

# TRUCKEE RIVER WATERSHED COUNCIL

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**April 19, 2023**

## **REQUEST FOR PROPOSAL**

### **UPPER HOKE MEADOW RESTORATION DESIGN**

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete restoration design for the Upper Hoke Meadow Restoration project. The project scope includes preparation of project concept design, design basis memo, intermediate design, draft final design, and final design.

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

The consulting firm shall have demonstrated experience in geomorphic analysis 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 partner, the U.S. Forest Service – Tahoe National Forest (USFS).

### **PROPOSAL DEADLINE**

Proposals must be received electronically (.pdf format) by 5 PM on May 19, 2023.

### **PROPOSAL SUBMISSION**

Submit proposals electronically (.pdf format) to: [bchristman@truckeeriverwc.org](mailto:bchristman@truckeeriverwc.org).

Please direct all questions to Beth Christman at TRWC, (530) 550-8760 x 1.

### **RESPONDING TO MULTIPLE RFPS**

In 2023 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 prevents 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

Hoke Valley has a diverse land use history that includes a section of the emigrant trail, roads, dispersed camping, telephone and petroleum lines, and historic logging and grazing impacts. The stream within the meadow is incised and the channel has eroded up to ten feet deep in some sections, disconnecting the stream from the floodplain. Throughout the meadow there is an inset floodplain where wetland species are dominant while the main surface of the meadow appears to be transitioning from wetland to drier type vegetation.

The overall goal of the Upper Hoke Meadow Restoration (Upper Hoke) project is to hydrologically restore the degraded meadow system. The meadow is bisected by a petroleum pipeline, with the portion of the meadow downstream of the pipeline designated “Lower Hoke Meadow” and the portion upstream of the pipeline designated “Upper Hoke Meadow” (Site Map). The entire meadow is approximately 60 acres; the Lower Meadow is 35 acres and the Upper Meadow is approximately 25 acres.

A conceptual design was prepared for both the Upper and Lower Hoke Meadows ([Att. 3](#)). During field review of the conceptual design, the project team recognized that the design for Upper Hoke Meadow needed to be re-evaluated. The Lower Hoke Meadow design was advanced to the final stage ([Att. 3](#)).

Further analysis of Upper Hoke Meadow is required to develop a restoration design. Specific items that require additional study include:

- Sediment supply. Several seasonal tributaries drain to Upper Hoke Meadow. These tributaries transport substantial sediment to the meadow, in excess of what would be expected under natural conditions, particularly the tributary identified as HV-G & HV-F on Figure 11, page 30 of the [Boca Watershed Assessment](#). There has been significant disturbance in the upper watershed including past and present-day roads, logging, and fires. A more detailed assessment of the contributing watershed area is required to understand sediment transport in the system.
- Pipeline crossing. The pipeline crosses the historic stream channel alignment and presents a significant risk of drainage capture that could eventually erode the material above the pipeline. The restoration design needs to account for both maintaining existing grade over the pipeline and tying into the downstream restoration site.

- Potential for aspen restoration. Figure 11 of the [Boca Watershed Assessment](#) and the associated text identify several areas that support aspen and that could be improved (e.g., HV-G, HV-H).

The study area for the restoration design should include Hoke Meadow as well as the contributing watershed area, corresponding to HV-D, HV-G, and HV-F on Figure 11 of the [Boca Watershed Assessment](#).

The current phase of the project addressed by this RFP includes:

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

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

- Environmental compliance
- Construction
- Post-project monitoring

Due to snow depth, the site may not be accessible prior to proposal submission. Stampede Meadows Road is not plowed. To increase understanding of the site conditions, numerous photographs of the site are included in [Attachment 2](#).

