

# TRUCKEE RIVER WATERSHED COUNCIL

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**April 24, 2024**

## **REQUEST FOR PROPOSAL**

### **DONNER LAKE BANK RESTORATION DESIGN**

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete evaluation and design related to degraded banks at thirty-seven public piers on the north shore of Donner Lake. The project scope includes evaluation of existing conditions and identification of restoration and protection opportunities, concept design of three to five priority sites, intermediate designs, design basis memo, draft final designs, and final designs.

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), the primary project partner the Truckee Donner Recreation and Park District (TDRPD), and other stakeholders.

### **PROPOSAL DEADLINE**

Proposals must be received electronically (.pdf format) by 5 PM on June 12, 2024.

### **PROPOSAL SUBMISSION**

Submit proposals electronically (.pdf format) to: [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org).

Please direct all questions to Michele Prestowitz at TRWC, [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org). Questions should be submitted by 5PM on Monday, June 3rd. Responses will be posted as an Addendum on our website and emailed in our weekly E-Currents newsletter.

## **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 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

Donner Lake is a freshwater mountain lake located just east of the Sierra Nevada crest within the Town of Truckee in Nevada County, California. The Truckee Donner Recreation and Park District (TDRPD) manages and maintains thirty-seven public piers along the north side of the lake that are used primarily for recreational purposes. Observations indicate that the shoreline around these piers is degraded by ongoing use causing erosion, compaction, and excess sedimentation into the lake. The proposed project will take place entirely on property managed by TDRPD. Attachment 1 contains a regional map and project sites included in this current scope of work.

The public piers are a popular destination that is actively used by residents and visitors alike. The majority were originally built by homeowners on Donner Pass Road and were purchased by TDRPD in the late 1970s. Now the Recreation and Park District maintains the piers, with an annual budget to inspect and repair the piers and access points, on an as-need basis.

Over the past 150 years, Donner Lake has experienced physical and ecological changes associated with natural resource use, development of major transportation infrastructure, commercial and residential land use development, and reservoir management. More recently, pressures like climate change, population growth, and increased recreation have intensified the strain on the lake. Today, Donner Lake is the most urbanized lake in the Middle Truckee River watershed.

The Truckee Meadows Water Authority (TMWA) owns and operates the Donner Lake Dam for water supply uses and flood control. In general, the dam's gates are left open between November 15 and April 15 to lower water surface elevations to approximately 5,929 feet during the winter months. Typically after April 15, TMWA begins storing spring snowmelt and precipitation. Lake levels typically peak between late May and early July. TMWA typically maintains high lake levels through the end of the summer for the benefit of local residents and recreational purposes.

Erosion of the Donner Lake shoreline is evident in many areas due to a combination of heavy recreational use, stormwater runoff, boat wake, and changing water levels due to reservoir operation, all of which limits the establishment of vegetation. Footpaths connecting Donner Pass Road to the public piers show ongoing erosion problems that contribute fine sediment to the lake. These impacts threaten the health of the lake, water quality, aquatic and shoreline habitat, infrastructure and visitor safety.

In general, the ecology of Donner Lake is functional, as demonstrated by the abundance and diversity of terrestrial and aquatic plants and wildlife. The shoreline areas are important habitat for many organisms, ranging from invertebrates to young fish. These organisms are a critical part of the complex food chain in the region.

### Previous Work

*Donner Basin Watershed Assessment.* Watershed condition and past land use are thoroughly described in the Donner Basin Watershed Assessment (DBA). Erosion Stabilization of Public Piers Footpaths was identified as one of several opportunities for watershed improvement.

## **WORK TO BE COMPLETED**

The purpose of the Project is to complete design of three to five top priority shoreline restoration projects at the public piers. Because of the benefits to the lakes' ecology, designs are expected to place a strong emphasis on the use of vegetative or bioengineering stabilization techniques. Access management will also be part of the designs. Restoration will improve the ecological function, habitat quality, and water quality at the Lake, as well as improve visitor safety, user experience, and long-term stability at the project sites.

The current phase of the project addressed by this RFP includes:

- Evaluation of existing conditions and identification of restoration and protection opportunities
- Conceptual restoration designs
- Intermediate (65%) restoration designs
- Design basis memo
- Draft Final (90%) restoration designs
- Final (100%) restoration designs, suitable for implementation
- Permit assistance

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

- Environmental compliance and permitting
- Construction

### Scope of Work

#### *Task 1. Meetings*

Four meetings are expected with TRWC, TDRPD staff, and other partners. Meetings will include a project launch/scoping meeting, review of evaluation findings to prioritize restoration opportunities, conceptual design review, and intermediate design review. Consultant will prepare and present technical meeting materials in coordination with TRWC.

Task 1 Deliverables:

- Scoping meeting with TRWC, TDRPD and others
- Participation in and presentation at three additional meetings convened by TRWC
- Field meetings as needed
- Meeting summary notes

#### *Task 2. Evaluation*

Consultant will review existing data, including the previously conducted watershed assessment and other studies. Conduct additional research and field data collection at each of the 37 public piers to determine areas of erosion and environmental degradation, opportunities for habitat and safety improvements, and to support project design as needed. Supplemental data may include survey data, vegetation assessment, and other data collection as deemed necessary.

