

TRUCKEE RIVER WATERSHED COUNCIL

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April 10th, 2023

POLE CREEK WATERSHED ASSESSMENT

REQUEST FOR PROPOSAL

The Truckee River Watershed Council is requesting proposals for consulting services to encompass all labor, materials, equipment, facilities, and incidentals required for preparation of a geomorphically-based assessment of the Pole Creek watershed. The assessment will additionally identify forest, meadow, stream, and other habitat restoration, recreation, and management opportunities.

The goal of the Pole Creek Assessment is to conduct an analysis of existing conditions in the watershed, identify areas of disrupted natural functions, and identify restoration, management, and protection opportunities.

The consulting firm shall have demonstrated experience in geomorphic assessment, biologic evaluation, and restoration. The firm must have experience designing and implementing forest, stream, and/or meadow restoration projects. The consulting firm must be willing to work with the Truckee River Watershed Council and an array of stakeholders and landowners in the Pole Creek basin, including, but not limited to:

- U.S. Forest Service – Tahoe National Forest
- Sierra Pacific Industries
- California Department of Transportation (CalTrans)
- Placer County
- Various private landowners/stakeholders

PROPOSAL DEADLINE

Proposals must be received electronically (.pdf format) by 5 PM on Friday, May 12, 2023.

PROPOSAL SUBMISSION

Submit proposal electronically to: eswain@truckeeriverwc.org.

Please direct all questions to Eben Swain at TRWC, (530) 550-8760 x7.

PROJECTED TIMELINE

Task	Deadline
Proposals Due	May 12, 2023
Interviews with top 2-3 teams	May 17 – 19, 2023
Scope of Work and Contracting	May 25, 2023
Watershed Attributes Report	September 30, 2023
Disturbance Inventory Report	October 30, 2023
Existing Conditions Report	October 30, 2023
Stakeholder Review Meeting 1	November 30, 2023
Restoration Opportunities Report	July 15, 2024
Stakeholder Review Meeting 2	August 30, 2024
Quarterly Progress Reports and Invoices	Annually through Sept. 30, 2021: March 25, June 25, Sept. 25, December 20.

INTRODUCTION AND BACKGROUND

Watershed

Pole Creek, a tributary to the Truckee River, is located along the Highway 89 corridor, north of Lake Tahoe. The sub-basin drains approximately 5.3 square miles from the upper portion of the basin along the Sierra Crest to the Truckee River. The study area (Attachment 1) proposed for this Assessment includes portions of both the Pole Creek and Silver Creek Hydrologic Unit Code (HUC). The study area has been extended into the Silver Creek HUC to ensure that all roadways and associated spur roads that may impact the Pole Creek drainage are captured in the Assessment.

The Pole Creek basin has experienced a long history of logging and road construction that have disrupted flow hydrology, have significantly altered forest stand conditions and degraded habitat. Preliminary observations indicate that there are high sediment inputs to Pole Creek from previously constructed roadways and that stream and riparian zones continue to be impacted through degradation of important resources.

Project Need

The Pole Creek watershed provides valuable wildlife resources, water supply, and recreational access. There are a number of meadow resources, forested areas, stream channels, and other important wildlife habitat areas.

The area is within the historic range of Lahontan cutthroat trout (LCT) and provides suitable habitat for willow flycatcher – both sensitive Sierra Nevada species. LCT was re-introduced into the watershed by California Department of Fish & Wildlife, and a small but stable population is found within the main creek and side tributaries. The watershed assessment will include an evaluation and analysis of existing habitat and potential for habitat expansion for LCT and for Willow Flycatcher, as well as for any other sensitive flora/fauna species identified within the project area.

The Pole Creek watershed provides substantial recreational activities, including a 6-mile OHV trail beginning at Forest Road 08 and ends at Forest Road 01-6-12. The area also hosts a large network of mountain bike trails for summer use as well as backcountry access during the winter, including access to the Bradley Hut which is maintained and operated by the Sierra Club during the winter/snow season. Recreational use, and impacts associated with this use, will be analyzed within the context of the Pole Creek watershed and recommendations for appropriate management actions and opportunities for protection and/or restoration of sensitive habitat area will be provided in the Opportunities Report for this assessment.

The Pole Creek basin boundary overlaps with the Five-Creeks Project signed into authorization in November of 2022 by the USFS, Tahoe National Forest. Five-Creeks is a forest health project that will reduce the risk of high severity wildfire along the Highway 89 Corridor, will enhance meadow and aspen habitat, will restore historic species compositions and will protect water quality and water supply infrastructure. Additional opportunities and restoration actions to enhance forest health and overall ecological function will be a component of this Assessment.

The landowners are interested in working cooperatively to develop a coordinated approach to pursuing recreation, restoration, and management actions.

Existing Data

Selected consultant should be prepared to acquire and review the information detailed below as a component of the data collection exercise to familiarize the project team with previous studies, resources and work performed within the Pole Creek watershed.

