REQUEST FOR PROPOSALS

For

Stream and Riparian Restoration Design and Planning Services

CONTACT:

Mathias Perle
Upper Deschutes Watershed Council
PO Box 1812
Bend, OR 97709
mperle@restorethedeschutes.org

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1.0 INTRODUCTION

The Upper Deschutes Watershed Council (UDWC) has established a multi-year collaborative agreement with the Bend Park and Recreation District (BPRD) to develop and implement a series of riparian, wetland and in-stream restoration projects designed to balance habitat protection and enhancement needs with recreational use of the Deschutes River and adjacent areas within and around Bend, OR. The UDWC is seeking rate and qualification proposals for stream and riparian restoration services for design and construction oversight of the riparian, wetland and/or instream restoration and protection projects that will be completed under this collaborative agreement between UDWC and BPRD. The UDWC will utilize the responses to this Request for Proposals (“RFP”) to select a Consultant that will provide on-call services for multiple projects.

2.0 SCOPE OF SERVICES

2.1 Background

The 250-mile-long Deschutes River flows from the high Cascades to the Columbia River, passing through the communities of Sunriver, Bend, Tumalo, Maupin and others along its route through Central Oregon. The short reach of river that flows through the City of Bend and surrounding areas is the most urbanized section, with a higher density of roads, bridges, homes, trails, and recreational users than any of the other reaches. In the Bend area, BPRD is the single largest landowner along the Deschutes River, managing more than 10 miles of river frontage within the BPRD district boundaries. Many of the BPRD-owned properties are comprised of parks and trails where year-round hikers, cyclists, anglers, paddlers, floaters and their canine companions access the Deschutes River.

Over the past 15 years, the UDWC and BPRD have worked together on a variety of riparian, wetland and in-stream restoration projects as new parks have been built along the river. In these projects, a combination of riparian, wetland and in-stream restoration approaches have been integrated with habitat protection measures (e.g., fencing and signage) and recreation management techniques (e.g., construction of dedicated river access sites) to achieve a balance between the need for recreational access and the habitat protections. These areas are places where nesting birds, otter and other wildlife continue to thrive, and they provide good models for how urban development and recreational access can coexist with the maintenance of quality habitat that provides for a healthy river.

Recreational use of the river corridor has increased dramatically over the past several years and more than 250,000 floaters use the river each year during the peak of summer activity. While many of these users access the river at designated sites, losses in habitat have occurred where these recreational users have entered the river at user-created access sites that lack any specific habitat protection measures. In these areas users enter and exit the water at gaps along the river banks, dogs access the water along popular trails, and recreational users picnic
or play throughout the riparian zone. This unmanaged use has led to trampling of vegetation, extensive erosion and loss of habitat.

In 2017 BPRD inventoried the scope of the recreation-related riparian conditions on its properties along 10 miles of the Deschutes River (see Appendix A in Section 5). Using this inventory as a catalyst, the UDWC and BPRD then established a long-term Memorandum of Understanding under which the UDWC will lead the development and implementation of restoration projects on BPRD property over time. The UDWC intends to use this RFP to select a consultant that will be contracted on a project-by-project basis to develop designs for and oversee construction on projects over the next five years. By using the same Consultant on multiple similar projects, the UDWC seeks to control costs, gain efficiency and create consistency among the projects. Contract requirements and fees for services will be reviewed on an annual basis and negotiated with the consultant. If an agreement on fees cannot be reached annually with the consultant, then the contract will be terminated and a new RFP issued.

2.2 Project Types and Required Services

While each potential project will have its own unique constraints, opportunities and objectives, many of the core elements of each project will be similar. These may include:

- **Common project types (>95% of projects will contain these elements):**
  - Upland, riparian and/or wetland revegetation
  - In-stream placement of large wood
  - Recreation management, including fencing and/or other techniques to prevent trampling and protect habitat
  - Signage
  - Access site development (e.g., naturalized steps or other hardened structures that allow recreational access to the river through the riparian zone) including ADA access requirements.

- **Uncommon project types (<20% of projects will contain these elements):**
  - Removal of retaining walls and replacement with bioengineered bank stability solutions.

Professional services that will likely be required for all projects include:

- **Project planning and design**
  - Site survey, including use existing LiDAR data to generate base topo
  - Upland, riparian, wetland vegetation restoration
  - In-stream wood placement
  - Permit preparation and coordination with City of Bend (WOZ), DSL, USACE and/or USFWS
  - Preparation of bid-ready plans and specifications

- **Community, stakeholder and partner involvement**
Community meeting and workshop presentations
Landscape renderings and other communication tools

• Construction
  Development of construction cost estimates
  Construction oversight and management
  Permit compliance oversight

Additional professional services that may be required for the uncommon project types include:

• Bioengineering bank stabilization (e.g., vegetated soil lifts, etc.)
• Hydraulic analysis

Because the projects will likely span multiple years, require frequent in-person meetings and site visits, and the UDWC seeks to minimize travel-related Consultant costs, the UDWC seeks to find a suitable Consultant with a Deschutes County-based lead individual who will serve as the UDWC’s regular point of contact and lead provider of professional services. Specifically, the UDWC seeks a Consultant that will provide the following core project services through a Deschutes County-based Consultant team leader: project management (e.g., UDWC liaison, budgeting, scheduling, planning, sub-consultant management [if any], etc.), site visits, community and partner meetings, landscape and revegetation design, project implementation management, permitting coordination, report preparation, and other activities. Specialized services that are likely to be required infrequently (e.g., hydraulic analysis, bioengineering design, etc.) need not be locally-based in Deschutes County.