#### Existing Studies and Previous Work

- Boca Watershed Assessment (available at: [https://www.truckeeriverwc.org/wp-content/uploads/2023/04/BocaWSA2020\\_FINAL.pdf](https://www.truckeeriverwc.org/wp-content/uploads/2023/04/BocaWSA2020_FINAL.pdf))
- Lower Hoke Meadow Design ([Attachment 3](#))

### **WORK TO BE COMPLETED**

#### Task 1. Meetings

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

#### Task 2. Supplemental Data Collection

Some baseline data were collected in conjunction with the Boca Watershed Assessment and the Hoke Valley Conceptual Design. Additional data will be needed to complete restoration design and may include historical aerial photo analysis, stream channel evaluations, supplemental surveys, and biologic and hydrologic data collection as appropriate. Relevant existing data and supplemental data collected by the Contractor will be compiled into a technical design basis memo (Task 3).

### Task 3. Conceptual Restoration Design and Design Basis Memo

Building on the results of Task 2 and prior data collection, produce restoration design concepts for Upper Hoke Valley including alternative approaches as appropriate. The Design Basis Memo will accompany the conceptual plans. It will incorporate the technical data generated by Task 2 and include discussion of the limiting factors for restoration, partner considerations, and restoration feasibility for identified alternatives. Working with TRWC and USFS, identify preferred conceptual restoration design alternative.

### Task 4. Intermediate (65%) Restoration Design

Develop design documents advancing the conceptual design to intermediate design. Intermediate design shall include evaluation of technical considerations such as site grading, access, hauling, revegetation, costs, environmental impacts, and permitting. Create 65% design plans that include schematic level plans, section and profile drawings, and written descriptions of the design and applicable grading and planting plans and other information needed to complete permit applications.

### Task 5. Draft Final (90%) and Final (100%) Restoration 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, and final staging and access plan. The design final design and supporting documents must clearly show existing topography, proposed topography, and cut and fill volumes. Once reviewed by TRWC and USFS, prepare final (100%) restoration designs.

### 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 required for permit applications. Note: Preparation of a Stormwater Pollution Prevention Plan is not included in this task.

### 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 by the 25<sup>th</sup> of the last month of the calendar quarter (March 25<sup>th</sup>, June 25<sup>th</sup>, Sept. 25<sup>th</sup>, and December 20<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 USFS
- Participation in and presentation to three additional meetings convened by TRWC
- Conceptual plans
- Design basis memo
- Intermediate plans
- Draft final plans
- Final plans

- Estimates of cut and fill quantities and area of disturbance by habitat types 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

Task	Deadline
Proposals due	May 19, 2023
Interviews	May 26, 2023
Contract award	June 2, 2023
Project launch meeting – finalize scope	June 15, 2023
Conceptual design plans	August 15, 2023
Design basis memo	August 15, 2023
Meeting to review conceptual design alternatives	August 25, 2023
Intermediate (65%) design plan	November 30, 2023
Meeting to review 65% design plan	December 8, 2023
Draft final (90%/) design plan	January 30, 2024
Meeting to review 90% design plan	February 15, 2024
Final (100%) design plan	March 30, 2024
Permit assistance	June 30, 2024
Quarterly progress reports & invoices	March 25 <sup>th</sup> , June 25 <sup>th</sup> , September 25 <sup>th</sup> , December 20 <sup>th</sup>

#### Budget

Up to \$100,000 is available for project design, however cost effectiveness will be weighted heavily 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 analysis 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

“proposed project” section, 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, etc.

Travel: Travel expenses directly related to the contracted services. Mileage and per diem must be charged at current IRS/State of California rates.

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

### Background and References

Include experience in geomorphic watershed assessment and restoration project design with an emphasis on stream and meadow restoration. List the specific projects that demonstrate this experience. Include projects that have been successfully implemented including discussion of performance.

Include experience working with non-profit and government 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 the Upper Hoke Meadow Restoration 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.

Funding for this contract is provided by the State of California. TRWC is a grantee and invoices 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 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.

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. [Location Map](#)
2. [Photos of project area](#)
3. [Lower Hoke Meadow Restoration Design](#) (including conceptual design for Upper Hoke)