

TRUCKEE RIVER WATERSHED COUNCIL

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May 17, 2023

REQUEST FOR PROPOSAL EUER VALLEY PHASE 2 RESTORATION DESIGN

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete restoration design for the Euer Valley Phase 2 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 (TRWC) and the project partner, the Tahoe Donner Association (TDA).

PROPOSAL DEADLINE

Proposals must be received electronically (.pdf format) by 5 PM on June 21, 2023.

PROPOSAL SUBMISSION

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

Please direct all questions to Beth Christman at TRWC, (530) 550-8760 x1. Questions should be submitted by June 9, 2023. Responses will be posted as an Addendum on 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 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

Euer Valley is located in Nevada County, immediately north of the Town of Truckee. The South Fork of Prosser Creek runs through the meadow system that forms the floor of the valley and is tributary to the Truckee River. The proposed project will take place entirely on land owned by the Tahoe Donner Association (TDA).

There has been over 150 years of significant anthropogenic disturbance to the project area, which has affected hydrologic and geomorphic function. The project area was historically used for grazing and timber harvest with associated road development. These historic uses resulted in degradation of the meadow and stream habitat. Watershed condition and past land use for the Prosser Creek watershed (including Euer Valley) are thoroughly described in the [Prosser Creek Watershed Assessment](#) (PCWA).

In the last 50 years, recreation has become the dominant land use in the area including the development of several road/trail stream crossings along the meadow. This project addresses three sites where impairment to the stream channel and meadow system have occurred associated with road and trail crossings.

Attachment 1 contains a vicinity map and site map for locations included in this current scope of work.

Previous Work

Prosser Creek Watershed Assessment. The Euer Valley Phase 2 project was identified through the [PCWA](#) which identified several opportunities for watershed improvement. Appendix J contains the “Project Sheets” that provide further detail on the Phase 2 projects.

Euer Valley Meadow Baseline Stream Condition Inventory Summer 2020. We completed an assessment of the South Fork of Prosser Creek, following the USDA Forest Service Stream Inventory Protocol. The report is included as Attachment 2.

Euer Valley Phase 1 Restoration. Phase 1 of the Euer Valley restoration project is scheduled for implementation starting in 2023. Phase 1 includes the upstream-most trail crossing (“Coyote Crossing”) and drainage improvements to South Euer Valley Road (Project Sheet #5 of the PCWA). CEQA documents for this project can be found at: <https://www.nevadacountyca.gov/DocumentCenter/View/46341/Euer-Valley-Truckee-River-Watershed-Council-Conditional-Use-Permit-Staff-Report-PLN22-0074-MGT22-00012-CUP22-0004-EIS22-0011?bidId=>

Prosser Roads and Trails Assessment & Implementation. Another recommendation that emerged from the PCWA was to complete a road and trail assessment and develop a maintenance plan. The roads and trails assessment was completed and some maintenance work may begin as soon as 2023. The sites included in the Euer Valley Phase 2 project are acknowledged to require additional study and design as

they are too complex to be addressed through routine maintenance activities. The Assessment report is included as Attachment 3.

Tahoe Donner Trails 5-Year Implementation Plan (TDA 5YIP). Tahoe Donner completed an implementation plan associated with their trail network in 2016, including filing an Initial Study/Mitigated Negative Declaration (IS/MND) with Nevada County. The plan and associated environmental documents can all be accessed at: <https://www.nevadacountyca.gov/1262/Tahoe-Donner-Trails-Plan>. The Trails Master Plan was recently updated and can be found at: https://www.tahoedonner.com/wp-content/uploads/2022/12/Tahoe-Donner-Trails-Plan_221206.pdf.

Project Sites

Site 1 - South Fork Prosser Creek Meadow and Stream Restoration (Cowboy Crossing and Corral Area). This section of Prosser Creek exhibits incision and active channel widening. Upland sources of excess runoff and sediment impact channel and meadow habitat. “Cowboy Crossing” refers to a winter cross-country ski trail, there is no permanent summer trail crossing at this location. Opportunities at this location include improving road drainage, reducing sediment load to Prosser Creek, improving stream channel conditions and aquatic habitat, and protecting and enhancing meadow habitat. TDA desires to maintain a winter cross-country ski trail in this general area. Refer to Project Sheet #6 of the [Prosser Creek Watershed Assessment](#) for additional detail.

Site 2 - South Fork Prosser Creek Meadow and Stream Restoration (Euer Valley Main Crossing). The reaches of Prosser Creek above and below the existing road crossing exhibit historical incision and on-going channel widening with the downstream reach showing greater degradation. The existing road crossing appears to be undersized, contributing to downstream impacts. The existing road on either side of the crossing is incised and disrupts meadow hydrology. Opportunities at this location include improving the crossing to accommodate high flows, restoring channel-floodplain connectivity, improving road drainage, and restoring meadow hydrology to improve meadow condition. Refer to Project Sheet #8 of the [Prosser Creek Watershed Assessment](#) for additional detail.

Site 3 - South Fork of Prosser Creek Meadow and Stream Restoration (Quickdraw Crossing). An informal set of trails has developed at this location, causing substantial bank erosion and degradation of the meadow and riparian habitat. A formal summer trail is desired in this general area in order to link existing trails on either side of the creek. Improvements to drainage on existing trails should also be evaluated. Opportunities at this location include enhancing meadow, riparian, and stream habitat, improving drainage from the existing road/trail network, and improving trail connectivity. Refer to Project Sheet #9 of the [Prosser Creek Watershed Assessment](#) for additional detail.

