

Request for Proposals for the Engineering and Design of the Woodward Creek Tributary Passage Improvement Project



Requested by:
Ryan Motley



**Coquille
Watershed
Association**

390 N. Central Blvd
Coquille, OR 97423

Published August 1, 2023

Request for Proposals for the Engineer and Design of the Woodward Creek Tributary Passage Improvement Project

Bidders shall submit their proposal pursuant to the provisions of this solicitation as a single PDF document to:

rmotley@coquillewatershed.org

Subject line: Engineering and Design for the Woodward Creek Tributary Passage Improvement Project

OPTIONAL PRE-PROPOSAL SITE VISIT

August 21, 2023 at 10 AM at CoqWA office:

390 N Central Blvd, Coquille, OR 97423

Please RSVP to the site visit no later than August 17, 2023

SOLICITATION CLOSING

September 1, 2023 at 5 PM

(LATE PROPOSALS WILL NOT BE ACCEPTED)

Bidders are solely responsible for ensuring that the CoqWA receives the proposal. This Proposal Document is available online and by email

(rmotley@coquillewatershed.org)

Bidders shall familiarize themselves with this entire Proposal Document.

All questions and comments about this solicitation shall be directed IN WRITING to Ryan Motley, CoqWA Restoration Project Manager

Email to: rmotley@coquillewatershed.org

INVITATION TO BID

Notice is hereby given pursuant to this Request for Proposal (“RFP”) that sealed proposals (a “Proposal”) for the Woodward Creek Tributary Passage Improvement Project (“Project”), which is described in more detail in Exhibit A: Proposal Prospectus, will be received by the Coquille Watershed Association (“CoqWA”), up to the deadline indicated in this Proposal Document. Specifically, CoqWA intends to contract the design of two fish passage culverts near Fairview, OR (Coos County). CoqWA along with Coos Bay BLM are seeking to replace two undersized culverts along a BLM managed section of road 27-12-14.0 (see maps in Exhibit B). The tributaries these culverts drain carry a lot of cold water into Woodward Creek during the summer months when other areas are experiencing low flows. However, these culverts are not embedded properly and are forming perches that salmonids and lamprey cannot access. Design and engineering will occur from September 18, 2023, to October 1, 2024. The process will include a 30% design meeting in January 2024, and be followed with a 60% design (including cost estimate) meeting held by May 2024. A 90% draft design meeting will be held in August 2024 with final designs due by September 16, 2024.

The contract documents (including special provisions and specifications) are available online at www.coquillewatershed.org/contracting or requested via email: rmotley@coquillewatershed.org. Those receiving this RFP who wish to submit a Proposal (in each case, a “Bidder”) shall furnish labor, materials and equipment necessary for completion of the design in accordance with the specifications provided in the Proposal Prospectus. The project will consist of designs with cost and quantity including but not limited to: (i) Develop hydrologic/hydraulic analysis to provide foundation for culvert sizing to meet state and federal fish passage guidelines; (ii) Preferred and alternate options(s) for culvert that will accommodate hydrology for the site that meet or exceed state and federal fish passage guidelines and; (iii) Preparation of permit application(s). *Note: CoqWA and partners will submit and shepherd permits through State and Federal process.* Project Design Criteria should reflect those set forth in the U.S. Army Corps of Engineers’ (USACE) Standard Local Operating Procedures for Endangered Species (SLOPES V Transportation & SLOPES Restoration)

See *Exhibit A: Proposal Prospectus* to obtain information on project goals, site history, current knowledge of the site hydrology and geomorphology, proposal instructions and required forms. See *Exhibit B: Site Maps and Project Information* for map of current conditions and location, site photos, and estimated project completion timetable.

Deadline, no later than **September 1, 2023 at 5 PM**. Proposals received after this date and time will not be considered. Proposals shall be emailed to Ryan Motley, rmotley@coquillewatershed.org

Included in this Request for Proposals (RFP) is:

Exhibit A: Proposal Prospectus that includes project background, requirements for Proposers, and proposal instructions (required proposal forms and the proposal review rubric are included as separate documents)

Exhibit B: Project maps and site photos

Exhibit A: PROPOSAL PROSPECTUS

LOCATION: North Fork Coquille River, Woodward Creek, near Fairview, OR. See maps in Exhibit B for specific location.

