

## TRUCKEE RIVER WATERSHED COUNCIL

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April 11, 2024

### **REQUEST FOR PROPOSAL**

#### **Hobart Mills Tributary and Forest Health Restoration Project**

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete field surveys for the Hobart Mills Tributary and Forest Health Restoration Project. The project scope includes preparation of supporting environmental regulatory documents (for NEPA/CEQA) via completion of field surveys and inventory/assessment, and report compilation.

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

#### **PROPOSAL DEADLINE**

**Proposals are due on May 17, 2024 by 5 PM.**

#### **PROPOSAL SUBMISSION**

Submit proposals in electronic form to TRWC. Electronic copies should be sent to:  
Tiffanee Hutton, [thutton@truckeeriverwc.org](mailto:thutton@truckeeriverwc.org)

#### **Requests for additional information**

Direct all questions to Tiffanee Hutton at TRWC, [thutton@truckeeriverwc.org](mailto:thutton@truckeeriverwc.org) or (530) 550-8760 x 6.

**All requests for information must be received by 5pm on May 3, 2024.**

Responses will be posted by May 10, 2024 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**

The project is by the Truckee River Watershed Council (TRWC) on public lands administered by the USFS – Tahoe National Forest (TNF), Truckee Ranger District.

The purpose of the Hobart Mills Tributary and Forest Health 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 Hobart Mills – Unnamed Tributary.

The current phase of the project for this RFP includes:

- Conducting initial biological surveys and reporting to inform a suite of proposed actions across approximately 2,542 acres of TNF properties;
- Conducting initial cultural surveys and reporting to inform a suite of proposed actions across approximately 1,576 acres of TNF properties;

### **Location**

Please see [Attachment 1](#) and [2](#) for project vicinity and locations.

The project takes place on lands managed by TNF. The project area is located east of Highway 89, north and northwest of Prosser Reservoir.

### **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 1,753 acres.**

**Meadow and Tributary Restoration:** The Hobart Mills reservoir and the Hobart Mills tributary sites address multiple critical needs: lack of floodplain connectivity, chronic erosion, lack of riparian habitat, and absence of diverse in-stream habitat. Approximately 6 acres of narrow meadow habitat was altered and drainage to and from the Hobart Mills reservoir remains impacted by earthen berms, ditches, and roads. State Route 89 also contributes stormwater runoff to the reach below the reservoir through an adjacent channel. The tributary below the town of Hobart Mills has been impacted by 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.

Restoration goals for these two sites include restoring natural hydrologic function and floodplain connectivity, enhancing high quality meadow habitat, reducing erosion, and improving aquatic habitat.

## **Section 2 - 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** We anticipate up to three formal meetings with TRWC and TNF to clarify the project scope and approach. Meetings will occur at key points throughout the project, including:

- (1) project kick-off.
- (2) at the conclusion of initial biological resources background research.
- (3) following completion of special-status species surveys and prior to drafting of the BA/BE (Task 4).

Additional meetings—typically shorter duration and characterized by brief and less-formal phone calls or email communications—will be required during the project. Anticipate meeting between Cultural attendance with TNF staff to review and discuss cultural resources inventories and records maintained by the TNF. We anticipate up to 12 hours of informal meeting time to support “ad-hoc” meetings that are expected to occur throughout the project.

#### **Deliverables:**

- Review meetings/presentations at each phase of the design plan.
- Field meetings as needed/required.
- Meeting summary notes following each of the three formal meetings.
- Electronic records of additional correspondence (e.g., resolution of action items), as appropriate, retained in project files.