WORK TO BE COMPLETED

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
- Environmental compliance surveys and reports

- Permit assistance

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

- CEQA document
- Construction
- Post-project monitoring

The project area is part of the publicly accessible trail network managed by Tahoe Donner. Vehicle access is limited to bicycle or e-bike. Access may be limited by snow.

Task 1. Meetings

Four meetings are expected with TRWC and TDA 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

Substantial data collection occurred in conjunction with the PCWA and other previous studies. However, site specific detailed information is still required. Supplemental data may include survey data, hydrologic analysis, vegetation assessment, and other data collection as deemed necessary.

Relevant existing data and supplemental data collected by the Contractor will be compiled into a technical design basis memo (Task 4).

Task 3. Conceptual Restoration Design

Building on the results of Task 2 and previous studies, produce restoration design concepts for the three Euer Valley sites including alternative approaches as appropriate. The conceptual designs should correspond to approximately 30% designs and should include enough detail to evaluate both the relative ecological benefits accrued by each approach and the relative costs of each approach. Working with TRWC and TDA, identify preferred conceptual restoration design alternatives for each location to move forward to intermediate design.

Task 4. Intermediate (65%) Restoration Design and Design Basis Memo

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

A Design Basis Memo will accompany the intermediate plans. The Design Basis Memo will provide project stakeholders with a comprehensive understanding of the processes, methodologies, and basis of the proposed restoration design. 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.

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 final design and supporting documents must clearly show existing topography, proposed topography, and cut and fill volumes. Once reviewed by TRWC and TDA, prepare final (100%) restoration designs.

Task 6. Environmental Compliance Support

The CEQA pathway for the project will be established once the design is sufficiently developed, therefore completion of a CEQA document is not part of this current scope of work. However, studies that will be required regardless of the final CEQA pathway are included in this Scope of Work.

Biological Surveys and Report. Once the project footprint has been established, complete biological surveys to identify sensitive resources. Survey results will be summarized in a biological report that is sufficient for environmental compliance/permitting (e.g., CDFW 1600 permit, USCOE compliance, CEQA, Nevada County requirements). The final report will incorporate work previously completed in support of the TDA 5-YIP, the PCWA, and Euer Valley Restoration – Phase 1 as appropriate.

Cultural Resource Surveys and Report. Review existing reports completed in support of the TDA 5-YIP, PCWA, and Euer Valley Phase 1. Complete additional record searches as needed and assist with tribal outreach. Once the project footprint has been established, complete field surveys as needed. The final cultural resources report will summarize previous work and survey results. Complete evaluation(s) for any new resources identified. The cultural resources report must be sufficient for environmental compliance (e.g., Section 106, CEQA).

Aquatic Resources Delineation. Complete an aquatic resources delineation of the project area, to USCOE standards. Submit delineation for verification.

Task 7. 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. Provide Engineer's Certification required by Nevada County for development in floodplains (e.g., #17 of the Use Permit Application: <https://www.nevadacountyca.gov/DocumentCenter/View/12192/Use-Permit-to-Allow-Development-within-a-Floodplain-PDF?bidId=>).

Note: Preparation of a Stormwater Pollution Prevention Plan is not included in this task.

Task 8. Coordination and Reporting

Consultant will coordinate with TRWC staff regarding the status of the project. Consultant will produce quarterly invoices and progress reports and submit to TRWC by the 25th of the last month of the calendar quarter (March 25th, June 25th, Sept. 25th, and December 20th). Copies of all survey or other data collected and analyses will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

Project Deliverables

- Scoping meeting with TRWC and TDA

- Participation in and presentation to three additional meetings convened by TRWC
- Conceptual plans
- Intermediate plans
- Design basis memo
- Draft final plans
- Final plans
- Archaeology Survey Report
- Biology Survey Report
- Aquatic Resources Report
- Estimates of cut and fill quantities and area of disturbance by habitat types needed for permitting
- Figures to include in permit applications
- Engineer's Certification for Nevada County Floodplain Use Permit
- Digital copies of all photographs, data collection and analysis, and design/GIS-based survey data in electronic form
- Quarterly progress reports and invoices

Schedule

Task	Deadline
Proposals due	June 21, 2023
Interviews	June 28, 2023
Contract award	July 7, 2023
Project launch meeting – finalize scope	July 14, 2023
Conceptual design plans	October 10, 2023
Design basis memo	October 10, 2023
Meeting to review conceptual design alternatives	October 13, 2023
Intermediate (65%) design plan	January 31, 2024
Meeting to review 65% design plan	February 9, 2024
Cultural Resources, Biological Report, Aquatic Resources Delineation	April 30, 2024
Draft final (90%/) design plan	May 15, 2024
Meeting to review 90% design plan	May 25, 2024
Final (100%) design plan	June 30, 2024
Permit assistance	September 30, 2024
Quarterly progress reports & invoices	March 25 th , June 25 th , September 25 th , December 20 th

Budget

Cost effectiveness will be heavily considered 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, hydrologic analysis, wetland and stream restoration design, trail design, bridge design, and montane meadow revegetation. 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 stakeholder 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 Euer Valley– Phase 2 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. [Vicinity and Site Maps](#)
2. [Euer Valley Meadow Baseline Stream Condition Inventory Report](#)
3. [Prosser Roads and Trails Assessment Report](#)