- TRWC and USFS conducted a Tributaries Assessment in 2016 in order to determine significant sources of sedimentation from undammed tributaries along the Highway 89 corridor, including Pole Creek. As a follow up to the Assessment, approximately 10 miles of road maintenance was completed in 2018 and 2020. The Tributaries Assessment is located on TRWC's website at: <https://www.truckeeriverwc.org/images/documents/Tributaries%20Assessment%20Final%20Pre%20script%20Plan.pdf>

Information relevant to the Pole Creek watershed as an excerpt from the Tributaries Assessment is included as [Attachment 3](#).

- Lidar imagery is available from the Tahoe National Forest.

Several other Truckee Basin or Sierra-wide studies may also be relevant, including:

- The Truckee River Sediment TMDL (LRWQCB, 2008)
https://www.waterboards.ca.gov/lahtontan/water_issues/programs/tmdl/truckee/docs/adopted_staffreport.pdf
- USFS – Tahoe National Forest: Five Creeks Project (USFS, 2022)
<https://www.fs.usda.gov/project/?project=60390>
- Truckee River Access Plan – Placer County
https://www.truckeeriverwc.org/images/documents/Truckee_River_Corridor_Access_Plan.pdf (2006)
<https://www.placer.ca.gov/7204/Truckee-River-Recreational-Access-Project> (2021)

PROPOSED PROJECT

The goal of the Pole Creek Watershed Assessment is to provide the science and policy information needed to direct restoration and protection projects within the Pole Creek watershed.

Assessment

The watershed assessment will contain the following elements:

Watershed Attributes. Data collection and analysis will be completed to generate a Watershed Attributes report that describes the main natural and social history of the Pole Creek basin. Initial data collection will include gathering and review of existing data and will identify any significant data gaps not found in existing data. Information on the following topics will be included: hydrology, geology, geomorphology, biological resources, current and historic land use, and water quality.

Disturbance Inventory. Based on the Watershed Attributes report, identify areas in the watershed where natural processes have been disrupted through anthropogenic actions (past or present). Hydrologic, geomorphic, and/or biological responses to the disturbances should be identified, and an estimate of future impacts should be included.

Existing Conditions. Using the data collected for the Watershed Attributes and Disturbance Inventory reports, document existing watershed conditions. Document areas where the ecosystem is functioning well and areas that are impaired. As relevant, include comparisons to reference conditions indicative of undisturbed conditions should be included.

An analysis of existing LCT and Willow Flycatcher habitat and the potential to restore or enhance additional habitat will also be included in this task.

Restoration and Protection Opportunities Report. Develop a list of restoration, management, and protection recommendations. The list should include large-scale as well as small-scale projects, such as those that could be completed on a community work day. For each project, the following information should be included: description of problem statement/impact, mapped location, photos, outcomes/results, goals & objectives, as well as recommendations for specific restoration actions, relevant constraints to implementation, and budget range. The list should be prioritized by beneficial impact to habitat and water quality and should provide opportunities for grouping and/or sequencing of projects. Project descriptions for the highest priority projects should be of sufficient detail to support grant applications and basis of scope of work for design development.

Stakeholder Meetings

TRWC will assemble a stakeholder group composed of the primary landowners in the Pole Creek watershed. The selected consultant will participate in two meetings with the stakeholder group: one to present the results of the Watershed Attributes, Disturbance Inventory, and Existing Conditions reports, and another to present the Restoration and Protection Opportunities Report.

It is anticipated that the consulting team will meet with various landowners in conjunction with TRWC staff outside of these proposed meetings to gather existing information and gain a greater understanding of stakeholders land management needs.

Deliverables

- Initial scoping meeting with TRWC project team to refine Scope of Work;
- Participation in and presentation to two stakeholder meetings convened by TRWC;
- Final assessment report including data requested above, detailing work performed, findings, and conclusions;
- GIS-based survey data in electronic form;
- Photographic record – 50 digital photographs documenting existing conditions and potential restoration project sites. Photos will be dated, captioned, and GPS coordinates provided;
- Quarterly progress reports and invoices.

PROPOSAL FORMAT

Detailed Work Plan

Scope: Define specifically the scope of services to be provided to perform the above described analyses of the Pole Creek basin. The consultant may elect to suggest modifications to the scope above. Include estimate of time schedule for the major tasks.

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 outline 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.

While there is no page limit, concise writing and graphics are greatly appreciated.

Background and References

- List current and previous experience in geomorphic watershed assessment, biological assessment, along with forest, stream, and/or meadow restoration project design and implementation. List the 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.

Cost Proposal

Cost proposals are not to exceed \$100,000.

Cost Categories

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.

Travel: Travel expenses directly related to 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.

CONTRACT TERMS AND AGREEMENT

When the contract for the Pole Creek Watershed Assessment is awarded, the following 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 obligation incurrent 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 a 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.

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 (\$1,000,000) per occurrence for bodily injury and property damages combined. Liability insurance shall include endorsements naming TRWC and landowners as additional insured.

Quarterly Reports

Contractor to provide quarterly progress reports and meet with TRWC representatives upon reasonable notice to allow TRWC to determine if the work is on schedule and progressing according to plan, provide communication of interim findings, and afford occasions for airing difficulties or species problems encountered so that remedies can be developed.

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](#): Pole Creek Watershed/Study Area

[Attachment 2](#): Pole Creek Watershed – landownership

[Attachment 3](#): Excerpt from Tributaries Assessment – Pole Creek