TRUCKEE RIVER WATERSHED COUNCIL

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June 14, 2023

REQUEST FOR PROPOSAL

Boca Forest Health and Meadow Habitat Restoration Project

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete restoration design for the Boca Forest Health and Meadow Habitat Restoration Project. The project scope includes preparation of environmental regulatory documents (NEPA/CEQA) via completion field surveys and inventory/assessment, report compilation and engineered project design documents and associated basis for design.

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

PROPOSAL DEADLINE
Proposals are due on July 28th, 2023 by 5 PM.

PROPOSAL SUBMISSION
Submit proposals in electronic form to TRWC. Electronic copies should be sent to:
Eben Swain eswain@truckeeriverwc.org

Requests for additional information

Direct all questions to Eben Swain at TRWC, eswain@truckeeriverwc.org or (530) 550-8760 x 7. **All requests must be received by 5pm on July 10th, 2023.**
Responses will be posted as an Addendum on our website.

This is a multi-component project that includes elements of stand inventory (Forest Health), biological/cultural surveys, wetland delineation, engineered design development for road/meadow/stream improvements and close coordination with TRWC and TNF staff.

In addition, documentation and report compilation will need to satisfy both NEPA and CEQA requirements depending on targeted project element. Proposals that can demonstrate strong efficiencies and cost savings across project elements and survey/inventory completion will be highly considered in consultant selection.

In 2023, TRWC will release several Requests For Proposals (RFP) and Requests For Bids (RFB) for restoration design, construction, environmental compliance, permit assistance, and other work tasks. 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 and work approach may be repeated, perhaps even word for word, across multiple responses.

Section 1- Project Overview

Project Description

The project is by the Truckee River Watershed Council (TRWC) on public lands administered by the USFS – Tahoe National Forest, Truckee Ranger District, with in-holdings (roadways) maintained and managed by Nevada County.

The purpose of the Boca Forest Health and Meadow Habitat Restoration Project (Project) is to: 1) Implement forest health treatments to enhance ecological function and reduce risk of fire or other unplanned disturbances; 2) reduce impact on high quality meadow systems to improve hydrologic connectivity and natural flow regimes within meadow habitat and adjacent tributary systems; and 3) Restore hydrologic function along the lower reach of Dry Creek.

This is a multi-component project that will include: 1) conducting initial surveys that will inform a suite of proposed actions and restoration treatments across approximately 2,-70 acres of USFS properties; 2) evaluation and design of existing roadways and inter-connected meadow systems to gain improvements in hydrologic connectivity and ecological function; and 3) develop restoration design documents for two individual locations along the main-stem of Dry Creek that are experiencing significant erosion and impacting stream and adjacent meadow function.

Location

Please see Attachment 1 for project vicinity and locations.

The project takes place on lands managed by the U.S. Forest Service – Tahoe National Forest, and along Nevada County roadway #890. The project area is located west of Boca Reservoir and northeast of Prosser Reservoir.

To drive to the site from Interstate 80, take Exit 194. Turn north onto Hirschdale/Stampede Meadows Road and travel 0.75 miles to the left-hand turnoff following signs to Prosser Reservoir. Turn left and travel approximately 2.8 miles to access the northern end of Nevada County #890. The southern end of targeted reach of #890 is an additional 0.8 miles to the southeast.

The area targeted for forest health activities is primarily east of Nevada County #890, north of Boca Hill and extending to the areas north and west of Boca Reservoir.

Alternatively, from Highway 89, travel to Prosser Dam Road and continue for approximately 4 miles, turn right onto Nevada County #890 and continue for approximately ¼ of a mile to access the southern end of the #890 reach targeted for restoration.

Project Need

Forest Health Restoration: Past harvest practices and the legacy of fire suppression in the Project area have influenced forest structure and composition, leading to unsustainably high tree densities and increased homogeneity in species and age-class structure. Current forest structure has intensified the vulnerability of conifers to an array of density-related disturbances such as drought, insects, disease, high-severity wildfire, and climate change. These conditions facilitate the risk of wildfire rapidly moving from the forest floor to the crowns of trees and spread between canopies making it hard or impossible to control.