A technical memo will summarize:

- Data collected and methodologies.
- Existing conditions – current state of the shoreline at the 37 public piers, where the ecosystem is functioning, areas of impairment, causes and sources of degradation, comparison of conditions and processes (hydrologic, geomorphic, etc.) to reference sites to the extent possible.
- Restoration and Protection Opportunities – a list of bank stabilization projects based on information collected. For each project identified include outcomes/results, restoration actions, relevant constraints to implementation, and budget range, prioritized by beneficial impacts to habitat and water quality.

#### Task 2 Deliverables:

- Technical evaluation memo

#### *Task 3. Conceptual Restoration (30%) Design*

Building on the results of Task 2 and feedback from TRWC and project partners, produce restoration design concepts for three to five priority sites, including alternative approaches as appropriate. The conceptual designs should correspond to approximately 30% designs and are anticipated to use a combination of structural, biotechnical and vegetative shoreline stabilization methods, and access management. Concept designs should include enough detail to evaluate both the relative ecological benefits accrued by each approach and the relative costs. Working with TRWC and project partners, identify preferred conceptual restoration design alternatives for each location to move forward to intermediate design.

#### Task 3 Deliverables:

- Conceptual plans

#### *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. Plant species will be chosen based on their suitability for site conditions, their anticipated adaptability to climate change, and the ability for their roots to stabilize streambanks and prevent further erosion. 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 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 4 Deliverables:

- Intermediate plans

- Design Basis Memo
- Construction cost estimate

#### *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, construction typicals and specifications, 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 project partners, prepare final (100%) restoration designs.

Task 5 Deliverables:

- Draft final (90%) plans
- Final (100%) plans

#### *Task 6. Permitting and Environmental Compliance Support*

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

*Quantities Estimates.* Estimates of cut and fill quantities and area of disturbance by habitat type should be provided at a sufficient level of detail at 65% 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 mapped and calculated.

Task 6 Deliverables:

- 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

#### *Task 7. 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 25<sup>th</sup> of the last month of the calendar quarter (March 25<sup>th</sup>, June 25<sup>th</sup>, Sept. 25<sup>th</sup>, and December 20<sup>th</sup>). Copies of all survey or other data collected and analyses will be provided to TRWC in electronic form (Word, Excel, or Adobe pdf).

Task 7 Deliverables:

- Digital copies of all photographs, data collection and analysis, and design/GIS-based survey data in electronic form
- Quarterly progress reports and invoices

## Schedule

<b>Task</b>	<b>Deadline</b>
Pre-bid tour (optional)	May 29, 2024
Proposals due	June 12, 2024
Interviews	Wk of June 24, 2024
Contract award	July 8, 2024
Project launch meeting	Wk of July 29, 2024
(Lake elevations forecast to drop)	(Nov 15)
Evaluation Report	Dec 9, 2024
Meeting to review Evaluation and Prioritization	Wk of Dec 16, 2024
Conceptual design plans	Jan 27, 2025
Meeting to review conceptual design alternatives	Wk of Feb 3, 2025
Intermediate (65%) design plan	March 17, 2025
Design basis memo	March 17, 2025
Meeting to review 65% design plan	Wk of March 24, 2025
Draft Final (90%) design plan	May 5, 2025
Final (100%) design plan	June 2, 2025
Permit assistance	June 30, 2025
Quarterly progress reports & invoices	March 25 <sup>th</sup> , June 25 <sup>th</sup> , September 25 <sup>th</sup> , December 20 <sup>th</sup>

## Budget

Cost effectiveness will be heavily considered during proposal evaluation.

### **OPTIONAL PRE-BID MEETING**

An optional pre-bid meeting and tour of the project site will be held on Wednesday, May 29th from 9AM-12PM. To attend, register with Michele Prestowitz at [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org) by 5PM Monday, May 27th.

### **REQUESTS FOR ADDITIONAL INFORMATION**

All requests for additional information or clarifications after the pre-bid meeting shall be submitted via e-mail to [mprestowitz@truckeeriverwc.org](mailto:mprestowitz@truckeeriverwc.org) by 5PM Monday, June 3rd.

Responses will be sent via e-mail to all participants in the pre-bid meeting, posted at [www.truckeeriverwc.org](http://www.truckeeriverwc.org) in the "News" section, and emailed in our weekly E-Currents newsletter.

### **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 "Work To Be Completed" 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, lakeshore stabilization design, and montane lacustrine 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 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 grants. 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 fifteen (15) 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.

#### Ownership

CLIENT will have rights to all data and documents produced under this contract. 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, date, hours, rate, total for the period, and remaining amount. Reports will be submitted in Microsoft Word/Excel or Adobe.

**Attachments:**

1. [Figures](#)
  - a. Regional Map
  - b. Project Sites
2. [Donner Basin Watershed Assessment Report](#)