3.0 INSTRUCTIONS TO CONSULTANT

3.1 Requirements

The Consultant and/or Consultant team for which rates and qualifications are being provided shall consist of qualified landscape architects, engineers, fish biologists, ecologists, hydrologists and/or other natural resource specialists with the professional expertise and knowledge necessary to complete the types of projects and services described in this RFP. The Consultant and/or Consultant team should have specific knowledge and experience working on Central and/or Eastern Oregon creeks and rivers, working with recreation management and working in urban and suburban environments.

Responses to this RFP should include a sufficient amount of detail for the UDWC to understand the Consultant’s experience and skills with respect to the types of projects and services described in this RFP. Responses should be presented in a format that corresponds to the components outlined in Section 3.2 of this RFP. Responses to each section and subsection should be labeled to indicate which item is being addressed.

Responses should be straightforward and concise. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the services offered by the Consultant that are relevant to the project type described in this RFP. If a complete response cannot be provided without referencing
supporting documentation, the Consultant must provide such documentation with the proposal indicating where the supplemental information can be found.

3.2 Response Format

Responses to this RFP shall include the following and be presented in the following format:

1) **Cover Letter:**
   Please include a cover letter that introduces the Consultant and expresses the Consultant’s ability to provide the services requested in the RFP. The letter should include the name(s), title(s), and contact information of the contact person for the Consultant or Consultant team.

2) **Profile of Consultant / Team:**
   Please include a profile of the Consultant’s company and/or team, including capabilities, expertise, and the names of key members of the project team that would be assigned to UDWC project(s). Please specify who will be the Deschutes County-based Consultant team leader.

3) **Summary of Individual Expertise:**
   Please provide brief resume(s) of the key individuals that will be part of the project team. Include person’s name, anticipated role(s), education, registration, years employed with the Consultant, years of experience in a similar capacity, and summaries of sample projects that illustrate relevant experience.

4) **Summary of Experience on Similar Projects:**
   Please provide a summary of the Consultant’s experience with projects that are similar to the types of projects described in Section 2.2. Please include written project summaries, photos and/or other information necessary to illustrate relevant project experience.

5) **Fee Schedule:**
   Please provide a fee schedule of 2019 hourly billing rates and a summary of direct expense charges that may be relevant for the provided services (e.g., travel, etc.).

6) **References:**
   Please include contact information for at least three professional references that may be contacted by the UDWC during the RFP review process.

3.3 Submittal Guidelines

Please submit response as a single PDF file via email at the indicated address below. Late, hard copy or faxed submittals will not be accepted. Consultants submitting responses not in compliance with the minimum requirements will be considered non-responsive.

Responses will be accepted by the UDWC until **February 15th, 2019 at 3:00 PM**. Please deliver
via email to Mathias Perle, Project Manager, Upper Deschutes Watershed Council at: mperle@restorthedeschutes.org

4.0 EVALUATION CRITERIA

The UDWC will evaluate the responses to this RFP using the scoring system described below to identify the Consultant considered to be of best overall value and most likely to succeed in a strong, cost-effective, productive working relationship with the UDWC. The successful Consultant will be one that possess the skills necessary for the services described in this RFP and offers a cohesive team with recent experience on similar projects.

A 100-point scoring system will be used as follows:

1) **Presentation of Response (up to 5 points):**
   Includes, but is not limited to, professional, concise, and clear presentation of a response that meets the prescribed format.

2) **Experience and Composition of Consultant(s) Team (up to 40 points):**
   Includes, but is not limited to:
   a. Experience of the team as a whole;
   b. Experience of the individual team members;
   c. Experience and familiarity with projects and services similar to those described in this RFP;
   d. Experience working under contract to a non-profit organization, such as the UDWC.

3) **Fee Schedule (Up to 20 points):**
   Includes the evaluation of the billing rates and other fees for the Consultant.

4) **Responsiveness (20 points):**
   Includes 20 points for Consultants whose primary team members (i.e., those that will be the primary point of contact for the UDWC) are based in Deschutes County so that they can be easily and affordably be available for meetings, field visits and other routine activities without incurring high travel costs.

5) **References (up to 15 points):**
   Includes the quality of the references with regard to Consultant timeliness, budget, professionalism and quality of work.

The UDWC reserves the right, at its sole discretion, to reject any and all responses received and cancel this RFP.