

Request for Proposal

BOCA FOREST HEALTH
REGISTERED PROFESSIONAL FORESTER CONSULTATION AND OVERSIGHT

Lead: Truckee River Watershed Council

Mailing address:
P.O. Box 8568
Truckee, CA 96162

Eben Swain
eswain@truckeeriverwc.org
(530) 550-8760, x7#

Partner: Tahoe National Forest – Truckee Ranger District

10811 Stockrest Springs Rd
Truckee, CA 96161
Richard Steffke

Amendments to this Request for Bid will be posted on www.truckeeriverwc.org within the “news” section, and distributed through our weekly E-Currents newsletter. Please subscribe to our E-Currents newsletter by clicking “Subscribe” link in lower left corner of our website home page.

RELEASE DATE: March 25, 2026

In 2026, TRWC will release several Requests For Proposals (RFP) and Requests For Bids (RFB) for restoration design, implementation, 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 subconsultant 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.

A. PROJECT DESCRIPTION

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

The purpose of this project is to improve forest health and create ecosystem conditions more resilient to pests and pathogens, drought, changing climactic factors, and high severity wildfire within the Boca Reservoir watershed. The Boca Forest Health Project proposes vegetation management, forest stand and wildlife habitat improvement, timber removal, variable density thinning, removal of ladder and surface fuels, and stand density reductions on 1938 acres of NFS lands. We anticipate a minimum of three (3) years of project implementation to complete all necessary work tasks. If work extends beyond a three-year timeframe, TRWC and the selected consultant may negotiate to extend the timeline for project oversight services as well.

Project Location:

The Boca Forest Health Project is located roughly 8 miles northeast of Truckee, CA on Tahoe National Forest lands between Boca and Prosser Reservoirs. This project will take place within the T18N/R17E and T18N/R16E parcel of land using the Mount Diablo Meridian and its associated baseline as a reference. The primary access roads include Prosser Dam Road (NV-County RT 787) from the west and Stampede Meadows Road (NV County RT 894) from the east.

Conditions and access permitting, Consultants who are interested in bidding on this project are strongly encouraged to inspect the project work area. Treatment area acreages (fuels/timber) are provided in Appendices E and F. It will be assumed that the bidder has satisfied her/himself as to the nature of the work to be performed and the character of all conditions to be encountered. The attached maps are intended to show only the general size and location of the project units.

All correspondence or questions regarding the Request for Bid proposals, Bid documents or requests for additional information should be directed to Eben Swain: eswain@truckeeriverwc.org 530-550-8760*7

Most units are accessible with a 2-wheel drive, high clearance vehicle after snowmelt, however 4-wheel drive may be preferable or necessary on variable road surfaces and conditions. Neither TRWC or USFS-TNF will assume any liability to perform special road maintenance to keep roads open to the project area.

Please see Appendix C for project vicinity and locations.

B. Project Work Plan.

Truckee River Watershed Council (TRWC) is seeking a Registered Professional Forester (RPF) and other forestry consultant staff to conduct project oversight and other forestry consultant services over a three-year period. The selected consultant will be expected to provide 30 to 40 hours of oversight per week while implementation is occurring.

The selected consultant will be responsible for providing implementation oversight on a variety of service work and timber removal on the Boca Forest Health Project. This will include 1,634 acres of mastication, 4.03 miles of trail reconstruction, 10.5 miles of road maintenance, 9 miles of road reconstruction, and 1,334 acres of commercial thinning. Note that there is overlap for the acres designated for mastication and for commercial thinning. The oversight consultant will collaborate with TRWC, TRWC's implementation contractor, and USFS/TNF staff to provide oversight and consultation before, during, and after implementation in reference to project work specified in the Project appendices.

SCOPE OF WORK:

The Consultant will coordinate with USFS and TRWC before project implementation begins and throughout the project until all necessary work tasks are complete to ensure quality control, administration and project oversight of the Boca Project. The Consultant shall abide by the roles and responsibilities outlined in Appendix B.

Task 1. Project Review and Planning.

1.1 Consultant will attend a pre-project meeting with USFS and TRWC to review project work tasks, timber sale preparation and to ensure appropriate data transfer, file structure and chain of command are fully understood by all parties. As necessary, Consultant will determine additional data requirements and will confirm with TRWC Project Manager.

1.2 In advance of project implementation, the Consultant will review all pertinent and relevant project information such as the USFS planning decision document and all paperwork necessary for the implementation contract. This may include the project appendices, project maps, USFS appraisal documents, road package, harvest cards, haul maps etc. The Consultant determines that all prerequisites to contract work are taken care of, such as, but not limited to timber sale details, environmental protection measures, delegations of authority, operating schedules, etc.

