

TRUCKEE RIVER WATERSHED COUNCIL

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March 25, 2026

Request for Proposal

POLE CREEK RESTORATION PROJECT DESIGN DEVELOPMENT

Lead: Truckee River Watershed Council

Mailing address:

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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.

Project Description.

The Truckee River Watershed Council is requesting proposals for consulting services to encompass all labor, materials, equipment, facilities, and incidentals required for preparation of technical design documents for restoration opportunities identified via the Pole Creek Watershed Assessment.

The goal of the Pole Creek Restoration Project is to complete evaluation and design related to degraded road systems within the Pole Creek sub-basin to improve hydrologic connectivity and overall ecosystem function.

The consulting firm shall have demonstrated experience in ecological restoration design development, specifically related to erosion control, water quality and/or drainage improvements along dirt roads. The consulting firm must be willing to work with the Truckee River Watershed Council and an array of stakeholders and landowners in the Pole Creek basin, including, but not limited to:

- U.S. Forest Service – Tahoe National Forest
- Placer County
- Various private landowners/stakeholders

PROPOSAL DEADLINE

Proposals must be received electronically (.pdf format) by 5 PM on Friday, May 1, 2026.

PROPOSAL SUBMISSION

Submit proposal electronically to: eswain@truckeeriverwc.org.

Please direct all questions to Eben Swain at TRWC via the email address above, or by phone: (530) 550-8760 x7.

PROJECTED TIMELINE

Task	Deadline
Proposals Due	May 1, 2026
Interviews with top 2-3 teams	May 8, 2026 (estimated date)
Scope of Work and Contracting	May 20, 2026
30% Design Documents	August 10, 2026
Stakeholder Review Meeting	August 17, 2026
65% Design Documents	November 23, 2026
Stakeholder Review Meeting	December 7, 2026
90% Design Documents	February 1, 2027
100% Design Documents & Project Completion	May 15, 2027
Quarterly Progress Reports and Invoices	March 25, June 25, Sept. 25, December 20.

INTRODUCTION AND BACKGROUND

Watershed

Pole Creek, a tributary to the Truckee River, is located along the Highway 89 corridor, north of Lake Tahoe. The sub-basin drains approximately 5.3 square miles from the upper portion of the basin along the Sierra Crest to the Truckee River.

The Pole Creek basin has experienced a long history of logging and road construction that has disrupted flow hydrology, has significantly altered forest stand conditions and degraded habitat. Preliminary observations indicate that there are high sediment inputs to Pole Creek from previously constructed roadways and that stream and riparian zones continue to be impacted through degradation of important resources.

Project Need

The Pole Creek watershed provides valuable wildlife resources, water supply, and recreational access. There are a number of meadow resources, forested areas, stream channels, and other important wildlife habitat areas.

The area is within the historic range of Lahontan cutthroat trout (LCT) and provides suitable habitat for willow flycatcher – both sensitive Sierra Nevada species. LCT was re-introduced into the watershed by California Department of Fish & Wildlife, and a small but stable population is found within the main creek and side tributaries.

The Pole Creek watershed provides substantial recreational activities, including a 6-mile OHV trail beginning at Forest Road 08 and ending at Forest Road 01-6-12. The area also hosts a large network of mountain bike trails for summer use as well as backcountry access during the winter, including access to the Bradley Hut which is maintained and operated by the Sierra Club during the winter/snow season.

The Pole Creek basin boundary overlaps with the Five-Creeks Project signed into authorization in November of 2022 by the USFS, Tahoe National Forest. Five-Creeks is a forest health project

that will reduce the risk of high severity wildfire along the Highway 89 Corridor, will enhance meadow and aspen habitat, will restore historic species compositions and will protect water quality and water supply infrastructure.

Existing Data

Selected consultant should be prepared to acquire and review the information detailed below as a component of the data collection exercise to familiarize the project team with previous studies, resources and work performed within the Pole Creek watershed.

- TRWC and USFS conducted a comprehensive watershed assessment in 2024 to document existing conditions and to identify areas of resource disturbance and opportunities for beneficial restoration. The Assessment resulted in the identification of multiple opportunities to improve water quality and habitat conditions, primarily by addressing drainage and erosion issues along the extensive dirt road network within the watershed. Technical design development to provide additional detail on the restoration opportunities identified in the Assessment will be the focus of this proposal and the next phase in advancing identified projects to implementation. The Pole Creek Watershed Assessment is located on TRWC's website at: [Pole Creek Watershed Assessment \(TRWC 2024\)](#)

Information relevant to the Pole Creek watershed as an excerpt from the Tributaries Assessment is included as [Attachment 3](#).

