



May 19, 2021

## REQUEST FOR PROPOSAL

### DONNER & BOCA: CULTURAL RESOURCES SURVEYS

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete archeological surveys for the following restoration projects:

- Donner Creek Projects, Sites 2-4
- Boca Restoration Project

All work will be completed in support of required environmental compliance and permit applications for two separate projects. For both projects, CEQA is anticipated to be Mitigated Negative Declaration. Anticipated permits include: 401 Water Quality Certification (Lahontan Regional Water Quality Control Board), Nationwide 27 Authorization (US Army Corps of Engineers), 1600 Lakebed and Streambed Alteration agreement (CA Dept. of Fish & Wildlife), General Construction Permit (CA State Water Resources Board), and Town of Truckee grading permit.

The consulting firm will have demonstrated experience in archeological surveys including work completed for restoration projects. The consulting firm must be willing to work with TRWC (project lead), the California Department of Transportation (Caltrans, landowner and project partner), California Department of Fish & Wildlife (CDFW, landowner and project partner), Town of Truckee (project partner), and, if needed, adjacent landowners.

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

### PROPOSAL DEADLINE

Proposals must be received by 5 PM on Thursday, June 10, 2021.

### PROPOSAL SUBMISSION

**530.550.8760**

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Submit proposals electronically (.pdf format) to Michele Prestowitz, TRWC Program Manager at [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org).

## REQUESTS FOR ADDITIONAL INFORMATION

Direct all questions to Michele Prestowitz, TRWC Program Manager at [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org). All requests must be received by 5PM on June 7, 2021.

As needed, addenda to this RFP will be posted on TRWC's website ([www.truckeeriverwc.org](http://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

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## Project Overview

TRWC proposes to implement the restoration projects described below. Work at these sites is planned to improve water quality, habitat, and hydrologic function. The Donner Creek projects were identified as restoration priorities by the Donner Basin Assessment completed in 2016. These sites include three of the top sediment dischargers within the Town of Truckee to the Truckee River (TRWC 2014). The Boca project was identified as a priority by the Truckee River Revitalization Assessment completed in 2018.

Archeological and cultural sites are known to exist in the vicinity of the projects. This RFP includes archeological surveys at each of the following:

- Donner Creek Site 2

This site is located on Donner Creek within the Caltrans Right-of-Way along northbound Highway 89, at the foot of Sierra College. Currently, this site is severely eroded with limited riparian habitat and canopy. Planned restoration will re-profile the stream channel, laying back and stabilizing an eroding bank, and reestablish a secondary channel. This will enhance riparian habitat along the stream corridor and improve instream habitat and substrate diversity.

- Donner Creek Site 3

This site is located on Donner Creek within the Caltrans Right-of-Way along westbound I-80, adjacent to the Truckee Tahoe Unified School District. This project will construct a stormwater treatment wetland complex with multiple treatment cells to improve water quality, provide a wetland habitat, and improve the quality of riparian habitats.

- Donner Creek Site 4

This site is located on Donner Creek within the Caltrans Right-of-Way along eastbound I-80. This reach of Donner Creek has limited substrate and habitat diversity due to channel modifications. This project will install root wads in the stream banks to increase instream habitat diversity and improve bank stability, and construct linear vegetated swales to treat stormwater and prevent pollutants from entering Donner Creek.

- Boca

This site is located on the Truckee River on land owned and managed by the CDFW. It is also known as the CDFW Riverbend Site, Truckee River Loop, or Horner's Corner. This site contains

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an historic railroad spur from the Nevada Ice Company and is now actively used for fishing the Truckee River. Planned restoration will maintain a portion of the railroad berm, lay back a portion of the berm to activate an inset floodplain bench, construct in-channel flow direction elements, install a stormwater treatment basin, remove disturbed roads and trails, and improve river access for fishing.