Overarching planning and decision documents include:

- [Sierra Nevada Forest Plan 2004-ROD](#)
- [Final Proposed Action – Boca Project](#)
- [Finding of Applicability and No Extraordinary Circumstances \(FANEC\) – Boca Project](#)

1.3 Consultant will assist in implementation contractor selection including proposal review and participation in pre-bid meetings and consultant interviews . Consultant will provide feedback on contractor qualifications and selection process.

1.4 The Consultant will attend pre-operations meeting(s) and identify when the implementation consultant will start operations. The Consultant will review plans and schedules with implementation contractor(s) to ensure a common understanding of conditions, sequencing of work tasks and responsibilities.

TASK 1 DELIVERABLES:

- *Listing of additional data requirements*
- *Timber sale (cost determination, location, transport)*

- *Summary of environmental protection measures and appropriate or necessary actions*
- *Attendance and participation in contractor selection*
- *Proposed operating schedule and sequencing*

Task 2. Project Implementation, Oversight and Inspections.

2.1. As necessary, the Consultant will conduct an inspection of the implementation contractor's equipment to ensure that it is weed-free.

2.2. The Consultant will conduct a fire inspection of the implementation contractor's equipment in coordination with the USFS. Consultant shall certify compliance with specific fire precautionary measures included in the attached Fire Protection and Suppression Forms (Appendix H). The certification shall be made prior to commencement of work and shall be updated if at any time during performance the conditions change. The Contracting Officer or designated representatives may conduct verification inspections to ensure Consultant's compliance

2.3. The Consultant will document all findings for the project record in "Daily Journal" forms to be provided by TRWC. They consult with USFS and TRWC personnel regularly to report progress and any deficiencies. The Consultant will work with the implementation contractor to identify upcoming work that will be occurring over the next five business days. The Consultant will document this upcoming work plan in the "Upcoming Work Schedule" section of the "Daily Journal" form.

2.4. Consultant will participate in construction progress meetings over the course of the Project. Anticipate a minimum of one hour for 20 weeks a year. Discussion items at the weekly meetings will include, but are not limited to:

- Review of construction schedule and work tasks to be performed during the week ahead
- Review of site security, safety, and communication procedures
- Review of environmental requirements
- Questions, concerns, or clarifications regarding active construction issues

2.5. The Consultant will ensure the implementation contractor adheres to the requirements in the Appendix E and relevant USFS planning decision documents throughout the length of the project.

2.6. The Consultant will ensure the implementation contractor is following all requirements in the Fire Plan, including staffing, equipment, mop-up and operation details related to Project Activity Level (PAL) throughout the length of the project.

2.7. The Consultant will inspect falling and skidding throughout the project to ensure specifications and requirements are met.

2.8. The Consultant will advise implementation contractor's field representatives of adequacy or inadequacy of operations and achieve compliance with contract terms, including safety and employment requirements. They take appropriate action to correct deficiencies, and will advise TRWC to implement a "Stop Work Order," if needed.

2.9. Consultant duties include, but are not limited to, administering sale of timber. The Consultant will check loads and ensure that logs are painted/branded, and ensure load tickets are accounted for are properly filled out, punched, and attached.

2.10. The Consultant is responsible for continuing field inspection and control of contractor's operations such as service work items, timber falling, skidding and yarding, decking, loading, hauling, and all log accountability requirements. They will determine if utilization, slash disposal, and road maintenance/erosion control are adequate. In coordination with TRWC and USFS, the Consultant will identify, inspect, and approve potential landing sites, skid trails, and temporary roads, and mark add volume and hazard trees as necessary.

TASK 2 DELIVERABLES:

- *Inspection results and necessary corrective actions (if any)*
- *Submittal of daily journal entries*
- *Documentation of contractor compliance with requirements and contract terms*
- *Administration and documentation of timber sale operations*

Task 3. Final Inspections.

3.1. The Consultant is responsible for conducting formal field inspections at time of implementation consultant invoice. The Consultant will ensure that all contractual obligations are met on a per-unit basis in coordination with USFS and TRWC before payment is provided to implementation consultant.

3.2. The Consultant will pay special attention to landing clean up and that all roads are left to specification. The Consultant will ensure project winterization procedures have been completed prior to the end of each field season. At formal end of project, the Consultant will ensure that all contractual obligations are met before making a final inspection in coordination with USFS. The Consultant will return any borrowed equipment (paint, flagging, etc.) at the end of each field season and upon project completion.

