

March 18, 2024

REQUEST FOR PROPOSAL

HOBART MILLS RESTORATION PROJECT: RESERVOIR AND TRIBUTARY SITES

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete restoration design for the Hobart Mills Restoration Project in the lower Prosser Creek watershed. The project has two sites – Hobart Mills Reservoir and Hobart Mills Tributary. The project scope includes preparation of project concept design, design basis memo, 60%, 90%, and final design.

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 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, the project partner and landowner, the U.S. Forest Service, California Department of Transportation, and other stakeholders including, other public agencies, non-profits, and various private landowners.

PROPOSAL DEADLINE

Proposals must be received electronically (.pdf format) by 5PM on April 26, 2024

PROPOSAL SUBMISSION

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

Please direct all questions to Tiffanee Hutton at TRWC, (530) 550-8760 x6

RESPONDING TO MULTIPLE RFPS

In 2024, 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 Hobart Mills Restoration Project addresses multiple critical needs: lack of floodplain connectivity, chronic erosion, lack of riparian habitat, and absence of diverse in-stream habitat. This phase of the project includes restoration design for two sites: Hobart Mills Reservoir and Hobart Mills Tributary (Attachment 1).

These two sites were identified through a full assessment of the Prosser Creek Watershed Assessment (PCWA) completed by TRWC, (Attachment 2). The Hobart Mills Restoration Project was identified as a high priority project for the potential to improve water quality, habitat, and hydrologic function.

The Hobart Mills Reservoir site is located within Reach Y of the PCWA (Attachment 3). Between the 1920's to 1930's Hobart Mills reservoir was constructed from excavation of a meadow for potable water supply to the town of Hobart Mills. Approximately 6 acres of narrow meadow habitat was altered and drainage to and from the area remains impacted by earthen berms, ditches, and roads. State Route 89 also contributes stormwater runoff to this reach through an adjacent channel.

The Hobart Mills Tributary site is located within Reach T of the PCWA (Attachment 4). This 1.78-mile reach is located immediately downstream of the former Hobart Mill and once supported a healthy 20-acre meadow. The area endured former railroads, logging operations, grazing practices, changing reservoir base levels, and roads. Unmitigated knickpoint erosion from reservoir operations is present and the channel appears to be actively widening and downcutting. Active grazing continues in this reach and in many of the adjacent meadows creating unstable riverbanks and vegetation removal.

Restoration goals for the Hobart Mills Restoration Project include maintaining and enhancing high quality meadow habitat, restoring floodplain connectivity, reducing erosion, and improving aquatic habitat.

The current phase of the project for this RFP includes:

- Conceptual restoration design
- Design basis memo
- Intermediate (60%) restoration design
- Draft final (90%) restoration design
- Final (100%) restoration design
- Permit assistance

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

- Environmental Compliance
- Construction
- Post-project monitoring

Existing Studies and Previous Work

Prosser Creek Watershed Assessment. Available at: [220029-Prosser-Watershed-Assessment-FINAL-REPORT-6-3-22-optimized-reduced.pdf](#)

WORK TO BE COMPLETED

Task 1. Meetings

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

Task 2. Hobart Mills Reservoir and Tributary Supplemental Data Collection

Some baseline data were collected in conjunction with the Prosser Creek Watershed Assessment (PCWA). Additional data is likely to be needed to complete the restoration designs. Relevant existing data from the PCWA and supplemental field data collected by the Consultant will be compiled into a technical design basis memo (Task 3). Types of data needed to support design development are expected to include historic aerial photos, existing stream reach mapping, supplemental surveys and mapping, and biologic (vegetation, wildlife) and hydrologic data as appropriate.

Task 3. Hobart Mills Reservoir and Tributary Conceptual Restoration (30%) Design & Design Basis Memo

Building on the results of Task 2 and the PCWA, produce restoration design concepts for each site, including alternative approaches as appropriate. The Design Basis Memo will accompany the conceptual plans. It will incorporate the technical data generated from Task 2 and include discussion of the limiting factors for restoration, partner considerations, and restoration feasibility for identified alternatives. Working with TRWC and project partners, identify preferred conceptual restoration design alternative for each site.

Task 4. Hobart Mills Reservoir and Tributary Intermediate Restoration (60%) Design

Develop design documents, including mapping, collecting any additional data required to advance the conceptual design to intermediate design, and analysis of technical considerations such as site grading, access, hauling, soil bioengineering, revegetation, costs, environmental impacts, and permitting. Create intermediate (60%) restoration design plans and detailed design drawings for each site based on the preferred conceptual restoration design alternatives. Prepare design drawings including schematic level plans, section and profile drawings, and written descriptions of the design and applicable grading and planting plans and other information needed to complete permit applications.

Task 5. Hobart Mills Reservoir and Tributary 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. Once reviewed by project partners, prepare final restoration designs for both sites (100%).

Task 6. Permit Assistance.

Assist TRWC with permit preparation including generating suitable figures to include in application. Work with TRWC to calculate cut and fill quantities and areas of impact required for permit applications. Note: this current phase of work does not include development of a Stormwater Pollution Prevention Plan (SWPPP).

Task 7. Coordination and Reporting.

Consultant will coordinate with TRWC staff regarding the status of the project, as well as design issues. Consultant will produce quarterly invoices and progress reports and submit to TRWC by the 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).

Deliverables

- Scoping meeting with TRWC and project stakeholders;
- Participation in and presentation to three additional meetings convened by TRWC;
- Conceptual plans for Hobart Mills restoration including both reservoir and tributary sites;

- Design basis memo for Hobart Mills restoration, incorporating data collected under Task 2;
- Intermediate (60%) plans for Hobart Mills restoration;
- Draft final (90%) plans for Hobart Mills restoration;
- Final (100%) plans for Hobart Mills restoration;
- Estimates of cut and fill quantities and area of disturbance by habitat type needed for permitting;
- Figures to include in permit applications;
- Digital copies of all photographs, data collection and analysis, and design/GIS-based survey data in electronic form;
- Quarterly progress reports and invoices.

Timeline

Task	Deadline
Proposals due	April 26, 2024
Interviews	May 8, 2024
Contract award	May 17, 2024
Project launch meeting – finalize scope	June 3, 2024
Conceptual design plans	January 31, 2025
Design basis memo	January 31, 2025
Meeting to review conceptual design alternatives	February 28, 2025
Intermediate (60%) design plan	September 2, 2025
Meeting to review 60% design plan	September 15, 2025
Draft final 90% design plan	December 15, 2025
Meeting to review 90% design plan	January 15, 2026
Final 100% design plan	February 15, 2026
Permit assistance	April 30, 2026
Quarterly Progress Reports & Invoices	Mar 25, June 25, Sept 25, Dec 20

Budget

Cost effectiveness will be 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 analyses 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 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

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.

Background and References

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

Include experience working with diverse partner 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 Hobart Mills 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.

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. [Hobart Mills Restoration Project Location Map](#)
2. [Prosser Creek Watershed Assessment](#)
3. [Hobart Mills Site Map Reach Y](#)
4. [Hobart Mills Site Map Reach T](#)