**Task 2. Biological Resources: Data Review and Collection.** Consultant will review existing data, including previously conducted watershed assessments and surveys. Consultant will conduct a thorough background review of biological resources occurring in the Hobart project area, with an emphasis on plant communities and special-status species. Consultant will pull background information from a variety of sources, including but not limited to:

- California Natural Diversity Database (CNDDDB);
- California Native Plant Society’s Inventory of Rare, Threatened, and Endangered Plants of California (CNPS Inventory);
- U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) website;
- TNF’s list of Sensitive Species;
- USFWS critical habitat designations; eBird (a crowd-sourced, online database of bird observations throughout the U.S.); the U.S. Forest Service’s Natural Resources Inventory System

(NRIS); recent color aerial photography available in Google Earth and in similar online sources; the

- USFWS National Wetlands Inventory (NWI);
- Other relevant sources of biological resources background information as necessary

Previously completed work:

- All Aquatic Surveys have been completed within the Hobart Mills Restoration Project
- All Goshawk Surveys have been completed within the Hobart Mills Restoration Project
- Prosser Creek Watershed Assessment. Available at: [220029-Prosser-Watershed-Assessment-FINAL-REPORT-6-3-22-optimized-reduced.pdf](#)

Deliverables:

- Summary of data collected and methodologies.
- Draft and final biological resources report including photos and maps.

**Task 3. 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.

The table below represents the approximate acreage with existing archeological coverage and approximate acreage in need of new surveys and resource inventory.

<b>Hobart Mills Tributary and Forest Health Restoration Project</b>	
Total study area	2,542 acres
Total area with previous coverage	966 acres
Total area with no archeological coverage (needs complete survey/inventory)	1,576 acres

\*Refer to **Attachments 1, 2, & 3** for mapping extent and for description and management recommendations of resources previously identified.

3a. Background Research. ([Attachment 4](#), Task 1)

Consultant will conduct a records search in coordination with TNF staff for the project area that will include literature and data reviews from the following sources (list may not be inclusive):

- National Register of Historic Places
- California Inventory of Historic Resources
- California Historical Landmarks
- California Points of Historical Interest
- California Bridge Inventory
- General Land Office maps
- Historical Topographic maps
- Historical Aerial Photos

- Mining Plats
- Historic U.S. Geological Survey (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 area of potential effects (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.

### 3b. Survey Plan. ([Attachment 4](#), Task 2)

Consultant shall consider the information gathered during the literature review and pre-survey reconnaissance and discuss any issues with the TNF heritage staff. Consultant will prepare a survey plan to describe the cultural resources field survey methodologies to be employed for the APE. Development of the survey strategy will be built from a solid set of 7.5' USGS maps depicting survey units, the results of the record searches in Task 3a, vehicle access points, slope, and known hazards.

At a minimum the survey plan may contain the following:

- Survey Strategy: The overall strategy and projected order of 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.
- The plan will take into account existing archeological coverage (Table 1).

### 3c. Fieldwork. ([Attachment 4](#), Task 3)

Consultant will conduct a cultural resource survey based on approved survey plan and methodologies defined in the plan.

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 surveys accomplished (that clearly illustrates survey intensity) shall be included with the draft report.
- If any new cultural resources sites are identified, Consultant will research and document these resources in alignment with California SHPO/TNF protocols. At a minimum, an artifact inventory, photographs of representative artifacts and site overview will be collected.
- Consultant will evaluate previously recorded resources and newly discovered sites for its eligibility for listing on the National Registry of Historic Places (NRHP) or California Register of Historic Resources (CRHR), in order for the project to comply with its federal and state environmental compliance requirements.

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.

### 3d. Reporting. ([Attachment 4](#), Task 4)

#### Draft inventory report.

The Consultant 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 project, project location/APE, methods employed, results of the field survey, summary of findings and site records. 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 Consultant 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:

TNF 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.

#### Deliverables:

- Summary and documentation of background research
- Interim Inventory Reports or Survey Session Reports
- 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

## **Task 4. Biological Project Surveys & Environmental Compliance**

### 4a. Wetland Delineation

A wetland delineation will need to be conducted in accordance with U.S. Army Corps (ACOE). 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.

#### 4b. Biological Assessment/Biological Evaluation Report

Conduct necessary baseline surveys (wildlife, veg, etc) to determine presence of any sensitive species within the project area and compile information needed to prepare CEQA/NEPA 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/NEPA development, justify CEQA/NEPA exemption and will be comprehensive enough to meet all necessary federal and state requirements.