3.3. Upon completion of project work tasks and final inspection, Consultant will draft and prepare a final report summarizing field operations, logistics, processes, challenges and accomplishments. Report will include an "as built" map and associated spatial files that show any differences, changes or discrepancies from the work tasks proposed at the beginning of project implementation.

TASK 3 DELIVERABLES:

- *Documentation of inspections, acceptance and compliance*
- *Final summary report*
- *Spatial files*

Task 4. Pre-Implementation tour.

A pre-bid meeting or site visits will be conducted for prospective implementation contractors (likely mid-May/2026). The purpose of the tour will be to solicit contractor interest, review implementation work tasks to be completed, answer questions and familiarize contractors with the scope of work, geography and proposed treatment prescriptions. Access to the site will be

via dirt road and on foot. Consultant should plan on attending the pre-bid meeting/tour and be prepared to participate in discussion and Q&A.

TASK 4 DELIVERABLES:

- *Preparation of pre-bid tour materials*
- *Participation in pre-bid tour*
- *Meeting notes and summary of tour discussion topics and Q/A*

Expected Project Timeline. Implementation dates are expected to commence in summer of 2026 and continue through fall of 2028. *Implementation dates may change based on inclement weather, or upon confirmed agreement between project manager(s) and consultant. Established implementation dates will include mobilization set up and removal of any implementation equipment from the sites.

C. Anticipated Project Schedule

Task	Deadline
Bid proposals due	April 24, 2026
Consultant interviews	May 4, 2026
Contract Award	May 11, 2026
Pre-Implementation Meeting	May 15, 2026
Implementation Start (estimated)*	June 22, 2026; June 1, 2027, June 1, 2028
Implementation Completion (estimated)	November 15, 2028
Final summary report and deliverables	December 31, 2028
Monthly Progress Reports & Invoices	March 25, June 25, September 25, December 15 (per calendar year)

D. WORK REQUIREMENTS

Work Schedule. The work schedule will be established between consultant, the implementation contractor and TRWC/USFS-TNF – either 10 hours/day for 4 days/week or 8 hours/day for 5 days/week. In either case, the work is expected to continue until the project is completed.

No overtime charges can be accommodated.

Personnel. TRWC/USFS-TNF reserves the right to have Consultant replace a non-performing staff members. No change in personnel will occur without written agreement between the Consultant and Contracting Officer and designated representatives.

Consultant Provided Equipment & Materials. Consultant will furnish all labor, materials, equipment, tools and incidentals necessary to complete the project.

Staging and Access. Access to the project area is over paved roads and dirt roads. Equipment/site access will be limited to routes designated by the Contracting Officer or

designated representatives to protect resources. All equipment staging and stockpiling will take place in designated areas.

Archaeological and Historic Sites

Location of known archaeological, historic, or prehistoric materials – such as Native American sites or artifacts and/or historic mining, logging, or fur trapping remains protected by the American Antiquities Act (16 USC 433) will be identified for avoidance and protection for the consultant before work commences.

E. REQUESTS FOR ADDITIONAL INFORMATION

Any prospective consultant desiring an explanation or interpretation of the solicitation, appendices, specifications, etc., must request it in writing by **April 8th, 2026**. Response to questions will be compiled and will be made public by **April 13th, 2026**. Oral explanations or instructions given before the award of a contract will not be binding.

All requests for additional information or clarifications shall be submitted via e-mail to Eben Swain at eswain@truckeeriverwc.org.

F. BID SUBMISSION

Bids must be received by 5pm on April 24th, 2026. Bids must be submitted electronically in .pdf format. All materials must be contained in a single file. Send bids to Eben Swain at eswain@truckeeriverwc.org.

G. BID PACKAGE AND EVALUATION

In the Bid Package, the Consultant shall document the following qualifying experience:

Bidders shall submit a technical proposal for the work described in this RFP. At a minimum, each proposal **must** include the following:

1. Technical proposal and proposed approach to the project.
2. An overview and description of the services provided by Bidder that align with the requests in this RFP.
3. A description of the project management or administration approach that will be followed by the Bidder to ensure that the identified work is completed on time and within budget.
4. A project work plan and schedule that lists in detail the stages of work expected to be completed in this project, all identifiable deliverables, and the dates on which the Bidder would anticipate being able to complete delivery of the work.

5. A project personnel overview identifying key personnel to be utilized if selected to perform the work described in this RFP and any relevant or required credentials or certifications held by the key personnel.

- i. Bidder will identify a lead RPF to serve as the throughline point of contact for the TRWC across multiple projects and years. Designated point of contact will interface with the USFS, the TRWC, and other TRWC contractors.

