

TRUCKEE RIVER WATERSHED COUNCIL

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March 7, 2024

REQUEST FOR PROPOSAL

Boca Meadow Habitat Restoration Project

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete evaluation and design related to degraded meadow systems within the Boca sub-basin to improve hydrologic connectivity and overall ecosystem function.

PROPOSAL DEADLINE

Proposals are due on April 12th 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 April 1st, 2024.**
Responses will be posted as an Addendum on our website.

In 2024, 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 (USFS) with in-holdings (roadways) maintained and managed by Nevada County.

The purpose of the Boca Meadow Habitat Restoration Project (Project) is to restore high quality meadow systems to improve hydrologic connectivity, natural flow regimes and vegetation/wildlife communities within a currently degraded meadow system and adjacent tributary systems.

This project will include evaluation of existing conditions and development of restoration actions and engineered design documents to gain improvements in habitat value and ecological function across 100+ acres of meadow environment.

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.

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

Meadow Restoration: This site is located along Nevada County roadway #890 and adjacent meadow systems. 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 and reduce impacts of road construction and other land-use activities.

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.

**** Biological and cultural surveys and report documentation for this project will be conducted by another consultant team who will assess proposed project impacts of meadow restoration with regards to potential impacts on sensitive species.***

Consultant selected for the design development of meadow/stream restoration will need to review all reports related to sensitive species habitat and presence of any sensitive species and will convey all key project actions and potential alternatives to TRWC and biological consultant team for analysis of project impacts on sensitive habitat areas and or species.

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.

Review meetings will be held at the 30%, 60% and 90% design plans with TRWC and landowners. Landowners/managers include USFS 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.

Phone calls and email correspondence will take place throughout the length of the contract as needed to clarify work tasks, survey results or timing of project implementation.

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:

- Watershed Assessment - Boca Watershed Assessment:
https://www.truckeeriverwc.org/wp-content/uploads/2023/04/BocaWSA2020_FINAL.pdf
- Review of existing data will also include: Conceptual road/drainage design components developed by USFS regional hydrologist. Consultant will review conceptual design elements and alternatives and, in close coordination with Project Team, will discuss preferred alternatives to move forward to the 30%

conceptual design. Consultant should anticipate development of two separate alternatives to explore possibilities of road removal and re-location and to move forward to 30% conceptual design.

Refer to Attachment 1 for more detail on USFS Conceptual Design.

Consultant will conduct all additional research and field data collection to support project design as needed to determine areas of environmental degradation and opportunities for habitat improvements of appropriate restoration actions to move the project forward to implementation.

Task 2 Deliverables:

- *Summary of data collected and methodologies (this can be incorporated into the project design memo)*
- *All digital files (GIS, CAD, Modeling output, excel, etc)*

Task 3. Design Plans at 30, 65, 90, 100%.

30%: Initial design development should correspond to approximately 30% designs, including alternative approaches as appropriate and as agreed upon. Conceptual design documents should include enough detail to evaluate both the relative ecological benefits accrued by each approach, anticipated work tasks and the relative costs of each approach. Working with TRWC, USFS and Nevada County, identify preferred conceptual restoration design alternatives to move forward to intermediate design. The Project Team 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 90/100% design documents and permit applications.

A Design 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 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 and 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 and meadow improvements and the degraded channel reaches and to inform key design elements for implementation actions:

- Channel bed/geomorphic analysis
- Historic condition analysis;
- Hydrologic studies and hydraulic modeling;
- Soil analysis;
- Field and topographic surveys;
- Development of representative cross-sectional data

Additional design elements that will need to be included at the 90% design level include:

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

Task 3 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 4. Assistance for Environmental and Regulatory Permitting. 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).

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 4 Deliverables:

- *Maps and drawings required for permit applications:*
- *Construction drawings showing impacts to wetland/Waters of the U.S. (Wetland delineation to be completed through other contract, not included in scope of work for design contract)*
- *Stormwater Pollution Prevention Plan*

Task 5. Coordination and Reporting. Consultant will coordinate with Project Team 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 5 Deliverables:

- *Copies of all progress reports and invoice materials are to be provided to TRWC in electronic form (Word, Excel and/or PDF).*

Schedule

Project kick-off is scheduled for mid to late April 2024. Design and environmental compliance tasks are anticipated to be completed by summer, 2025.

Anticipated project schedule is as follows:

Activity	Completion Date
Proposals due	April 12, 2024
Interviews	April 15-19, 2024
Scope of work and contract finalized	May 1, 2024
Kickoff meeting	May 15, 2024
Complete Data Review	June 1, 2024
30% design	July 30, 2024
65% design and specifications	October 30, 2024
90% designs and specifications	May 15, 2025
100% design plans and specifications	June 15, 2025

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 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 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, postage, etc.

Transportation: Travel expenses directly related to the contract services. Mileage must be charged at the current IRS rate.

Other costs: Show costs and expenses that do not fall within the other categories. General overhead and administrative charges not allowed.

Qualifications

Restoration design consultants will have previous experience in geomorphic and hydrologic analysis, wetland and stream restoration design, road drainage improvements and montane meadow revegetation.

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

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, road and drainage improvements and meadow and stream restoration.
- 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.

Contract Terms and Agreements

This contract will cover design completion, necessary surveys modeling efforts, design memo compilation, project coordination and will also encompass preparation for necessary project permitting assistance.

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

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 and by private foundations. TRWC is a grantee and invoices quarterly (March 31, June 30, Sept. 30th, and Dec. 31st) 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 the RFP may not be substituted without the written consent of the TRWC Project Manager. This will be monitored and enforced by the TRWC.

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.

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. TRWC and California Department of Parks and Recreation will need to be noted as additionally insured on insurance policy.

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

Attachments:

1. [USFS Conceptual Design](#)
2. [Boca Project Location](#)