

TRUCKEE RIVER WATERSHED COUNCIL

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April 5, 2023

REQUEST FOR PROPOSAL

BOCA UNIT RESTORATION PROJECT: BIOLOGICAL RESOURCES CONSTRUCTION MONITORING

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to provide biological survey and monitoring services for construction of the Boca Unit Restoration Project. Specifically, the selected consultant shall complete pre-construction surveys, pre-project worker awareness training, and provide onsite and on-call construction monitoring services for impacts on biological resources.

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 biological resources construction surveys and monitoring. The consulting firm must be willing to work with the TRWC, our project partner and landowner the California Department of Fish and Wildlife (CDFW), engineering oversight team led by Wildscape Engineering Inc (WEI), and the construction contractor Soil-Tech.

PROPOSAL DEADLINE

Proposals must be received by NOON May 5, 2023.

PROPOSAL SUBMISSION

Submit proposals electronically (.pdf format) to Michele Prestowitz, Project Director, at mprestowitz@truckeeriverwc.org.

REQUESTS FOR ADDITIONAL INFORMATION

Direct all questions to Michele Prestowitz at TRWC at mprestowitz@truckeeriverwc.org or (530) 550-8760 x 4. All requests must be received by NOON on May 1, 2023.

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 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 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

The purpose of the Boca Unit restoration project is designed to directly benefit 11 acres of floodplain and riparian habitat on the main stem of the Truckee River and indirectly benefit 4 acres of adjacent upland habitat. The project entails grading and fill placement, biotechnical bank treatment, construction of buried grade control structures and a stormwater basin, cobble armoring, road decommissioning, trail improvement and revegetation.

The Project takes place on state-owned land managed by the California Department of Fish and Wildlife (CDFW) at the Boca Unit of the Truckee River Wildlife Area. It is located on the main stem of the Truckee River six miles east of Truckee, CA in Nevada County. The Project site was designated a wildlife area in 1996 to preserve the trout fishery and access to the river. Access to the project area is via a gravel parking area adjacent to I-80 eastbound about three miles past the Overland Trail exit. The site is also known as the CDFW Loop, River Bend, or Horner's Corner. (Attachment 6, Figure 1)

The project was identified for restoration through the Truckee River Revitalization Assessment (Attachment 3). The Boca Unit contains an historic railroad spur from the 1870s that runs parallel to the river. The railroad spur disconnected approximately 11 acres of floodplain and confined the river to a straight channel, exacerbating erosion and impacting habitat. Modern use has included fishing, rafting, and camping. Multiple roads and trails compact soils and limit vegetation growth producing direct sediment loads to the Truckee River. Runoff from the adjacent I-80 conveys stormwater and additional sediment to the Truckee River.

Project work is detailed in the Project Design Plan (Attachment 1). The total Project Disturbance is approximately 6.7 acres (Attachment 6, Figure 2).

This project will be constructed during the summer and fall of 2023, with construction anticipated to begin August 1, 2023 and continuing until October 1, 2023.

The project is covered by regulatory permits and authorizations which require avoidance and minimization measures related to biological resources. The scope of this RFP relates to those required measures.

Existing Studies and Previous Work

- Truckee River Revitalization Assessment (Attachment 3)
- Boca Unit Restoration 100% Design Plans (Attachment 1)
- Boca Unit Restoration 90% Design Basis Memorandum (Attachment 2)

WORK TO BE COMPLETED

Task 1. Project Management

The Consultant will manage tasks presented in this scope of work including meetings, fieldwork, preparation and submittal of deliverables, and coordination with TRWC and project team members, as required.

Task 1 Deliverables

- Project launch meeting with TRWC
- One pre-construction meeting with TRWC and the construction team
- Periodic phone calls with TRWC to coordinate activities
- Quarterly invoices and progress reports

Task 2. Pre Construction Biological Surveys

The Consultant shall complete pre-construction surveys as required by the project's CDFW Streambed Alteration Agreement.

2.1 Nesting Bird Survey. Conduct a focused survey for nests no greater than ten (10) calendar days prior to the beginning of construction, estimated to be August 1, 2023. The Consultant shall survey a minimum radius of 500-foot (for migratory birds) and 1/2-mile (for raptors) around the Project area that can be accessed by Permittee. If any nests are found, Consultant will coordinate with TRWC to develop avoidance measures.

