

Powder Basin Watershed Council

REQUEST FOR PROPOSALS

Upper Pine Creek Restoration Design

217-5049

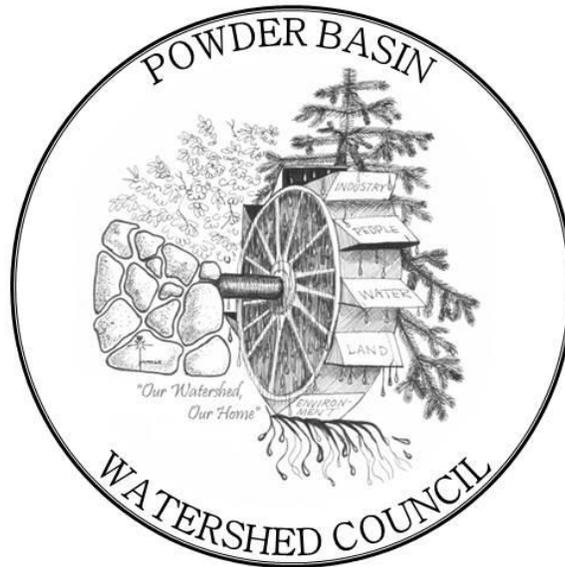
Date of Issuance

June 5, 2018

Closing Date and Time

August 15, 2018

4:00 p.m. Pacific Standard



2034 Auburn Ave., Ste. B, Baker City, Oregon 97814

1.1 Purpose

The Powder Basin Watershed Council (PBWC) invites proposals from a civil engineering or other consulting firm (Engineer), with specific expertise in design and construction related services for bio-engineered bank stabilization, irrigation diversion replacement, and flood damage prevention on upper Pine Creek in the vicinity of Halfway, Oregon. The Engineer shall be a licensed Professional Engineer, registered in the State of Oregon. The total distance for the project area is approximately 1 mile. Current funding is for the development of 60% engineering designs.

1.2 Background

Pine Creek is a tributary of the Snake River, originating in the Wallowa Mountains and flowing through Pine Valley and the town of Halfway in eastern Baker County, Oregon. It has been designated as critical bull trout migratory habitat and provides an important water resource for irrigators. Historic and contemporary land use practices have led to deteriorated stream conditions, while frequent flooding on poorly protected banks has resulted in significant erosion. In 2010, Pine Creek experienced a 30-year flood event which caused infrastructure damage and widespread bank failure. The Council has been working with ten landowners on an upper reach of the stream to develop a restoration project that will address riparian conditions, fish passage, stream bank stability and improve water quality.

The design objectives will need to address the limiting factors within the context of stream restoration while addressing agricultural and ranching needs. A range of alternatives will need to be provided for project partners and landowners to evaluate. The designs will need to identify opportunities to promote passive restoration through changes in grazing management and fencing, the potential for reducing threats from logjams, methods to control bank erosion and flood damage by means other than riprap and floodplain berms, methods for dissipating water velocity during peak flows and solutions for addressing bedload deposition. In addition, the design alternatives will need to integrate options for replacing one point of diversion within the project area.

1.3 Project Scope

1. Meet with landowners to discuss concerns.
2. Survey existing conditions as it relates to flood damage prevention, sediment deposition, bank stability and riparian vegetation quality.
3. Identify opportunities for passive restoration (grazing management, fence construction...etc.).
4. Present preliminary designs to landowners, project partners and PBWC staff for review.
5. Conduct 1-dimensional hydraulic modeling to ensure adequacy of bank stabilization designs.
6. Prepare 60% designs for landowners that include options for livestock fencing, off-channel stock watering, bio-engineered bank stabilization, revegetation, logjam prevention and channel modification.
7. Communicate with landowners regarding potential options for restoration using whatever format meets their needs (meetings, printed material, digital files...etc.).

1.5 Project Tour

A tour of the project area will be conducted on July 12, 2018 beginning at 1:00pm PST. Firms interested in participating in the tour should contact Christo Morris at pbwced@qwestoffice.net by July 9, 2018 at 5:00pm PST to confirm their attendance on the tour and for tour details.

1.5 Funding and Payment

This project is funded by the Oregon Watershed Enhancement Board and Idaho Power Co. The value of the contract is not to exceed \$38,000.

1.6 Preliminary Project Timeline

Issue RFP	June 5, 2018
RFP Questions Due (in writing)	July 20, 2018
Release of RFP Addenda	July 24, 2018
Proposals Due	August 15, 2018
Top Proposers Selected	August 22, 2018
Notification of Selection Status	August 24, 2018
Interview of Top Proposers	September 3-7, 2018
Notify Finalist	September 10, 2018
Selection Protests Due	September 10, 2018
Execute Contract	September 10, 2018
Designs Due	August 1, 2019

2.1 Scope of the RFP

This RFP describes the timeline and process for submitting proposals for a 60% design for the Upper Pine Creek Restoration Design project and the method that will be used to evaluate proposals and select a design firm. As additional funds are raised for the construction of the project, the Council will continue to work with the Engineer selected by this proposal if the terms of this contract are adequately met.

