



Request for Proposal (RFP)

Date of issue: 5/15/2023

The Siuslaw Watershed Council (SWC) is seeking a qualified Consultant to perform initial evaluations and hydraulic modeling that will document existing site conditions and evaluate the effects of two (2) restoration alternatives at 44.229296, -123.455935 in the Swartz Creek sub-watershed. The property owner, Bureau of Land Management, intends to manage the site for salmonid and aquatic organism habitat and watershed resilience. The project site is located approximately air 13.5 miles west of Junction City.

Submittals are due by 5:00 PM on July 11th,
2023

Mandatory site visit to the Swartz Creek project site will be held on:
June 7th, 2023

Contact information:

Project Manager:
Caleb Mentzer, Siuslaw Watershed Council
Phone: 541-269-3044 (office), 541-513-2604 (cell)
E-mail: projects@siuslaw.org

Siuslaw Watershed Council Mission Statement

The Siuslaw Watershed Council supports sound economic, social and environmental uses of natural and human resources in the Siuslaw River Basin. The Council encourages cooperation among public and private watershed entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.

Request for Proposal

Habitat Resilience and Restoration Feasibility Study in the Siuslaw River watershed: Swartz Creek sub-watershed

Introduction

The Siuslaw Watershed Council and its project partners are requesting proposals from qualified consultants to provide pre-design engineering analysis and conceptual level drawings for a fish passage and habitat resilience restoration design project in the Swartz Creek sub-watershed. (See Exhibit A: Map of the Project Area).

The goal of this project is to enhance the quantity and quality of spawning and rearing habitat for OC Coho and other aquatic organisms by removing a fish passage barrier and improving longitudinal connectivity. The project also seeks to identify ways to lessen the routine maintenance burden associated with culvert crossings by potentially relocating a section of stream and removing a road-stream crossing from the landscape. Activities included in this RFP represent the first phase of this work, and should include identification of potential constraints in achieving the larger project goal, and identify conceptual design alternatives that address these constraints.

The Siuslaw Watershed Council (also listed as the SWC, Council, or Agency) invites qualified firms (referred to as Contractor) with experience in fish passage and channel design, particularly those involving OC coho habitat, and in hydrologic modeling, to provide a proposal for the enclosed Tasks.

Background

The project site is located in the Swartz Creek sub-watershed in the Triangle Lake/ Lake Creek 6th field HUC 171002060602, west of Junction City, Oregon, in Lane County. The site is composed of two adjacent streams (Swartz Creek and Unnamed Tributary) that run under High Pass road at two road-stream crossings respectively. Both crossings are currently undersized and present barriers to migrating salmonids and aquatic organisms. The road-stream crossing at the Swartz Creek/High Pass road location will be replaced during the 2024 In-Water Work Period with a structure design to ODFW Fish Passage Standards and requirements detailed in ARBO II. The Unnamed tributary runs approximately parallel to Swartz Creek and is transported through an undersized culvert approximately 75' west of the Swartz Creek/ High Pass road culvert. During initial project scoping, BLM and SWC project staff identified the potential to remove this crossing by relocating the unnamed tributary into Swartz Creek upstream of High Pass road. This would accomplish both removing a fish passage barrier while simultaneously lessening the potential maintenance burden at the location.

The result of the work indicated in this RFP is intended to inform and support the development of a conceptual-level restoration plan and subsequent restoration design development. BLM and SWC's intent is to pursue design and implementation of habitat restoration on the property.

General Information

When the project is awarded, the successful Consultant shall promptly execute a contract for the proposed work with the Council. All Consultants agree to comply with the project schedule listed in Table 1 below, and to complete all work described herein upon receipt of contract.

Project Description

The following are project tasks associated with this project. A final Scope of Work (SOW) will be developed between the Siuslaw Watershed Council and the awarded Consultant based upon the submitted proposal.

Specific engineering assessments needed during this initial phase of the project include modeling of the hydraulic and geomorphic factors influencing the site, development of conceptual design-level restoration options, and characterization of opportunities and constraints for restoration for each conceptual restoration option identified. 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.

Scope of work

Task 1: Management: Provide overall management for the technical work and coordination and communication with the Project Managers for Siuslaw Watershed Council and Bureau of Land Management

- Participate in project kickoff meeting at the project site after finalizing contract documents and prior to beginning any site survey or hydraulic modeling.
- Participate in two (2) Consultant-led Conceptual model design charrettes to incorporate feedback from SWC and BLM Project Managers.