The Consultant will prepare a BA/BE for the proposed Hobart project and any alternatives defined by TRWC or TNF. The BA/BE will be prepared in compliance with TNF requirements and all applicable National Forest directives. Species analyzed in the BA/BE only will include those special-status species with the potential to be affected by the proposed project (i.e., those special-status species identified in Task 2 or in previous or subsequent focused surveys as potentially occurring in the project area). The Consultant will prepare two separate BA/BE documents, one for terrestrial wildlife and one for plants.

#### Deliverables:

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

**Task 5. Coordination and Reporting.** Consultant will coordinate with TRWC and TNF 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 25<sup>th</sup> of the last month of the calendar quarter (with the exception of December: March 25<sup>th</sup>, June 25<sup>th</sup>, Sept. 25<sup>th</sup>, and Dec. 15<sup>th</sup>).

#### 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 June 2024. Environmental compliance tasks are anticipated to be completed by January 2025.

<u>Activity</u>	<u>Completion Date</u>
Proposals due	May 17, 2024
Interviews with top applicants	May 30, 2024
Scope of work and contract finalized	June 12, 2024
Kickoff Stakeholder meeting	June 20, 2024
Complete Data Review	July 19, 2024
Preliminary Surveys Completed	August 30, 2024
Final Surveys Completed	October 31, 2024
Survey Results and Reports	December 20, 2024
Final Survey Results and Reports	January 31, 2025



Quarterly invoices and 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 environmental regulatory documents described above for the Hobart Mills Tributary and Forest Health Restoration Project. The Consultant 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 biological/cultural surveys, wetland delineation 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, and montane meadow revegetation.

## **Background and References**

- List current and previous experience in cultural/biological survey and inventory
- 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 – Subset of Contract Terms**

### **4.1 Invoicing**

CONSULTANT shall provide a brief narrative progress report with each invoice.

The invoice will include details of task, delineated staff by name, date, hours, rate, total for the period, and remaining amount.

Invoices will be submitted to CLIENT on the 25<sup>th</sup> of the last month of the calendar quarter (with the exception of December: March 25<sup>th</sup>, June 25<sup>th</sup>, Sept. 25<sup>th</sup>, and Dec. 15<sup>th</sup>).

Travel and per diem expenses are allowed at current federal rates.

Reports and invoices will be submitted electronically in Microsoft Word, Microsoft Excel or Adobe PDF.

### **4.2 Liability Insurance**

A certificate of liability insurance to TRWC evidencing the required coverages and an additional insured endorsement (CG 20 10 or equivalent) and an additional insured endorsement as regards to Completed Operations (CG 20 37) for General Liability and an additional insured endorsement for the Commercial Auto policy. Workers compensation shall include a Waiver of Subrogation.

Also-insured certificates must be provided to Tahoe National Forest.

Such comprehensive liability insurance as shall name as additional insured CLIENT, its officers, agents, employees, and volunteers from claims which may arise from CONSULTANT's operations under this Contract, whether such operations are by CONSULTANT or by its employees, subcontractors, or anyone directly or indirectly employed by any of the foregoing.

The liability insurance shall include, but not be limited to, protection against claims arising from bodily or personal injury or damage to property resulting from operations, equipment, or products of CONSULTANT or by its employees, subcontractors, or anyone directly or indirectly employed by any of the foregoing. The amount of insurance shall be as follows:

- a. Worker's Compensation insurance covering any persons to be employed in connection with the Project including subcontractors, and Employers' Liability insurance for all employees with a limit

of no less than \$500,000 each accident for bodily injury, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit for disease;

- b. Broad form Commercial General Liability insurance in an occurrence form in an amount of no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate (including, without limitation, bodily injury, property damage, products/completed operations, contractual and personal injury liability coverage); and
- c. Commercial Auto Liability insurance with a limit of insurance no less than \$2,000,000 combined single limit each accident for bodily injury and property damage covering “any auto” whether owned, non-owned, scheduled, leased, hired or other.

Such insurance shall be issued by an insurer licensed to do business in California, with a rating of not less than A- VII by AM Best’s Insurance Rating Guide.

**Attachments:**

1. [Hobart Project Location Map](#)
2. [Hobart Archeological Coverage Map](#)
3. [Archeological Sites: Management Recommendations](#)
4. [USFS Cultural Resource Standards and Definitions](#)
5. [Hobart Wetland Delineation Map](#)