The goal of forest health restoration actions will be to improve and restore ecosystem function and increase resiliency to the effects of environmental stressors including drought, wildfire, insects, and diseases, while fostering ecosystem capacity to adapt to future climate conditions. **Total target area for forest health inventory and proposed action is approximately 2,070 acres.**

Meadow & Road Improvements/Restoration: This site is located along Nevada County roadway #890. The road was constructed through a meadow, without proper drainage. Meadow hydrology has been interrupted, the road becomes the drainage channel during the runoff season; meadow hydrology and site potential is greatly diminished. Off-road vehicle access to the meadow has caused additional damage. Restoration at this site may include improving road drainage, or potentially removing and relocating the road segment. Restoration goals at this site are to restore meadow hydrology and decrease active erosion. **See Attachment 3a for location & detail.**

Lower Dry Creek Restoration: This portion of work consists of two individual sites. The first site is located at the terminus of the main stem of Dry Creek where the creek enters Boca Reservoir. The fluctuating water levels associated with the reservoir pool have caused this portion of Dry Creek to destabilize. This has caused the stream to actively head cut up valley and erode laterally.

The second site is a large headcut complex in the middle of the valley on the main stem of Dry Creek which is eroding and moving slowly up valley. It has also begun to branch and initiate erosion on small drainages entering the main stem.

Design components for these sites will explore restoration opportunities that eliminate gully/headcut actions and would restore natural hydrologic function, raise the seasonal water table, and expand riparian meadow vegetation in the area.
See Attachment 3b for location & detail.

Section 2 - Project Work Plan

The consultant shall perform all professional and technical services necessary to accomplish the work, including all labor, materials, equipment as required.

Scope of Work

Task 1: Meetings. At the onset of the project, a meeting will be held with USFS and TRWC to finalize the scope of work and a work plan.

For the Forest Health component, project check-in dates will be established between Consultant, TRWC and USFS to identify critical timeline for information/document review and necessary decision points. Consultant should anticipate up to 5 meetings at two hours each through the duration of the project.

Review meetings will be held at the 30%, 60% and 90% design plan phases with TRWC and landowners. Likely participants are USFS, TRWC and Nevada County.

Field meetings will be held to orient Consultant to project location and project tasks and to discuss proposed design elements and restoration opportunities and constraints.

Task 1 Deliverables:

- *Review meetings/presentations at each phase of the design plan*
- *Field meetings as needed/required*
- *Meeting summary notes*
- *Comment/Response Matrix as needed*

Task 2. Data Review and Collection. Consultant will review existing data, including previously conducted watershed assessments, surveys and completed NEPA documents. Consultant will determine additional data requirements and confirm with TRWC project manager.

Previously Completed work:
NEPA: - Dry Creek Project - https://www.fs.usda.gov/project/tahoe/?project=41631

Watershed Assessment - Boca Watershed Assessment:
https://www.truckeeriverwc.org/wp-content/uploads/2023/04/BocaWSA2020_FINAL.pdf

Review of existing data will also include:

a) Extensive review of literature, data and previously conducted studies pertaining to archeological surveys **(Task 4, Attachment 4)**

b) Conceptual road/drainage design components developed by USFS regional hydrologist. Consultant will provide feedback on existing design components, and as determined feasible, provide at least one alternative to existing design. **(Task 5b, Attachment 3a)**

Consultant will conduct all additional research and field data collection to support environmental documentation and project design as needed to determine specific impacts, areas of environmental degradation and opportunities for implementation of appropriate restoration actions.

***Task 2 Deliverables**:*

- *Incorporate into the Design Memo*
- *Summary of data collected and methodologies*
- *All digital files (GIS, CAD, Modeling output, excel, etc)*

Task 3. Forest Health Inventory, Proposed Actions & Report

Surveys, Environmental Compliance and Report Compilation

Consultant should anticipate use of Statutory Exemption for this project under the "Wildfire Resilience" categorical exclusion (HFRA, Section 605(c)(2)(C)) or other relevant exemption categories identified for project area of interest. If determined that the C/E noted above will not work for this project site, Consultant will provide recommendation for most appropriate exemption for project area of interest, will gain approval from TRWC/USFS and will conduct all activities in accordance with proposed statutory exemption category.

