and diverted flow.

The current restoration design includes removing the anthropogenic features (railroad and old road), and filling portions of the incised channel. The intention of the project is to restore flow to relic channels and allow overbank flow throughout the project area, allowing the wet meadows to retain moisture throughout the growing season.

The project footprint is approximately 25 acres and includes the existing stream channel, road bed, railroad grade, and access routes across the meadow surface. See Attachments 1 and 3 for additional detail.

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

Existing Studies and Previous Work

A records search and pedestrian surveys of the project footprint were completed in 2017 and 2019 for CEQA compliance. No eligible resources were found within the project footprint.

Relevant studies include:

- Sardine Meadow Restoration Project IS/MND
- CEQA Addendum
- Sardine Meadow 100% Design Plans
- Design Basis Memorandum: Sardine Meadow Restoration Project

Anticipated Project Schedule

Construction is expected to begin July 1, 2021. A detailed construction schedule will be available by the time of the project launch meeting.

Access routes and the project footprint will be flagged before ground disturbing activities begin. Due to the size of the project area, construction may proceed in phases, so pre-project surveys may be conducted across the early construction season.

WORK TO BE COMPLETED

Task 1. Project Management

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

Task 1 Deliverables:

- Project launch meeting with TRWC
- One on-site pre-construction meeting with TRWC, project engineer, and construction contractor
- Quarterly invoices and progress reports

Task 2. Pre-construction Surveys

Consultant shall complete a pre-construction survey of flagged access routes and project work areas. It should be assumed that surveys would be accomplished in 2-3 trips to the project site due to the size of the area and potential project phasing. If resources are encountered, work cooperatively with TRWC and construction team to identify alternate routes as needed. Re-surveying of routes may be required.

Task 2 Deliverables:

- Memo summarizing pre-construction survey results, including areas surveyed, cultural resources encountered, and adjustments made to avoid impacts.

Task 3. Cultural Resource Worker Awareness Training

Consultant shall develop training materials and conduct pre-construction training for all personnel involved in ground disturbing activity for the duration of the project. Training will include types of cultural resources that may be encountered and protocols to follow if cultural

resources or human remains are encountered (see Mitigation Measures CUL-1 through CUL-3, Att. 1: Section 3.5.4).

Task 3 Deliverables:

- Training outline
- Sign-in sheet for attendance

Task 4. On-call Construction Monitoring

In the event that resources are encountered during construction, be available to evaluate the resources on-site within 1 -2 work days of notification by TRWC. Contractor will follow procedures for inadvertent discoveries as outlined by Mitigation Measure CUL-2 (Att. 1: Section 3.5.4.2). In the event that human remains are encountered, all work will cease, and contractor will assist with implementation of Mitigation Measure CUL-3 (Att. 1; Section 3.5.4.2).

If further analysis of findings is required beyond brief documentation, scope of services and budget will be negotiated with TRWC at that time.

Task 4 Deliverables:

- Brief memo documentation for each resource encountered

Expected Project Schedule

Task	Completion Date
Proposals due	April 15, 2021
Interviews (via video conference)	April 27, 2021
Contract award (expected)	April 30, 2021
Launch meeting	May 14, 2021
Cultural Resource Training Outline	June 1, 2021
Pre-construction Meeting	June 15, 2021
Pre-construction surveys	July 1 – July 30, 2021*
Worker training	July 1, 2021*
On-call construction monitoring	July 1 – October 15, 2021*
Pre-construction survey report	July 31, 2021*
Quarterly invoicing and reporting	March 25, June 25, September 25, December 15

*exact dates will depend on construction schedule. Construction estimated to begin July 1, 2021 depending on site conditions.

Budget

While there is no set budget for the project, cost effectiveness will be considered heavily 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 for Tasks 1-3
- Time and materials cost for Task 4

Support costs: supplies, printing, postage, etc.

Transportation: Travel expenses directly related to the contract services. Mileage must be charged at current IRS rate.

Other costs: Show costs and expenses that do not fall within the other categories.

Background and References

Include experience in cultural 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 relevant experience. 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.

Proposal Evaluation

Proposals that meet the specified qualifications will be evaluated for cost effectiveness, ability to be responsive for on-call services, and experience.

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 State of California and a private foundation. TRWC is a grantee and invoices funders quarterly (March 31, June 30, Sept. 30, and Dec. 31) 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 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

General liability shall be in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury and property damages combined. Motor vehicle liability 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 submitted in Microsoft Word or Adobe .pdf format.

ATTACHMENTS

1. Sardine Meadow Restoration Project IS/MND*
2. CEQA Addendum*
3. Sardine Meadow 100% Design Plans
4. Design Basis Memorandum: Sardine Meadow Restoration Project

*Sensitive materials not included. Will be provided to selected consultant.