6. Provide precise detail on the proposed cost for each task and associated set of deliverables. For personnel costs, include name/title, cost per hour and total cost per task/deliverable. Identify all other anticipated project expenses by line-item, quantity and cost.

Bidders may also include the following items in proposals as applicable:

1. Any change or risk management approaches utilized by the Bidder when completing projects of the type described in this RFP.

Additional Requirements:

Bidders shall submit a statement of their qualifications for the work described in this RFB. The statement should include the following items in narrative format:

1. Experience.

- i. Please provide a brief explanation of previous work experience with land management agencies, noting specifically any work performed on National Forests or Grasslands. Note geographic location of previous work experience.
- ii. Please provide a listing of relevant projects of similar size, scope, and total value performed by the Bidder within the past 5 years.

2. References.

- i. Please provide three professional references, identifying as applicable any government or conservation nonprofit references.
- ii. Provide the name, email address, and telephone number for each reference, as well as the dates of the projects during which the Bidder worked with each reference.

Failed Projects or Legal Actions

Bidders shall identify any past failed projects and the reasoning behind the failure or incompleteness. Bidders shall also identify any and all current or pending legal matters in which the Bidder or any of its principals is involved.

Bid Completeness. All sections of this bid package are important and must be addressed. Bids must be submitted for the entirety of the work as described in this RFB and its attachments.

Bid Evaluation. Bids will be evaluated based on cost, project experience, past performance, qualifications of proposed equipment operators, integrity and capability of bidders, and probable

level of service and convenience to the contracting organization. All evaluation criteria listed above will be considered in consultant selection.

TRWC reserves the right to retain all bids for examination and comparison, and to delete any portion of work from the contract. TRWC reserves the right to reject any and all bids.

H. PAYMENT TERMS

Funding sources for this project allow invoices to be submitted quarterly after the start of implementation. All efforts will be made by TRWC to expedite payment; however, no interest will be paid on overdue payments. This is a grant funded project; consultant payment is dependent on TRWC being paid by our funding agencies.

I. CONTRACT REQUIREMENTS

Amendments. Once a contract has been executed, no changes to the agreed upon scope of work shall occur without written agreement between the Consultant and TRWC.

Insurance. Consultant must provide insurance certificates covering \$1 Million per Each Occurrence and no less than \$2 Million Aggregate showing the Truckee River Watershed Council and USFS-Tahoe National Forest, as well as their principals, directors, employees, mortgagees, agents, representatives, successors, and assigns as special endorsements to be added to the insurance policy.

Indemnification. TRWC and Consultant agree they shall attempt to settle any dispute arising out of this contract, to include allegations of professional negligence, through communication and negotiation in the spirit of mutual friendship and cooperation. If the dispute cannot be resolved in this manner, Consultant, at its expense, shall indemnify, hold harmless, and when requested by TRWC to do so, defend TRWC, its officers, agents, and employees from any and all claims, demands or charges and from any loss or liability, including attorney's fees and expenses of litigation, resulting from negligence or carelessness on the part of the Consultant, its employees, or agents in the execution of the work or delivery of materials and supplies, by or on account of any act or omission of the Consultant, its employees or agents, including damage or destruction of any property or properties arising from, caused by or connected with the performance of work by Consultant, its agents, subconsultants and employees, and any failure to fulfill the terms of any laws or regulations which apply to the contract.

Approval of Subcontracting

The Consultant shall request approval from the Contracting Officer prior to entering into any subcontract arrangement. The subconsultant shall have the experience and be equipped for such work. The written notification shall include as a minimum:

1. The name, address and telephone number of the subconsultant;
2. The date upon which the subcontract was entered into and its duration;
3. A detailed description of the work being subcontracted including a listing of contract items, units, etc., as appropriate;
4. Documentation of the subconsultant's representative authority.

Subcontracting any portion of the contract shall not relieve the Prime Consultant of any responsibility under this contract. Any subcontract agreement shall contain all terms and conditions of the prime contract.

Debarment and Suspension. TRWC cannot contract with any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension"; or any individual or organization on USEPA's List of Violating Facilities (40 CFR, Part 31.35, Gov. Code, §4477). Subconsultants are also subject to this provision.

Data Universal Numbering System (DUNS) Numbers. The selected Consultant must provide their DUNS number to TRWC prior to contract execution.

APPENDICIES

1. Appendix A - Bid Sheet
2. Appendix B - Roles and Responsibilities
3. Appendix C – Site Map and Unit Location/Acreage
4. Appendix E – Schedule of Items and Specifications
5. Appendix F – Timber Removal Specifications
6. Appendix G – Guidelines for Operations
7. Appendix H – USFS-R5 Fire Plan for Construction