Project area will be delineated into appropriate unit boundaries that detail treatment prescriptions, presence of sensitive species or habitat and other unit specific considerations.

Preliminary spatial unit boundaries have been delineated by TRWC/USFS and will be delivered to selected Consultant. Preliminary units consist of approximately 2,070 acres. Based on these preliminary boundaries, Consultant will conduct necessary surveys while preparing silvicultural prescriptions and a relevant set of proposed actions in support of the primary goal of improving forest health and ecological function within the defined project units and to meet desired conditions.

Baseline surveys (wildlife, veg, aquatic, etc) will be conducted to determine presence of any sensitive species or resources, within the project area and Consultant will compile information needed to prepare NEPA documentation and regulatory compliance permitting.

Surveys for this task will also need to include stand inventory, a working logging plan including location and methodology for proposed road reconstruction and maintenance, temporary road construction and reconstruction, landing and skid trail locations, and locations of stream course crossings for all transportation methods. A transportation and logging plan will be submitted to TRWC and TNF for review prior to finalization. Plan should also include inventory and analysis of potential impacts related to recreational, critical infrastructure and location of facilities.

Surveys will build on existing data to identify sensitive resources (flora, fauna) within the project area and will serve as a baseline for determination of potential impacts of the proposed restoration actions to support NEPA development and justify NEPA exemption. Surveys and report compilation will be comprehensive enough to meet all necessary USFS requirements and will be sufficient to allow for final decision notice to be signed into authorization by USFS District Ranger.

Final unit boundaries will be determined by basline surveys, recommendations of proposed actions and discussion with TRWC and USFS staff.

Report components will include, but are not limited to:

- Existing conditions and project description
- Land-use history
- Survey results & project mapping
- Proposed actions (including, but not limited to):
    - Surface & ladder fuel reduction
    - Commercial vs non-commercial
    - Material handling (piling, mastication, etc)
    - Prescribed burning
- Development of Resource Protection measures – should include direct, indirect and/or cumulative impacts of treatments, necessary avoidance measures, monitoring and protection measures of any identified species
- Summary of existing transportation system and improvements needed along with locations for construction of additional temporary roadways to access and remove material
- Summary of erosion control and best management practices for existing and proposed transportation and logging plans.
- Summary and recommendations – including opportunities & constraints & treatment type on a unit level
- Anticipated cost to implement treatments

Task 3 Deliverables:

- *Surveys, mapping and analysis results*
- *Logging plan and transportation system analysis to be reviewed by TRWC and USFS*
- *Draft documents and report (draft content to be reviewed/approved by TRWC and USFS)*
- *Comment/response matrix as needed*
- *Cost estimate*
- *Recommended prescription treatments delineated by project units*
- *Final documents and report including all project mapping, environmental analysis, environmental compliance documents and proposed action.*

Task 4. Cultural Surveys

Cultural surveys will build on existing data to update all previously recorded sites, or to identify new sites for integrity and potential eligibility for inclusion on NRHP. This information and inventory will serve as a baseline for determination of potential impacts of the proposed restoration actions.

Table 1 below depicts the approximate acreage with existing archeological coverage and approximate acreage in need of new surveys and resource inventory.

Boca Forest Health and Meadow Habitat Restoration Project	
Total study area	3,052 acres
Total area with previous coverage	1,384 acres
Total area with no archeological coverage (needs complete survey/inventory)	1,668 acres
Russell Valley Project (Optional Bid Item - Task 4.5)	
Total study area	3,508 acres
Total area with previous coverage	1,848 acres
Total area with no archeological coverage (needs complete survey/inventory)	1,660 acres

Table 1 – Project Acreage

*Refer to **Attachments 1 & 2** for mapping extent and for description and management recommendations of resources previously identified.