2.2 Closing Date for the Submission of Proposals

Proposers shall submit 7 printed copies of the proposal to:

Christo Morris
Powder Basin Watershed Council
2034 Auburn Ave., Ste. B
Baker City, Oregon 97814

Proposals must be received by Wednesday, August 15, 2018 at 5:00pm PST. Proposals shall be hand delivered or mailed. Late, faxed, emailed, or miss-delivered submittals will not be accepted. Submission envelopes should be labeled with the project name and contract number.

2.3 Proposer Questions

All inquiries regarding the RFP process, administration, deadline, or award must be submitted in writing to the contact listed above. Mail or email submissions are acceptable. All questions must be submitted by the deadline listed in section 1.6. Questions and answers will be issued as official addenda to this RFP. Proposers may use the following email address in addition to the mailing address:

pbwced@qwestoffice.net

2.4 Addenda

Addenda will be posted on the Council's website at powderbasinwatershedcouncil.org. Addenda may

include changes to any part of the RFP, including proposal evaluation criteria. The Council is not responsible for sending addenda to any potential proposers, whether requested or not.

2.5 Award Protest Requirements

All proposers who submit a proposal by the deadline will be notified of selection status. Protests regarding the selection process must be submitted in writing to the address listed in section 2.2. All protests must be submitted by the deadline established in section 1.6. Proposers who are not selected may make an appointment to view their proposal file at the Council office. Information submitted by competing proposers will be treated as confidential and will not be revealed or discussed. Protests will be reviewed and responded to in writing; no protests received after the protest period established in this section will receive consideration.

2.6 Proposal Preparation Costs

The Council is not liable for any costs the proposer incurs in preparing proposals.

3.1 Proposal Requirements

Proposals should be organized in accordance with the list of scored criteria in this section. Each item should be addressed with a concise description of the proposer's ability to meet the requirements of this RFP; evaluation criteria are described in section 4. Proposals shall be submitted in 8-1/2"x11" format with text in 12 point font size.

A. Cover Letter

Submit a cover letter expressing interest in the project and committing to the obligations expressed in the RFP. The letter must specifically state that "the proposer accepts all terms and conditions contained in the RFP" and that the proposer has met the requirement of designing a minimum of two similar projects in the last five years.

The cover letter must include the qualifications and insurance the consultant currently holds.

The proposer must include three references including project title, contact information, location, contract start and completion dates, and the proposer's role in the project.

B. Firm History and Experience

Provide a brief overview of the history of the firm. During the past five years, the proposer must have designed at least two projects that are substantially similar to those detailed in section 1.3. Provide a brief description of each project, including the complexity of the project, size and dollar amount of project, completion date of project, and references for project.

Proposers should demonstrate expertise with stream restoration projects, including riparian plant communities, bio-engineered bank stabilization, livestock management methods and irrigation diversions.

C. Proposed Project Staff Experience

Proposer shall provide the name and resume of the individual who will have primary responsibility for the project identified in this RFP and who will be acting as the point of contact for the Council. List all projects that this individual has undertaken in the last five years, specifically identifying the projects that are similar in nature to those detailed in section 1.3. Name any other staff that will be assigned to the project and

describe the roles they will play and their qualifications.

D. Project Approach

Provide a chronological list of steps that the proposer will take to achieve the goals of the project. This section must outline specific steps in detail, with a proposed timeline for completing the project. Sixty percent designs will be due by August 15, 2018. The proposer should include a description of the role of landowners in developing the designs and any other elements the proposer deems relevant to the project.

E. Cost Estimate

Provide a detailed bid that includes the anticipated costs of preparing the designs.

4.1 Evaluation Process

A selection committee will be appointed by the Council to evaluate the proposals received. The committee will use the criteria described in this section to evaluate and rank the proposals. Individual committee members will rank each proposal and then an average combined score will be calculated for each proposal. Based on the committee recommendation, the Council will begin contract negotiations with the highest ranking proposer. If contract negotiations with the highest-ranking proposer fail to result in a contract within a reasonable amount of time, negotiations will be terminated. The second-ranked proposer will then be sought for negotiations. If subsequent negotiations fail, the committee will make a recommendation to pursue negotiations with lower-ranked proposers or to solicit additional requests for proposals.

4.2 Proposal Evaluation Criteria

Proposals will be ranked on the following criteria:

A. Cover Letter 0-25 Points

Evaluated based on completeness of letter and the quality and relevance of references, and used to determine the firm's ability to communicate clearly and concisely.

B. Firm History and Experience 0-15 Points

Evaluated to determine the firm's availability and capability of performing the work; demonstrated ability to complete similar projects successfully, on time, and within budget; and performance history in producing high-quality work.

C. Proposed Project Staff Experience 0-25 Points

Evaluated to determine the experience of individual team members and assess the ability of the team to complete similar projects.

D. Project Approach 0-35 Points

Evaluated to determine the firm's understanding of the project requirements, including ability to meet the project timeline and the ability of the firm to incorporate the needs of landowners.

E. Cost Estimate

The cost estimate will be used to begin contract negotiations. As this is a grant-funded project, the maximum allowable cost has been established by the grant budget.