OPTIONAL SITE TOUR: August 21, 2023 at 10 AM. Tour will start at the Coquille Watershed Association office at 390 N. Central Blvd, Coquille OR

PROPOSAL DEADLINE: September 1, 2023 at 5:00pm.

APPROXIMATE START: September 18, 2023 or as soon as all documents are in order.

COMPLETE: October 1, 2024

PROJECT BACKGROUND

Woodward Creek is a major tributary to the North Fork Coquille River and has important spawning and rearing areas for coho, Chinook, steelhead, cutthroat and Pacific lamprey. The project area is occupied and designated as critical habitat for the ESA listed Oregon coast coho salmon. Additionally, Oregon coast steelhead and Pacific lamprey are listed as sensitive on the OR/WA State Director's Special Status Species List (February 25, 2019). This watershed, like most in the Coquille basin, is currently suffering from the legacy of historic land use practices, such as road building and logging the riparian areas.

While in-stream wood placements and riparian tree plantings can address limiting factors affecting salmonid habitat, floodplain complexity and diminished riparian vegetation, sediment delivery into Woodward Creek needs to be dealt with as well. Excessive sediment input into streams fills interstitial spaces between streambed gravel, decreasing cover and food sources for salmonids while also burying and suffocating salmonid eggs. McHenry et. Al (1994) found that when more than 13% of fine sediment was introduced into redds, almost no steelhead or coho salmon eggs survived. Additionally, sediment inputs into streams affects water quality and increases turbidity.

Sediment transport is natural in watersheds, but unpaved roads with limited drainage infrastructure are increasing fine sediment delivery to critical levels. Logging roads and access roads are often unpaved, located near waterways and can be densely built in watersheds. Heavy winter rains in the Oregon Coast Range are able to erode native material on these roads and transport fine sediments into streams. Additionally, drainage infrastructure such as culverts and water bars are often underused and can be easily plugged or washed away during rain events. Woodward Creek currently experiences all of these issues with roads and drainage infrastructure and anadromous fish in this important watershed are suffering the consequences.

CoqWA and BLM are proposing to address these issues and provide a holistic restoration effort with the Woodward Creek Sub-basin. Restoration in the Woodward Creek watershed began in 2015 and 2016, where CoqWA, BLM, Oxbow Timber, LLC and ODFW placed approximately 326 logs on 33 sites along

three miles of Woodward Creek. These log jams are providing habitat and refugia for anadromous fish while also influencing gravel deposition and floodplain connectivity. Invasive species were also cleared at several sites and native trees were planted to further help riparian forest composition and provide natural wood inputs into Woodward Creek in the future.

During 2019-2020, BLM funds have been used to perform road and noxious weed surveys, develop projects, install illegal recreation barriers, and provide community outreach. BLM funds were also used to contract an engineering firm to design three culvert replacements for fish passage. In 2021, 20 additional large wood sites were installed, “sediment proofing” of the valley bottom road, and removals of four fish passage culverts were performed. These culverts were allowed to overwinter and three of them are currently being replaced with open-bottom arch culverts. Additionally, final designs are complete for a section of damaged riparian road to re-route the road, install the grade control, and upgrade a severely undersized culvert.

To continue restoring and improving the forest road network within the Woodward Creek drainage, CoqWA and BLM are proposing to replace two undersized culverts along the BLM managed section of road 27-12-14.0 (see Map 2). The tributaries the culverts drain carry a lot of water into Woodward Creek, even during the summer when other areas are experiencing low summer flows. Additionally, these tributaries are well-shaded with cold temperatures. However, these culverts are not embedded properly and are starting to form perches that salmonids and lamprey cannot access. The upstream most culvert is currently 4 ft. diameter and 40 ft. length, while the downstream culvert is 4 ft. diameter and 60 ft. length, both of which could be upsized at least 8 ft. diameter.

PROJECT OBJECTIVE(S) FOR REGARDING THIS SOLICITATION

Replace and upsize two culverts for fish passage on the BLM managed section of road 27-12-14.0. This part of the project will improve fish passage to approximately 1.01 miles of spawning and rearing habitat in two Woodward Creek tributaries. This solicitation will fund engineered designs for the two culverts and leverage funds for implementation.