Task 2: Field investigation and site survey: Complete a site survey of the project area as necessary to model the two (2) restoration alternatives and complete all future phases of the project work. This work shall include all survey and mapping required for hydraulic analysis, potential stream design, potential culvert design and road decommissioning activities

- Minimum of four rebar with cap control points set and referenced in plans.
- Use survey grade RTK GPS unit to collect elevation data at key features showing important geomorphic control features, existing infrastructure and to validate water surface elevations in the hydraulic model.

Task 3: Hydraulic Assessment and Modeling: Evaluate the hydrology, geomorphology and ecology of the site, and how these factors affect or could be affected by restoration at Swartz Creek. Prior to modeling, complete an initial characterization of sources of site hydrology and hydraulic/geomorphic features that control/affect water movement onto, across, and out of the project site.

Perform initial hydraulic evaluations and hydrodynamic modeling to document existing hydraulic conditions and evaluate the effects of proposed restoration alternatives.

- 1) Review available and relevant hydrologic data from local, state and federal sources.
 - a. Swartz Cr and tributaries are ungauged. Consultant will be required to utilize stream gauge located near Mapleton, Oregon and apply the applicable regression equations to determine site hydrology
- 2) Provide a complete hydraulic analysis of the site. Consultant should describe their proposed techniques for assessing hydrology to input into the hydraulic analysis.
 - a. Conduct a site visit to evaluate the existing hydrologic characteristics of the site.
 - b. Determine site hydrology for Q_2 , Q_{10} , Q_{50} , Q_{100} and Q_{500} for the site.
 - c. Develop a site specific model for the existing and proposed restoration alternatives.
 - d. Identify geomorphic characteristics that may affect or control stream stability, lateral migration potential and location of stream relocation
 - e. Model velocities (existing and proposed) of channel conditions to determine channel sizing and potential geomorphic changes
 - f. Determine channel geometry and planform of Alternative 1 (stream relocation) based upon hydraulic analysis and geomorphic investigation

Task 4: Restoration Alternatives Analysis

Work with SWC and BLM staff to refine and assess a series of concept-level restoration alternatives and site modifications to improve watershed resilience, fish passage, floodplain connectivity and overall habitat conditions, including figures, narratives, and cost estimates. Two alternatives have already been developed by SWC and BLM and have been discussed with neighboring stakeholders (Lane County Public Works). Consider the feasibility of these alternatives and identify any additional alternatives to be analyzed. Consultant will participate in a virtual Zoom meeting/s with SWC and BLM prior to initiating the hydraulic assessment and at key points in project development (as determined in the initial meeting).

Present the restoration alternatives in a series of figures/maps, along with narratives describing the elements included and anticipated habitat improvements for each alternative. Estimate quantities and prepare cost estimates for final design and construction for each alternative, in order to compare design alternatives and inform future grant funding requests. Incorporate the findings from the hydraulic modeling effort in the alternatives analysis.

The following restoration options are the outcome of discussions with restoration practitioners with BLM and SWC.

Project Option #1

Alternative #1 includes the relocation of approximately 182' feet of Unnamed tributary stream channel to a location upstream of its current entry point into Swartz Creek and decommissioning the remnant channel by filling it with native material sourced on-site (if possible). Relocating the stream in the proposed manner would eliminate the High Pass Rd/ Unnamed tributary road-stream crossing and allow for improved fish passage and natural hydrologic processes. Conceptual-level designs should include a proposed channel planform and geometry with cut/fill

estimates for permitting and budgeting purposes. The goal of the Conceptual level design will be to assess the feasibility of the proposed alternative and provide details (maps, figures, conceptual-level cost estimate) to inform SWC and BLM Project Managers about restoration options and to support permitting through ARBO II.

Project Option #2

Alternative #2 includes a more traditional approach of replacing the current road-stream crossing with a larger culvert designed to meet ODFW Fish Passage Standards and requirements detailed in ARBO II. Conceptual level drawings should include an existing conditions plan and profile and proposed replacement structure with plan, profile and sections. The goal of the Conceptual level design will be to assess the feasibility of the proposed alternative and provide details (maps, figures, conceptual-level cost estimate) to inform SWC and BLM Project Managers about restoration options and to support permitting through ARBO II.

Reasonably Implied Work and Incidental Items

Any part of the work that is not mentioned in the above scope of work, or the contract developed with the selected Contractor, which is necessary or normally required as a part of such work, shall be performed by the Contractor as incidental work without extra cost to the SWC.