2.2 Biological Clearance Survey. No special status animal species are known to occur in the Project area, but several have the potential to occur. Conduct a survey for fish and wildlife species within three (3) calendar days prior to starting project activities. The consultant will make observations of species observed and any sensitive resources, assess any species or sensitive resources encountered, and prepare a site-specific report that summarizes findings. The report shall include a recommended plan for avoiding and minimizing impacts to fish and wildlife.

Task 2 Deliverables:

- Memo report summarizing Nesting Bird Survey results
- Memo report summarizing Biological Clearance Survey results

Task 3. Worker Training

The Consultant shall develop and implement a worker training for all project personnel prior to work on-site.

3.1 Biological Handout. Prepare a handout that includes:

- Discussion of the biology of the habitats, special status species, and other sensitive resources that could occur in the project area
- Describe ways to identify these species and their habitats
- Review legal protections for those species, penalties for violations and project-specific protective measures to minimize or avoid impacts on these species during project construction
- Describe procedures to halt work and provide immediate notification to a qualified biologist in the event that special-status species are unexpectedly observed by construction personnel during project activities.

3.2 Biological Resources Training. Provide one biological resources training for all project personnel prior to work on-site. The training shall include the identification of biological resources that could be present on the project site and what to do if such resources are encountered, as described in the handout. Training will be documented using a form stating that personnel attended the program and understand all protection measures. Training for any new workers will be provided by TRWC based on handout.

Task 3 Deliverables:

- Draft Handout for TRWC review
- Final Handout
- Worker training sign-in

Task 4. Construction Monitoring

The Consultant provide construction monitoring services, to include:

4.1 On-site Construction Monitoring. Consultant shall be on-site during Project activities within CDFW jurisdiction, including excavation, construction, and any ground- or vegetation-disturbing activities, to ensure avoidance and minimization measures are implemented. The consultant shall be authorized to stop construction, if necessary, to protect fish and wildlife resources. If special-status species are observed, the consultant will work with TRWC (and CDFW and USFWS as appropriate) to determine the appropriate avoidance measures.

4.2 On-call Construction Monitoring. If special-status species are unexpectedly observed by construction personnel during project activities, be available for an on-site evaluation within 1-2 workdays of notification by TRWC. Work with TRWC (and CDFW and USFWS as appropriate) to determine the appropriate course of action to avoid impacts on special-status species.

Task 4 Deliverables:

- Brief memo documentation for each biological resource encountered

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

Expected Project Schedule

Task	Completion Date
Proposals due	May 5, 2023
Interviews	May 15 or 16, 2023
Contract award (expected)	May 19, 2023
Project launch meeting	June 1, 2023
Pre-construction meeting	July 15, 2023*
Pre-Construction Surveys	July 22-28, 2023*
Final Handout Sheet	July 28, 2023*
Worker Training	August 1, 2023*
On-call construction monitoring	August 1 – October 1, 2023*
On-site construction monitoring	August 14-18, 2023*
Quarterly invoicing and reporting	March 25, June 25, September 25, December 15

* Exact dates will depend on construction schedule. Construction estimated to begin August 1, 2023 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 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 1-4.1
- Time and materials cost for Task 4.2 (on call services)

Support costs: supplies, printing, postage, etc.

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

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

General overhead and administrative charges not allowed.

Background and References

Include experience in biological surveys in support of construction projects. Provide detail on experience in the biology and natural history of Sierra Nevada fish and wildlife species. Provide detail on construction monitoring and oversight. 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 experience in pertinent fields. Include necessary handling permits. 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 service 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 shall 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.

ATTACHMENTS

- Attachment 1. [Boca Unit Restoration 100% Design Plans](#)
- Attachment 2. [Boca Unit Restoration 90% Design Basis Memorandum](#)
- Attachment 3. [Truckee River Revitalization Assessment](#)
- Attachment 4. [CEQA Statutory Exemption for Restoration Projects – Boca Unit Restoration Project \(Request No. 21080.56-2022-007-R2\)](#)
- Attachment 5. [CDFW 1602 DRAFT Streambed Alteration Agreement \(NEV-36361-R2\)](#)
- Attachment 6. [Figures](#)
- Attachment 7. [Addendum 1](#)