SCOPE OF WORK & TASKS

The contractor will complete engineering designs with fish passage requirements for the Woodward Creek Restoration Project. The contractor will work closely with CoqWA and BLM fish biologist, and other partners to ensure engineering designs are in compliance with federal and state fish passage requirements and is compatible with current land management at the site and the following tasks will be met:

- 1) **Project administration, meetings and existing data review:** Includes personnel time and expenses related to coordination with partners and review and analysis of existing data, including LIDAR, FEMA floodplain maps, and USGS stream flows. Routine client communications and coordination including phone calls and meetings will be conducted as needed. A detailed project schedule will be developed with project partners and kept up to date. Invoices, work summaries, and budget updates will be provided when requested by CoqWA. CoqWA and regulatory agencies will provide guidance related to regulatory sideboards and acceptable outcomes.

- 2) **Use of Existing Information:** The Contractor may use the existing data and reports to develop the design. The following Coquille basin and project-specific documents are available (via electronic copy) to prospective Bidders upon request:
- OWEB Technical Assistance Grant Application
 - Coquille River Sub-Basin Plan
 - Oregon Coast Coho Conservation Plan for the State of Oregon
 - ODFW Fish Passage Criteria
 - NMFS Fish Passage Criteria
- 3) **Hydrology and Hydraulics:** The Contractor will evaluate site hydrology and hydraulics to provide a foundation for culvert sizing to meet state and federal fish passage guidelines.
- 4) **Restoration Plan:** A restoration plan including concepts and cost estimates will be developed for the project in collaboration with project partners. All restoration methods recommended will seek to increase fish passage in accordance to BLM fish passage criteria. Contractor will work closely with project partners to ensure that restoration design concepts are compatible with the project's goals. This task will consider fluvial hydrology and hydraulics; consider geomorphology, watershed dynamics, flood impacts, ecological community impacts, and landowner use.
- 5) **Permits:** The Contractor will also be responsible for working with and attending onsite meetings if necessary with the different permitting agencies to complete designs in accordance with and obtain the required permits and reviews for the project. Contractor will provide applicable information for necessary permits and CoqWA will submit and shepherd the permits through the regulatory process. Contractor is required to submit culvert specifications, cost estimates for implementation, and provide quantities for permitting. To our best knowledge, the project is outside of the FEMA flood-zone.
- 6) **Engineering Design Development:** Project components will be developed initially to provide a 30% level design vetted through all regulatory agency staff and the project team. Following approval of the 30% design, project partners will reevaluate the design at the 60% level and give approval for the preparation of construction-ready designs. 60% designs will include finished draft permit applications and preliminary cost estimate for grant writing purposes.
- 7) **Final Development:** At the 100% level of design, the Contractor will provide construction contract documents, including technical specifications for the proposal documents which should include all federal and state environmental and construction project criteria, and construction cost estimates. Engineering will need to evaluate aspects of the future project implementation. Project cost evaluation will need to include consideration of measures that minimize adverse effects to the environment, such as:
- Minimally-sized, low pressure tires, minimal hard turn paths for tracked vehicles). All Equipment will be cleaned and free from foreign materials and noxious weeds to prevent the introduction of invasive and/or damaging species.
 - All equipment used for in-water work will be cleaned for petroleum accumulations /leaks repaired prior to entering the project area. Equipment will be cleaned of non-native plant seeds/material prior to entering the project area. Equipment shall be inspected and approved by the Project Inspector prior to the start of operations.

c. Use of biodegradable hydraulic fluid in all machinery that will dig in wetland habitats (primarily excavator).

8) Bid Support and Pre-construction meeting: The Contractor will help CoqWA develop bids for restoration actions chosen and attend an initial preconstruction meeting with the project team. Engineer construction oversight and inspections will be covered in a separate contract. The award of this contract does not necessarily guarantee the award of the construction oversight and as-built reporting contract.