Table 1. Project Timeline

Task	Timeframe
Mandatory site visit and meeting	June 7 th , 2023
Proposals due to Council	July 11 th , 2023
Contractor selected, develop contract	July 21 st , 2023
Initiation of work	August 1 st , 2023
Work completed	May 1 st , 2024

Site Visit

A mandatory site visit will be conducted on June 7th with Consultants interested in submitting proposals to the Council. Please contact the SWC Office (541-268-3044) or the SWC Project Manager (projects@siuslaw.org) by 12 PM on June 2nd if you would like to attend the site visit. The meeting will provide an opportunity for Consultants to view the site and to ask any questions they may have. The SWC and BLM Project Managers will be present to answer questions. We will meet at the intersection of Horton road and High Pass road, which can be found here: [44.214517, -123.495366](#). Travel and access directions will be provided upon receiving a contractor's RSVP.

Bidding Process

Interested contractors will present the Council with a proposal by 5 PM on July 11th, 2023. The proposal should include a complete bid packet (Items I-IV OR equivalent information in another

format). Bidders should send a completed RFP either via email to projects@siuslaw.org or via mail to Siuslaw Watershed Council, 10868 East Mapleton Road, Mapleton Oregon 97453.

Beginning July 12th, SWC and BLM project staff and review team will review and score proposals. Following evaluation and scoring of applications, the selection committee may choose to interview up to three bidders before making a final decision. Interviews, should they take place, will be via Zoom or at the Siuslaw Watershed Council office in Mapleton, Oregon. The SWC may propose modifications to the selected contractor's proposal before finalizing contract. The SWC will award the contract based on the qualifications, experience, and price offered in the contractors' proposals. The SWC reserves the right to ask for clarifications on bid items, and offers contractors the opportunity to clarify and refine their bid items.

The SWC shall enter into a contract with the contractor whose proposal/bid appears to best serve the interest of the Project, BLM, and SWC in terms of qualifications, services to be provided, timeliness and cost. Bidders will be notified of selection results within ten (10) business days of submittal, on or before July 21st, 2023. A project kick-off meeting will be held with the successful bidder within a week of the award, at which time contract documents will be signed and notice to proceed will be given to the contracted firm.

Insurance

Contractor shall, at its expense, obtain and maintain during the period of this Contract, in a form and with companies satisfactory to Siuslaw Watershed Council, insurance coverage corresponding to, at a minimum, SWC's requirements as detailed in Item IV of the Invitation to Bid. Under the contractor's liability insurance, we request that The Siuslaw Watershed Council and the Bureau of Land Management be named as additionally insured. Proof of Insurance shall be required before a contract is executed and shall be subsequently provided to SWC upon request throughout the term of the Project. The insurance coverage required herein shall in no way limit the Contractor's liability under a Contract.

Payments

The Contractor may invoice the Council for the agreed upon bid amount once work is complete. The total amount charged for this project will not exceed available funding for the project. All invoices must be submitted no later than June 30th, 2024. Payments will be made within 45 days of the invoice receipt from contractor, pending SWC receipt of payment from funder. This agreement constitutes a subcontract whereby payment to contractor may be contingent upon reimbursement of invoiced amounts from funder.

A Complete Bid Packet Shall Include the Following:

Items I-IV OR equivalent information in alternate format

Documents provided to Potential Bidders:

Bid Packet (includes Items I-IV)

Proposal Elements Considered by RFP Reviewers

Project Approach (35%)

Describe how the firm's approach to projects of this type qualifies the firm to perform the required tasks in the specified timeline.

Qualifications of the Applicant (35%)

Provide detailed descriptions of relevant work experience the firm has engaged in over the past five years, with an emphasis on fish passage and channel design. The applicant should fully address the applicant's experience in working with the complexities of Oregon coastal watersheds and dynamic river systems. Highlight any work that was performed in OC Coho critical habitats. Identify any built projects and/or designed projects slated for construction in the near term. Overall, applicants are encouraged to present projects which bear overall resemblance to the Swartz Creek Watershed Resilience project.

Key Staff to be Involved (10%)

Identify key project staff and what their roles will be. Who will manage the project on the contractor's side and serve as the primary liaison with the SWC? Submit resumes of key project staff to be involved, not to exceed one page in length each. For staff involved, include details of certifications and professional credentials which lend support for their projected work on the project.

Cost estimate (20%)

Applicants should submit a detailed cost proposal which lays out anticipated costs for all project elements, including key project staff and their hourly billing rates, and including all anticipated expenses.

Other proposal requirements

Supply proof of insurance. This insurance must be of type and amount sufficient to meet the requirements for this type of activity, and are listed under Item IV in the enclosed Bid Packet. Under the contractor's liability insurance, we request that The Siuslaw Watershed Council be named as additionally insured. Contract will not be valid until proof of insurance is provided.

