

May 7, 2024

**REQUEST FOR PROPOSAL
LCT Aquatic Organism Passage Project**

The Truckee River Watershed Council (TRWC) seeks to hire a qualified consultant to complete restoration design for the LCT Aquatic Organism Passage (AOP) Project in the Independence watershed. 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 AOP fish passage design, 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, Sierra County, and other stakeholders including, public agencies, non-profits, and various private landowners.

PROPOSAL DEADLINE
Proposals must be received electronically (.pdf format) by 5PM on June 14, 2024

PROPOSAL SUBMISSION
Submit proposals electronically (.pdf format) to: 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 June 5, 2024.** Responses will be posted by June 7, 2024 as an Addendum on our website.

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 LCT Aquatic Organism Passage (AOP) project (Project) addresses multiple critical needs: poor water quality, chronic erosion, and negative impacts to quality and quantity of habitat supporting Sierra yellow-legged foothill frogs and Lahontan cutthroat trout population in the Independence Watershed.

No current structure exists for traffic to cross unnamed creek tributary to Independence Creek. The design work shall include, but is not to be limited to, hydraulic and geotechnical analysis, and developing an AOP structure crossing Independence Lake Road in Sierra County, California ([Attachment 1](#)).

Independence Lake Road is a single lane dirt road with a 16-foot width in the vicinity of the unnamed creek. The topography surrounding the low water crossing is gently sloping upward away from the proposed AOP location. The area has woody vegetation and minor brush.

This site was identified as a priority project for an AOP installation which would enhance aquatic and terrestrial species passage, reduce chronic erosion from vehicle traffic, and restore a more natural hydrologic connection.

The design work shall include, but is not be limited to, developing an AOP structure that adheres to the design methodology developed in "Stream Simulation: An Ecological Approach to Providing Passage for Aquatic Organism at Road-Stream Crossings (USDA-forest Service, 2008), located at https://www.fs.fed.us/eng/pubs/pdf/StreamSimulation/hi_res/%20FullDoc.pdf, as well as the requirements outlined in the latest version of Caltrans Bridge Design Details and Specifications. Designs should also include design for any stream construction / simulation needed outside of AOP structure to properly connect the channel due to any alignment adjustments, elevation differences or other needed site changes.

The work descriptions given below are not comprehensive and give a cursory description of work items for bidding purposes only; however, the total bid shall be for all ancillary items to complete the tasks. The Contractor must include adequate provisions in each bid item to account for incidentals required to complete the project.

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

Draft Type Selection Report and Preliminary Geotechnical Report: Independence Lake Road Bridge ([Attachment 2](#))

WORK TO BE COMPLETED

Task 1. Meetings & Project Coordination

Four meetings are expected with TRWC staff and/or stakeholders. Meetings will include a project launch and a 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.

This task will also include all Quality Control (QC) and Quality Assurance (QA) work. The Consultant shall perform all work utilizing the design standards and criteria defined in the following documents:

- i. Caltrans Bridge Design Details
- ii. Caltrans Bridge Design Specifications
- iii. Caltrans Bridge Memo to Designers
- iv. Caltrans Standard Plans
- v. Caltrans Standard Specifications

Task 2. LCT Aquatic Organism Passage Supplemental Data Collection

Some baseline data was collected in conjunction with the Draft Type Selection Report including preliminary designs, hydraulic study and geotechnical report (MGE Report, Attachment 2). Additional field assessment and data will be needed to complete the design specifications. Relevant existing data from the MGE Report 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, survey and base mapping, hydrology/hydraulic studies, geotechnical investigation, preliminary engineering, and bid assistance and construction support services as appropriate.

- Preliminary Engineering will include all work to develop the bridge design to be used for environmental approval and final design. The Consultant shall prepare an advanced planning study (APS) which will include project drawings, a description of alternatives, and preliminary Engineer's estimate.

Task 3. LCT Aquatic Organism Passage Conceptual Restoration (30%) Design & Design Basis Memo

Building on the results of Task 2 and the Draft Type Selection Report, produce restoration design concepts for the 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. LCT Aquatic Organism Passage 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. LCT Aquatic Organism Passage 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 (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 surveys 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 LCT Aquatic Organism Passage Project;
- Design basis memo for LCT Aquatic Organism Passage Project, incorporating data collected under Task 2;
- Intermediate (60%) plans for LCT Aquatic Organism Passage Project;
- Draft final (90%) plans for LCT Aquatic Organism Passage Project;

- Final (100%) plans for LCT Aquatic Organism Passage Project;
- 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	June 14, 2024
Interviews	June 27, 2024
Contract award	July 10, 2024
Project launch meeting – finalize scope	July 17, 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	January 5, 2026
Meeting to review 90% design plan	January 15, 2026
Final 100% design plan	February 15, 2026
Permit assistance	March 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 a 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 LCT Aquatic Organism Passage Project 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. [LCT Aquatic Organism Passage Project Location Map](#)
2. [Draft Type Selection Report and Preliminary Geotechnical Report: Independence Lake Road Bridge](#)