4a. Background Research. (Task 1, Attachment 4)
Summary: Consultant will conduct pre-field research that will include literature and data reviews from the following sources (list may not be inclusive):

- Mandatory records search with the Tahoe National Forest (TNF). Contact both the heritage program manager and the district or zone heritage resource specialist lead for the project prior to starting any work. TNF heritage staff will provide the electronic data and will assist with analysis of these files.
- Information Centers of the California Historic Resource Inventory (CHRIS). Discuss with TNF heritage staff prior to determine need for records search from the CHRIS system.
- General Land Office Plat maps, historic USGS Maps, Lidar, historic aerial imagery
- Homestead Entry Survey Maps, and Mineral Survey Entry Maps.
- The current NRHP listings for historic properties located in the project area.
- Courthouse records when data from the above searches indicate a need.

Consultant will be familiar with the Region 5 Programmatic Agreement with SHPO. Records and files searches shall include, at a minimum, a quarter mile buffer from the APE. Ground-truthing may be necessary for those areas that are not able to be "completely" surveyed (ie steep slopes >35%). Ground-truth documentation will be

conducted via <30 meter transects and will be documented via GPS/GIS mapping and a narrative description detailing accessibility issues or other safety concerns.

4b. Survey Plan. (Task 2, Attachment 4)
Summary: Consultant shall consider the information gathered during the literature review and pre-survey reconnaissance and discuss any issues with the TNF heritage staff. The contractor shall subsequently develop a survey plan. The plan will define the survey methodology or methodologies to be employed for the APE. The survey as defined in the survey plan should be designed to provided heritage resource specialists and managers with a record of typical heritage resources, which can be identified from surface indications, for a specific area.

At a minimum the survey plan may contain the following:

- Survey Strategy: The overall strategy and projected order the survey units will be surveyed.
- Field Schedule: Field work schedule including field session dates and need for biweekly or monthly reporting as agreed upon with TNF heritage staff.
- Survey Strategy Map: A survey map based on a 7.5' USGS map with survey units and anticipated order.
- Changes of survey coverage to less than intensive or not surveyable: Any approved changes of survey coverage to non-surveyable acres resulting from the pre-survey reconnaissance and survey planning discussions with appropriate TNF heritage staff.

4C. Fieldwork. (Task 3, Attachment 4)
Survey will be conducted following the survey plan and methodologies defined in the plan.

Summary: Consultant shall record all survey intensity levels on a 7.5 Minute USGS Quadrangle Map, including those areas determined to be non-surveyable/less than intensive survey areas.

- A survey coverage map depicting all field survey accomplished (that clearly illustrates survey intensity) shall be included with the draft report.

An interim letter & summary report will be submitted to TNF heritage staff following the completion of fieldwork activities. Consultant shall establish biweekly or monthly check-ins to discuss fieldwork progress and any identified concerns or issues.

4D – Reporting. (Task 4, Attachment 4)
Draft inventory report
The contractor shall submit a draft inventory report and all site records in a Microsoft Word document for review and comment. The draft report must consist of a narrative report and supporting documentation describing the location of all survey coverage areas, methods employed, results of the field survey, and all site record forms. The complete report shall include all text, maps, site forms, site eligibility recommendations, a detailed assessment of project effects, and management recommendations for all proposed undertakings in the project area.

Final report and deliverable:
Upon completion of TNF Heritage staff review, the Contractor shall incorporate all of the TNF Heritage staff comments on the Draft Report, draft site record forms, and GIS data into the final report. One electronic version of the Final Report (including all related appendices), final site record forms for new sites, all updates and forms for previously recorded sites, all project related photographs, and GIS data shall be submitted to the TNF Heritage staff in Word and pdf format.

Consultation
Forest Service personnel shall be responsible for initiating consultation with the SHPO, government to government tribal consultation including with Tribal Historic Preservation Officers (THPO), and any other consulting parties as required by law.

