

TRUCKEE RIVER WATERSHED COUNCIL

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April 9, 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 forest health surveys for the Hobart Mills Tributary and Forest Health Restoration Project. The project scope includes preparation of 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

Requests for additional information

Direct all questions to Tiffanee Hutton at TRWC, 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 forest health surveys and reporting to inform a suite of proposed actions across approximately 1,753 acres of TNF properties;

Location

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

The project takes place on lands managed by the TNF. The project area is located east of Highway 89 and north 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.**

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. At the onset of the project, Consultant lead and appropriate consultant staff members will attend a kickoff meeting with TNF and TRWC to finalize the scope of work and a work plan.

Additional Project-Check-In meetings— up to 2 hours each and brief and less-formal phone calls or email communications—will be required during the project. Project check-in dates will be established between Consultant, TRWC and TNF to identify critical timeline for information/document review and necessary decision points. Follow-up meetings will focus on findings, recommendations and proposed actions from Consultant and will allow for feedback and input from TRWC and TNF.

Deliverables:

- Field meetings as needed/required
- As necessary develop presentations for discussion on findings, recommendations, opportunities and constraints
- Meeting summary notes

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.

Deliverables:

- Summary of data collected and methodologies
- All digital files (GIS, excel, etc)

Task 3. Forest Health Inventory, Proposed Actions & Report. Project area will be delineated into appropriate unit boundaries that detail treatment prescriptions.

Preliminary spatial unit boundaries have been delineated by TRWC/TNF and will be delivered to selected Consultant. Preliminary units consist of approximately 1,753 acres. Based on these preliminary boundaries, Consultant will conduct common stand exams, silvicultural prescriptions, and a relevant set of proposed actions in support of the primary goal of improving forest health within the defined project units and to meet desired conditions.

Logging plan and proposed transportation system routes will be reviewed by TRWC and TNF, including inventory and analysis of potential impacts related to recreational, critical infrastructure and location of facilities and feedback/comments will be incorporated into report documents as requested/appropriate.

Consultant will conduct common stand exams using TNF protocols on areas without satisfactory data in order to support the Silviculture report, silvicultural prescriptions, treatment methodology, and potential product commercialization opportunities. Prescriptions and treatment methodology will include recommendations and protocol for addressing fuels material generated as a result of silvicultural prescriptions including, but not limited to, type and location of material piling, prescribed burn activities, and biomass generation/off-haul if necessary.

Based on stand and road inventory and associated analysis, Consultant will compile draft report documents detailing all findings, recommendations, and proposed actions. Draft documents will be reviewed by TRWC and TNF and based on feedback and input, Consultant will develop a comment/response matrix for tracking purposes and will revise draft report documents as necessary.

Once revisions are made, Consultant will compile all necessary documents into a final report that includes project mapping, environmental analysis, environmental compliance documents and proposed actions.

Report components will include, but are not limited to:

- Existing conditions and project description
- 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 –necessary avoidance measures, monitoring, and protection measures of any identified species
- Analysis of the direct, indirect, and cumulative impacts of the proposed action on the project area
- Summary and recommendations – including opportunities & constraints & treatment type on a unit level.
- Anticipated cost to implement treatments.

Deliverables:

- Surveys, mapping and analysis results
- Common stand exam data in .cse or paper format collected to CSE protocols.
 - Completed, legible hardcopy plot collection forms for every plot.
- Logging plan and transportation system analysis to be reviewed by TRWC and TNF.
- Draft documents and Silviculture report (draft content to be reviewed and edited by TNF)
- Comment/response matrix as needed.
- Cost estimate
- Recommended prescription treatments delineated by project units.
- Final documents and Silviculture report (using TNF provided template) including:
 - All project mapping, environmental analysis, environmental compliance documents and proposed action.
 - Any and all final Forest Vegetation Simulator FVS runs or other data processing methods such as excel or 'R'.
 - Any figures used as part of the silviculture report.
 - Any spatial products or maps produced which supported the analysis.
 - Table containing a list of units, residual basal areas, and brief prescription description.
 - .zip file containing literature cited in electronic form.

Task 4. 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 25th of the last month of the calendar quarter (with the exception of December: March 25th, June 25th, Sept. 25th, and Dec. 15th).

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. Final documents and reports are anticipated to be completed by January 2025.

Anticipated project schedule is as follows:

<i>Activity</i>	<i>Completion Date</i>
Proposals due	May 17, 2024
Interviews with top applicants	May 29, 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 forest health surveys and preparation of environmental compliance documents described above for the Boca Forest Health and Meadow 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 project includes elements of forest health and stand inventory (Forest health) 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 appropriate silvicultural/forestry practices, inventory and development of treatment prescriptions. A Registered Professional Forester (RPF) shall be retained for the Project.

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 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 – 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 25th of the last month of the calendar quarter (with the exception of December: March 25th, June 25th, Sept. 25th, and Dec. 15th).

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](#)