### Existing Studies and Previous Work

Several studies of Donner Creek have documented extensive use of the area by the Washoe tribe for fishing, and determined that the potential for discovery of buried deposits is high. However, studies also concluded that the area is highly disturbed, lacks integrity, and the potential for discovery of surface deposits is low.

Most documented human history at the Boca site begins over 150 years ago. The most significant land manipulation was driven by the Central Pacific Railroad, with construction of three historic facilities: (1) Camp 16 Pacific station in 1868, (2) the Nevada Ice Company from 1872 to 1875, and (3) The Pacific Shingles Company in 1874. In particular, a railroad spur extends south along the left bank of the Truckee River (looking downstream), most likely constructed during the operational years of the Nevada Ice Company. Major roads transecting this site include the Dutch Flat Wagon Road constructed in 1864, the Lincoln Highway in 1913 (later named the Victory Highway in 1921), and present-day Interstate 80 completed in 1964. Interstate 80 and its precursors impacted the site by straightening the channel upstream from the bend (Balance Hydrologics, Inc. et al 2018).

Relevant work include:

- Donner Basin Assessment
- Donner Creek Restoration Project Sites 2-4 Draft 100% Design Plans
- Donner Creek Sites 2-4 Admin. Draft 100% Design Submittal
- Truckee River Revitalization Assessment
- Boca Restoration 30% Design Plans

### 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 deliverables, and coordination with TRWC as required.

Task 1 Deliverables:

- Project launch meeting with TRWC
- Quarterly invoices and progress reports

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## Task 2. Archeological Inventory and Evaluation

### Task 2.1 Inventory

Perform archival research and an archaeological field reconnaissance to inventory and record known heritage resources and identify potential project constraints.

- Inventory involves pre-field research, to include Native American consultation, and a records search at the appropriate archaeological clearinghouse.
- Field reconnaissance to identify any surface sites, features and/or artifacts.
- Complete archaeological resource recording if heritage resources are encountered within the project area.

### Task 2.2: Evaluation

If heritage properties are present and if they may be subject to project-related impacts, evaluate their significance according to eligibility criteria established in the National Register of Historic Places and/or California Register of Historical Resources. For significant resources, determine project impacts and propose detailed measures to mitigate impacts.

A Draft and Final Report will be submitted to TRWC summarizing methodology and findings, mapping potentially affected historic resources, assessing possible adverse effects, and recommending mitigation measures. The reports will include literature cited and a list of preparers.

### Task 2 Deliverables:

- Draft Report
- Final Report
- Digital copies of all data collection and analysis

Copies of all survey or other data collected and analyses will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

### TIMELINE

Task	Deadline
Requests for Additional Information	June 7, 2021
Proposals Due	June 10, 2021
Interviews (via video conference)	June 22, 2021
Contract award	June 25, 2021
Launch Meeting	July 6, 2021

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Draft Report	August 3, 2021
Final Report	August 17, 2021
Quarterly invoicing and reporting	March 25, June 25, September 25, December 15

## BUDGET

While there is no set budget for the project, cost effectiveness will be considered heavily during proposal evaluation.

## PROPOSAL FORMAT

There is no page limit, but *10 pages or less is preferred*. Concise writing and graphics are greatly appreciated.

### Work Plan

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. 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.

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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 are not allowed.

### Background and References

Include experience with archeological surveys, specifically those completed for restoration projects. List specific projects that demonstrate this experience and include discussion of performance.

If you have completed work or submitted proposals to work with TRWC before, please list the most recent project or proposal.

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 (3) 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 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

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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

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

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difficulties or special problems encountered so that remedies can be developed. All reports will be submitted in Microsoft Word or Adobe .pdf format.

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) [Donner Basin Assessment](#)
- (2) [Donner Creek Restoration Project Sites 2-4 Draft 100% Design Plans](#)
- (3) [Donner Creek Sites 2-4 Admin. Draft 100% Design Submittal](#)
- (4) [Truckee River Revitalization Assessment](#)
- (5) [Boca Restoration 30% Design Plans](#)