Task 4 Deliverables:

- *Summary and documentation of literature review (Task 4a)*
- *Interim Inventory Reports or Survey Session Reports (Task 4c)*
- *Electronic copies of all project digital images along with a photo log containing the date, location, direction, and subject of each image.*
- *GPS data files will be submitted to the TNF Heritage staff*
- *Survey areas and all site data (point, line, polygon, datums, boundaries) shall be provided to the TNF in the form of shapefiles compatible with the Forest Service Geographical Information System (ArcGIS).*
- *Draft Inventory Report*
- *Final Report and Related Appendices*

****Optional Bid Item - Task 4.5.**
Following the work tasks outlined in Task 4 above, conduct cultural surveys for those units delineated via the Russell Valley project area located just north and west of the Boca Forest Health and Watershed Restoration Project. See Attachment 2 for boundary units in need of additional archeological coverage. Reference Table 1 on Page 8 of this document for acreage.

Task 5. Road Drainage Improvements, Meadow Restoration, Stream Restoration

5a. Biological Project Surveys & Environmental Compliance

Conduct necessary baseline surveys (wildlife, veg, aquatic, etc) to determine presence of any sensitive species, within the project area and compile information needed to prepare CEQA documentation and regulatory compliance permitting.

Surveys will build on existing data to identify sensitive resources (flora, fauna, habitat) within the project area and will serve as a baseline for determination of potential impacts of the proposed restoration actions to support CEQA development, justify CEQA exemption and will be comprehensive enough to meet all necessary USFS and Nevada County requirements.

CEQA documentation for is anticipated to be as follows: Road segment 890: Use of CEQA Statutory exemption for purposes of road maintenance/road improvements. Nevada County will be determining agency.

Main-stem of Dry Creek: Use of Statutory Exemption for Restoration Projects (SERP). Appropriate analysis will need to be compiled to allow lead agency (anticipate Lahonton Regional Water Quality Control Board) to initiate consultation with California Department of Fish & Wildlife. Necessary analysis, surveys and studies are described in Task 4.

A wetland delineation will also need to be conducted in accordance with U.S. Army Corps Minimum Standards for Acceptance of Aquatic Resources Delineation Reports. Consultant will delineate habitat types found within the project sites to determine extent and location of Waters of the U.S. (WOUS) and Waters of the State and will identify specific impacts of proposed project implementation by habitat type.

Task 5a. Deliverables:

- *Survey results and prepared report(s)*
- *Determination of significance of resource impacts*
- *Development of appropriate mitigation or avoidance measures for identified impacts*
- *Wetland delineation & ACOE concurrence*

5b. Design Plans at 30, 65, 90, 100%

Based on the review of project design details provided by USFS Hydrologist, Consultant will complete additional design documents for drainage improvements or possible relocation/decommission of road segment 890 and for the degraded locations identified along the main-stem of Dry Creek.

30%: Initial design development should correspond to approximately 30% designs, including alternative approaches as appropriate. Conceptual design documents 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 USFS, identify preferred conceptual restoration design alternatives to move forward to intermediate design. TRWC, TNF and Nevada County staff will review conceptual designs to determine whether road decommission or road/drainage improvements will be the preferred alternative to move design components forward to completion.

65%: 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 memo will explain the rationale for proposed actions and work tasks, discuss historical watershed context and impacts and will identify project opportunities and constraints. Design processes, methodologies, proposed treatment actions and anticipated results should all be discussed within the design memo.

The design memo will also provide guidance for implementation and construction of proposed actions and work tasks. Memo will incorporate relevant technical data and include discussion of the limiting factors for restoration, partner considerations, and restoration feasibility for identified alternatives.

Design basis memo will include, but is not limited to the following descriptive content:

- Impacts to watershed/project site
- Land ownership and parcel delineation
- Restoration approach
- Design input & considerations (methods/approach, field observations, modeling, results, etc)
- Existing conditions vs proposed conditions (modeling assumptions/results, hydraulic geometry, etc)
- Spacing, sizing, location of any proposed structures
- Benefits/risks of proposed restoration actions
- Revegetation & site stability approach
- Key findings & proposed recommendations
- References/literature cited
- Accompanying figures, tables, graphs, model results, etc

90/100%: Based on TRWC/USFS feedback, Consultant will 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 USFS, prepare final (100%) restoration designs.