- The USFS completed NEPA planning and authorization for the Five-Creeks Project that aims to mitigate the potential for high severity fire, while maintaining habitat and ecosystem services through a series of actions that address forest/ecosystem restoration. Work within the Pole Creek watershed related to Five Creeks will need to be sequenced with any implementation activities proposed through the Pole Creek Watershed Restoration Project. Consultant should pay particular attention to the proposed actions authorized within the Five Creeks Notice of Decision and associated documents pertaining to roads and watershed improvements. [USFS - Tahoe National Forest: Five Creeks Project \(USFS 2022\)](#)
- TRWC and USFS conducted a Tributaries Assessment in 2016 in order to determine significant sources of sedimentation from undammed tributaries along the Highway 89 corridor, including Pole Creek. As a follow up to the Assessment, approximately 10 miles of road maintenance was completed in 2018 and 2020. The Tributaries Assessment is located on TRWC's website at: [Tributaries Assessment](#)
- Lidar imagery is available from the Tahoe National Forest.

Other Truckee Basin or Sierra-wide studies may also be relevant, including:

- The Truckee River Sediment TMDL (LRWQCB, 2008)
https://www.waterboards.ca.gov/lahtontan/water_issues/programs/tmdl/truckee/docs/adopted_staffreport.pdf

PROJECT SCOPE OF WORK

Task 1: Meetings. At the onset of the project, a meeting will be held with USFS and TRWC to finalize the scope of work and a work plan.

Review meetings will be held at the 30%, 60% and 90% design plans with TRWC and landowners. Landowners/managers include USFS, Placer County and various private property owners.

Field meetings will be held to orient Consultant to project location and project tasks and to discuss proposed design elements and restoration opportunities and constraints. Consultant should plan on attending a field kick-off meeting to re-assess proposed areas of work and associated work tasks and to ensure everyone is in agreement with the designated priority areas and best approach for design.

Phone calls and email correspondence will take place throughout the length of the contract as needed to clarify work tasks, survey results or timing of project implementation.

Task 1 Deliverables:

- *Review meetings/presentations at each phase of the design plan*
- *Field meetings as needed/required*
- *Meeting summary notes*
- *Comment/Response matrix as needed*

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.

Previously completed work is detailed in the Existing Data section above.

Review of existing data will also include: 1) Conceptual road/drainage design components developed by USFS regional hydrologist and 2) proposed management actions and restoration opportunities that have been identified through the Pole Creek Watershed Assessment.

Consultant will review conceptual design elements and alternatives and, in close coordination with Project Team, will discuss preferred alternatives to move forward to the 30% conceptual design.

Refer to Attachment 1 for more detail on Conceptual Design [documents](#).

Consultant will conduct all additional research and field data collection to support project design as needed to provide technical detail on areas of environmental degradation and opportunities for drainage and habitat improvements of appropriate restoration actions to move the project forward to implementation.

Task 2 Deliverables:

- *Summary of data collected and methodologies (this can be incorporated into the project design memo)*

- *All digital files (GIS, CAD, Modeling output, excel, etc)*

Task 3. Design Plans at 30, 65, 90, 100%.

30%: Initial design development should correspond to approximately 30% designs, including alternative approaches as appropriate and as agreed upon. Conceptual design documents should include enough detail to evaluate both the relative ecological benefits accrued by the proposed restoration actions and anticipated work tasks and the relative costs of proposed actions. Working with TRWC and landowners, Consultant will identify preferred conceptual restoration design alternatives as needed to move forward to intermediate design.

65%: Intermediate design shall include evaluation of technical considerations such as site grading, access, revegetation, costs, and environmental impacts. Create 65% design plans that include schematic level plans, section and profile drawings, and written descriptions of the design and applicable grading and revegetation/planting plans and other information needed to complete 90/100% design documents and permit applications.

A Design Memo will accompany the intermediate plans. The design memo will explain the rationale for proposed actions and work tasks, discuss historical watershed context and impacts and will identify project opportunities and constraints. Design processes, methodologies, proposed treatment actions and anticipated results should all be discussed within the design memo.

The design memo will also provide guidance for implementation and construction of proposed actions and work tasks. Memo will incorporate relevant technical data and include discussion of the limiting factors for restoration, partner considerations, and restoration feasibility for identified alternatives.

