

TRUCKEE RIVER WATERSHED COUNCIL

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February 4, 2026

REQUEST FOR PROPOSAL

LCT Fuels and Independence Tributary AOP Project

The Truckee River Watershed Council (TRWC) seeks to hire a consultant to complete botanical field surveys for the LCT Fuels and Independence Tributary AOP Restoration Project (Independence 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 March 20, 2026 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 March 10, 2026.

Responses will be posted by March 13, 2026 as an Addendum on our website.

In 2026, 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), Sierraville Ranger District and Sierra County.

The purpose of the Independence 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 and aspen stands and improve ecosystem resilience to climate change and prolonged drought; and 3) improve water quality, enhance habitat, and improve access to Independence Lake and surrounding area.

The current phase of the project for this RFP includes:

- Conducting initial botanical surveys and reporting to inform a suite of proposed actions across approximately 295 acres of TNF properties;

Location

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

The project takes place on lands managed by TNF. The project area is located west and north east of Independence Lake in Sierra County, California.

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 290 acres.**

Aquatic Organism Passage: The goal of the AOP is to improve water quality and aquatic habitat in the Truckee River headwaters by installing an AOP that reduces excessive sedimentation and enhances aquatic habitat. **Total target area for the AOP and proposed action is approximately 5 acres.**

Restoration goals for these two sites include reducing the threat of catastrophic wildfire by reducing the fuel load, improving forest health and conditions, improving the estuary/meadow that is adjacent to Lahontan Cutthroat trout spawning habitat, restoring natural hydrologic function, 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 reports including the BA/BE (Task 3).

Additional meetings—typically shorter duration and characterized by brief and less-formal phone calls or email communications—will be required during the project. 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. Botanical 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 botanical resources occurring in the Independence project area, with an emphasis on plant communities, special-status species, and invasive plant 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);
- TNF’s list of Sensitive Species;
- 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

Deliverables:

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

Task 3. Biological Project Surveys & Environmental Compliance

Biological Resources Report

Conduct necessary baseline surveys (wildlife, veg, etc) to determine presence of any sensitive species and invasive plant 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 Independence 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 one BA/BE document for plants, one Invasive Plant Risk Assessment, and Other Botanical Resource Assessment.

Deliverables:

- Survey results and prepared reports: BA/BE for Plants, Invasive Plant Risk Assessment, and Other Botanical Resource Assessment.
- Determination of significance of resource impacts
- Development of appropriate mitigation or avoidance measures for identified impacts.

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 May 6, 2026. Environmental compliance tasks are anticipated to be completed by December 2026.

<u>Activity</u>	<u>Completion Date</u>
Proposals due	March 20, 2026
Interviews with top applicants	April 2, 2026
Scope of work and contract finalized	April 30, 2026
Kickoff Stakeholder meeting	May 6, 2026
Complete Data Review	June 5, 2026
Surveys Completed	September 30, 2026
Survey Results and Reports	November 13, 2026
Final Survey Results and Reports	December 18, 2026

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 the specific scope of services required to complete the environmental regulatory documents described above for the Independence Project. The Consultant may propose modifications to the scope and/or identify optional tasks for consideration or negotiation. The scope shall also include an estimated schedule outlining the major tasks and associated timelines.

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 surveys and requires 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

The Consultant shall have demonstrated experience in botanical surveys and inventories; wetland, stream, and montane meadow restoration design and monitoring; expertise in wetland delineation and classification using the U.S. Army Corps of Engineers Wetlands Delineation Manual and applicable regional supplements; familiarity with montane meadow ecology and hydrology-vegetation relationships; knowledge of invasive plant identification and management in riparian and meadow systems; proficiency in GIS-based data collection and mapping of vegetation communities; and strong technical writing skills with experience producing regulatory-ready reports.

Background and References

- List current and previous experience in 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 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. [Independence Project Location Map](#)