At a minimum, the following components will need to be addressed to support modeling analysis of the road drainage & meadow improvements and the degraded channel reaches and to inform key design elements for implementation actions:

- detailed vegetation mapping;
- channel bed/geomorphic analysis
- historic condition analysis;
- hydrologic studies and hydraulic modeling;
- soil analysis;
- field and topographic surveys;
- development of representative cross-sectional data

At each stage of the design process, Consultant should be prepared to present and discuss the findings and proposed design considerations to project stakeholder groups. Based on input from project stakeholders, design components may be modified or altered prior to moving to the next stage of design development. The following elements will need to be included as components of the design development:

- Access/staging areas
- Cost estimate
- Cut/Fill quantities and areas of disturbance by habitat type
- Construction typicals
- Project & vegetation specifications
- Erosion control BMPs

Task 5b Deliverables:

- *Surveys, mapping, modeling and analysis results*
- *30, 65, & 90% design documents*
- *Draft design memo (65%)*
- *Final design memo (90%)*
- *Project cost estimate(s) (90%)*
- *Project cut/fill quantities by habitat type (90%)*
- *Project/vegetation specifications*
- *100% stamped engineered design plans*
- *Digital copies of all descriptive and data files generated*

Task 6. Environmental and Regulatory Permitting Assistance.

This task correlates with the design elements outlined in Task 5. Estimates of cut and fill quantities and area of disturbance by habitat type should be provided at a sufficient level of detail at 90% design to complete permitting. The volume, linear length, and surface area of disturbance by habitat type will need to be provided. The amount of disturbance in the 100-year floodplain will also need to be calculated.

Permits that are anticipated to be needed for project construction may include: 401 Water Quality Certification (Lahontan Regional Water quality control board), Timber Waiver (Lahontan RWQCB), California General Construction Permit (CA State Water Board) and Nationwide 27 Authorization (US Army Corps of Engineers) – includes Section 106/SHPO & Section 7/Endangered Species consultation and compliance.

Consultant shall complete all steps and compile all documentation sufficient to initiate consultation with U.S. Fish and Wildlife Service and Lahontan Regional Water Quality Control Board.

Consultant will develop a Stormwater Pollution Prevention Plan (SWPPP) required for Construction General Permit/NPDES application to the State Water Resources Board. The SWPPP will be completed by a Qualified SWPPP Developer (QSD).

Task 6 Deliverables:

- *Maps and drawings required for permit applications:*
- *Construction drawings showing impacts to wetland/Waters of the U.S.*
- *Construction access routes,*
- *Stockpile and staging areas*
- *Stormwater Pollution Prevention Plan*

Task 7. Coordination and Reporting

Consultant will coordinate with TRWC and USFS staff regarding the status of the project, as well as any design considerations and/or issues. Consultant will produce quarterly invoices and progress reports and submit to TRWC by the 25th of the last month of the calendar quarter (with the exception of December: March 25th, June 25th, Sept. 25th, and Dec. 15th).

Task 7 Deliverables:

- *Copies of all surveys or other data collected and analyses are to be provided to TRWC in electronic form (Word, Excel and/or Arc GIS).*

Schedule

Project kick-off is scheduled for August 2023. Design and environmental compliance tasks are anticipated to be completed by summer, 2024.

Anticipated project schedule is as follows:

Activity	**Completion Date**
Proposals due	July 28, 2023
Interviews with top applicants	August 3/4, 2023
Scope of work and contract finalized	August 11, 2023
Kickoff Stakeholder meeting	August 16, 2023
Complete Data Review	September 11, 2023
30% design	October 25, 2023
Preliminary Surveys Completed	November 30, 2023
65% design and specifications	January 15, 2024
Final Surveys Completed	May 31, 2024
CEQA/NEPA (Draft)	June 28, 2024
Final CEQA/NEPA & Signed NOD	July 26, 2024
90% designs and specifications	June 28, 2024
100% design plans and specifications	July 26, 2024

Quarterly progress reports and invoices March 25, June 25, September 25, and December 15 annually

Section 3 - Proposal Format

There is no page limit, but concise writing and graphics are greatly appreciated.