Contact Person:

Caleb Mentzer

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projects@siuslaw.org
Phone: 541.268.3044 (office)
541.513.2604 (cell)

Issued By:

Siuslaw Watershed Council
PO Box 422
Mapleton, OR 97453
(Mailing address)

Physical Address Location:

Siuslaw Watershed Council
Mapleton School District Campus
10868 East Mapleton Road
Mapleton, OR 97453 (Not Mailing address)

This project is made available through funding from the Oregon Watershed Enhancement Board

"In accordance with Federal law and U.S. Department of Interior policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) SWC is an equal opportunity provider and employer."

Bid Packet

Item I. Bidder Information

BIDDER FIRM: _____

BIDDER CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ E-Mail: _____

The undersigned, hereinafter called the Bidder, declares that the only person(s) interested in this Bid are those named herein; that the Bid is in all respects fair and without fraud; and, that it is made without any connection or collusion with any other person making a bid on this project.

The Bidder further declares that they have carefully examined the Request for Proposal Documents, hereinafter referred to as the Document; is satisfied as to the scope of work, and understands that the description of the work in the RFP is brief and is intended only to indicate the general nature of the work.

The Bidder agrees that if this Bid is accepted they will within five (5) working days, not including Saturdays, Sundays and legal holidays, after notification of acceptance execute a Contract with the Siuslaw Watershed Council.

The Bidder further agrees, to the extent of this Bid, to furnish all means of completion of work and do the work in the manner, in the time, and according to the methods as specified in the Document.

The Bidder further agrees to begin work on June 16th, 2023 and shall complete all tasks by June 14th, 2023. Work will not be allowed to commence until a signed Contract is received by the Siuslaw Watershed Council.

The Bidder further agrees to accept as payment for the work proposed under this project, as herein specified and under the provisions included in the Document, the task prices included on the Bid Form. The Bidder further represents a true measure of the labor required to perform the work including all allowances for overhead and profit for each type of work called for.

SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE

Item II. Schedule of Tasks

Swartz Creek Restoration Feasibility Assessment					
<u>Task</u>	<u>DESCRIPTION</u>	<u>Product</u>	<u>Comments</u>	<u>TOTAL AMOUNT</u>	<u>Proposed Completion Date</u>
1	Management	Narrative summary			
2	Field investigation and site survey	Narrative summary of methods			
3	Hydraulic modeling and assessment	Technical report			
4	Restoration Alternatives Analysis	Narrative summary			

Total Cost of Work: \$ _____

Item III. Bidder Fish Passage and Channel Design Restoration Project History and References

Bidders with experience performing similar work on fish passage and channel projects will be favored when proposals are evaluated. Please fill out the following table with your most relevant work or attach a resume/work history with references.

Name of Client, Project Location	Description of Work Completed	Contact Name/Phone Number

Item IV: Bidder Certification

The name of the Bidder submitting this Bid Proposal is:

Doing business at _____
Which is the address to which all communications concerned with the Bid and the Contract shall be sent.

(If Corporation)

In witness whereof the undersigned Corporation had caused this instrument to be executed and its seal affixed by its duly authorized officer's this _____ day of _____

Name of Corporation

By: _____

Title: _____

Attest: _____

(If Partnership)

In witness whereof the undersigned Partnership had caused this instrument to be executed and its seal affixed by its duly authorized officer's this _____ day of _____

Name of Partnership

By: _____

Title: _____

Attest _____

(If Sole Proprietor)

In witness whereof the undersigned has set his hand and caused this instrument to be executed this _____ day of _____

Name of Business

Signature of Bidder: _____

Attest: _____

Item V: Insurance Requirements for Contractor

_____ (“CONTRACTOR”) agrees to carry insurance equal to or greater than that listed below and name Siuslaw Watershed Council.

COMMERCIAL GENERAL LIABILITY AND AUTO LIABILITY

\$1,000,000. Each occurrence
\$2,000,000. General aggregate
\$5,000 Medical expense

- Siuslaw Watershed Council and McKenzie River Trust must be named as an additional insured. This insurance is required to be primary and non-contributory and include a waiver of subrogation.
- Insurance must be maintained continuously
- Contractor must provide a 30-day notice of cancellation

WORKERS COMPENSATION

\$500,000 employer liability
Complies with all applicable workers’ compensation laws of the state of Oregon
Certificate of insurance only

- Workers compensation must contain a waiver of subrogation

AUTO LIABILITY

\$1,000,000 combined single limit for all owned, non-owned or hired vehicles

- Siuslaw Watershed Council and Bureau of Land Management must be named as an additional insured. This insurance is required to be primary and non-contributory and include a waiver of subrogation.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

PRINTED NAME