Design memo will include, but is not limited to the following descriptive content:

- Impacts to watershed/project site
- Land ownership and parcel delineation
- Restoration approach
- Design input & considerations (methods/approach, field observations, modeling, results, etc)
- Existing conditions vs proposed conditions (modeling assumptions/results, hydraulic geometry, etc)
- Spacing, sizing, location of any proposed structures
- Benefits/risks of proposed restoration actions
- Revegetation & site stability approach
- Key findings & proposed recommendations
- References/literature cited
- Accompanying figures, tables, graphs, model results, etc

90%: Based on TRWC and USFS feedback, Consultant will advance design plans to draft final stage (90%). The final draft will include additional details for construction, erosion and sediment control, and final staging and access plan. The final design and supporting documents must

clearly show existing topography, proposed topography, and cut and fill volumes. Once reviewed by TRWC and USFS, prepare final (100%) restoration designs.

At a minimum, the following components will need to be addressed to support modeling analysis of the road drainage and habitat improvements and to inform key design elements for implementation actions:

- Historic condition analysis;
- Hydrologic studies and hydraulic modeling (including culvert sizing as appropriate);
- Soil analysis;
- Field and topographic surveys;
- Development of representative cross-sectional data

Additional design elements that will need to be included at the 90% design level include:

- Access/staging areas
- Stockpile/barrow sites
- Cost estimate
- Cut/Fill quantities and areas of disturbance by habitat type
- Construction typicals
- Project & vegetation specifications
- Erosion control BMPs

Task 3 Deliverables:

- *Surveys, mapping, modeling and analysis results*
- *30, 65, & 90% design documents*
- *Draft design memo (65%)*
- *Final design memo (90%)*
- *Project cost estimate(s) (90%)*
- *Project cut/fill quantities by habitat type (90%)*
- *Project/vegetation specifications*
- *100% stamped engineered design plans*
- *Digital copies of all descriptive and data files generated*

Task 4. Assistance for Environmental and Regulatory Permitting. Estimates of cut and fill quantities and area of disturbance by habitat type should be provided at a sufficient level of detail at 90% design to complete permitting. The volume, linear length, and surface area of disturbance by habitat type will need to be provided. The amount of disturbance in the 100-year floodplain will also need to be calculated if applicable.

Task 4 Deliverables:

- *Maps and drawings required for permit applications:*
- *Construction drawings showing impacts to Waters of the U.S. and Waters of the State (CA) as applicable.*

Task 5. Coordination and Reporting. Consultant will coordinate with Project Team 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).

Task 5 Deliverables:

- *Copies of all progress reports and invoice materials are to be provided to TRWC in electronic form (Word, Excel and/or PDF).*

PROPOSAL FORMAT

Detailed Work Plan

Scope: Define specifically the scope of services to be provided to perform the analyses of the Pole Creek basin described above. The consultant may choose to suggest modifications to the scope above. Include estimate of time schedule for the major tasks.

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 outline 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.

While there is no page limit, concise writing and graphics are greatly appreciated.

Background and References

- List current and previous experience in geomorphic assessment and restoration design. List the specific projects that demonstrate this experience.
- 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.

Cost Proposal

Cost proposals are not to exceed \$100,000.

Cost Categories

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.

Travel: Travel expenses directly related to 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 are not allowed.

CONTRACT TERMS AND AGREEMENT

When the contract for the Pole Creek Watershed Assessment is awarded, the following 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 obligation incurrent and services rendered to date.

Funding for this contract is provided by grants. CLIENT is a grantee and invoices quarterly (March 31, June 30, September 30, and December 31) for work completed. The obligation of CLIENT to pay its subcontractors shall be subject to and conditioned upon its receipt of payment from the funder. Implied or stated in CLIENT's agreement with the grantor is that payments are subject to the availability of funds.

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 a 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.

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 (\$1,000,000) per occurrence for bodily injury and property damages combined. Liability insurance shall include endorsements naming TRWC and landowners as additional insured.

Quarterly Reports

Contractor to provide quarterly progress reports and meet with TRWC representatives upon reasonable notice to allow TRWC to determine if the work is on schedule and progressing according to plan, provide communication of interim findings, and afford occasions for airing difficulties or species problems encountered so that remedies can be developed.

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:

[Attachment 1](#): Pole Creek Watershed/Study Area

[Attachment 2](#): Pole Creek Conceptual Design

[Attachment 3](#): Excerpt from Tributaries Assessment – Pole Creek