Detailed Work Plan

Scope: Define specifically the scope of services to be provided to perform the completion of construction design described above for the Boca Forest Health and Meadow Restoration Project. The contractor may elect to suggest modifications to the scope above or include optional tasks to be considered or negotiated. Include estimated time schedule of the major tasks to be accomplished.

Objectives: Identify and briefly discuss 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. List personnel that will be available to work on project. Please specifically address work components outlined in the “Proposed Project” section above and elaborate as needed.

Please specifically address what further studies will be conducted and what information will be compiled to develop the design plans and bring them to final construction plans.

Modifications to the components listed in the work statement can be included. Technical merit, details of work, and experience of team proposed will be heavily weighted in proposal evaluation.

Cost

This is a multi-component project that includes elements of stand inventory (Forest health), biological/cultural surveys, wetland delineation, engineered design development for road/meadow/stream improvements and close coordination with TRWC and TNF staff.

In addition, documentation and report compilation will need to satisfy both NEPA and CEQA requirements depending on targeted project element. **Proposals that can demonstrate strong efficiencies and cost savings across project elements and survey/inventory completion will be highly considered in consultant selection.**

Qualifications

Restoration design consultants will have previous experience in geomorphic and hydrologic analysis, cultural surveys and inventory, wetland and stream restoration design, road drainage improvements, montane meadow revegetation and appropriate silvicultural/forestry practices, inventory & development of treatment prescriptions. A Registered Professional Forester (RPF) shall be retained for the forest health component of the project **(Task 3).**

Moreover, design consultants should have experience with developing construction plans and environmental regulatory documents for similar projects and will maintain professional geologists and licensed engineers on staff.

Consultant firm should demonstrate success in designing and planning for a minimum of three constructed projects with similar objectives.

Background and References

- List current and previous experience in geomorphic assessment and restoration design, cultural/biological survey and inventory, and forest health & silvicultural practices/development of treatment prescriptions.
- 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 a breakdown of personnel assigned to each subtask and estimated hours.
- If subcontractors may be used, a description of those persons or firms including a description of their qualifications. Identify portions of the work to be performed by subcontractors
- Provide a minimum of three references for similar projects, with name and phone number.

Section 4 - Contract Terms and Agreements

This contract will cover design completion, biological and cultural field surveys, modeling efforts, wetland delineation, design memo compilation, project coordination and will also encompass preparation for, and finalization of, CEQA documentation and project permitting assistance.

4.1 Payments

Contractor may invoice on a quarterly basis following acceptance and approval of progress reports and associated deliverables. It is expected TRWC can pay the Contractor within 60 days of invoice(s) submittal. All efforts will be made by TRWC to expedite payment; however, no interest will be paid on overdue payments.

4.2 Changes in Personnel

Contractor's key personnel as indicated in contractor's response to the RFP may not be substituted without the written consent of the TRWC Project Manager. This will be monitored and enforced by the TRWC.

4.3 Termination for Convenience

The 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. In no event shall payment of such costs exceed the contract price.

4.4 Liability Insurance

Contractor must furnish a performance bond in favor of TRWC in the following amounts: faithful performance (100%) of contract value; labor and materials (100%) of contract value for any contract over $25,000 (Civ. Code, § 3247 et seq.; Pub. Contract Code, § 7103.).

Contractor must provide insurance certificates covering $2 Million Per Each Occurrence and no less than $4 Million Aggregate showing the Truckee River Watershed Council and United States Forest Service as special endorsement to be added to the insurance policy.

4.5 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 format. If GIS shapefiles, layers and associated data are developed, all data will be projected to NAD 83 Zone 10N.

Attachments:

1. Boca Project Location and Archeological
2. Russell Valley Project Location and Archeological
3. USFS Conceptual Design – NEV Road #890
4. Dry Creek Sites 2 & 3 – Description
5. USFS Resource Standards and Definitions