CULTURAL RESOURCES

Cultural clearances must be obtained prior to any ground disturbance associated with site exploration through all appropriate state and federal agencies. If, in connection with operations under this project, the Contractor, subcontractors, or the employees of any of them, discovers, encounters, or becomes aware of any objects or sites of cultural value on the project area, such as historical or prehistorical ruins, graves, grave markers, fossils, or artifacts, the contractor shall immediately suspend all operations in the vicinity of the cultural value and shall notify the CoqWA of the findings. Operations may resume at the discovery site upon receipt of written instructions. No objects of cultural resource value may be removed. CoqWA will be working with local tribes and SHPO on obtaining clearance throughout the phases of this project. CoqWA may request reports or information from engineers to provide to tribes and SHPO at any time throughout this project.

DELIVERABLES

The final deliverables to be provided by the Contractor will consist of the following:

1. Project management of culvert engineering designs, and construction management
2. Site survey of elevations and current culvert conditions
3. Hydrologic/hydraulic analysis for culvert sizing
4. Engineering/design of two culverts to meet hydrological/ecological function and state and federal fish passage guidelines.
5. Assessments of concrete footing of culverts and of the need to replace culverts.
6. Development of a "Project Implementation" cost assessment that includes all aspects of culvert replacement
7. Development of an erosion control plan for "Project Implementation"
8. Attendance at meetings with CoqWA and project partners for evaluation of the 30%, 60%, and 90% design completion levels
9. Assistance with the development of permits

EXAMINATION OF SITE, PROPOSAL DOCUMENTS, PERMITS, ETC.

Before submitting a Proposal, each Bidder shall be responsible for: (i) becoming fully acquainted with the site and the conditions relating to the work, in order to understand fully the facilities, difficulties, and restrictions attending the execution of the Work; (ii) carefully examining each component of the Proposal Documents and any other available supporting data, in order to become thoroughly familiar with all of the requirements; and (iii) obtaining for itself, at its own cost and expense, copies of all agency and association guidelines and standards cited in the proposed Contract and necessary to perform the Work. No failure or omission of any Bidder to receive or examine any such information or to visit the Site and become acquainted with the conditions existing at the Site shall in any way relieve such Bidder from obligations with respect to its Proposal, any Contract entered into with such Bidder, or the Work, and the submission of a Proposal shall be taken as *prima facie* evidence of compliance by the submitting Bidder with the requirements of this paragraph.

SELECTION AND EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee that, after a review of written proposals, may choose to also conduct a personal interview. Selection Committee will include at minimum the CoqWA Project Manager, Restoration Program Coordinator and Executive Director, and may include applicable third party partners (agency staff, tribal staff, or landowner). The evaluation rubric will be provided for Bidder(s) to be aware of selection criteria. Proposal evaluation will be based on the ability of the Bidder to meet the specifications for the tasks described in this RFP in a timely fashion. Selection will also be based on the ability of the Bidder to work in a cooperative manner with CoqWA staff and project partners on the Project. CoqWA will generally not disclose the status of any award until the appropriate authority at CoqWA has approved the award of a Contract. Normally, the awarding of a Contract or Proposal rejection will occur within 10 calendar days after Proposal opening. If the selected Bidder and CoqWA agree, this deadline may be extended, but CoqWA reserves the right: (i) to award multiple Contracts for parts of the Work; (ii) to consider such criteria as it may deem appropriate with respect to the Project; (iii) to reject any or all Proposals; and/or (iv) not to proceed with the Work and/or the Project (or any part thereof); all in the exercise of its sole and absolute discretion. CoqWA will provide a written notice of its intent to award a Contract to the successful Bidder(s) (in each case, a "Notice of Intent to Award Contract"), and any submittals required to be submitted to CoqWA within a certain number of days after award is made will count from the day that the Notice of Intent to Award Contract is given. The actual award shall, however, be dependent on full execution of the Contract(s) and submission by the successful Bidder(s) of all other required documents.

EVIDENCE OF RESPONSIBILITY

Upon the request of CoqWA, a Bidder whose Proposal is under consideration for the award of a Contract shall submit promptly to CoqWA satisfactory evidence showing the Bidder's financial resources, construction experience, and organization available for the performance of the Work.

RIGHT TO AWARD OR REJECT

This RFP does not obligate CoqWA to award a contract. CoqWA reserves the right to reject any and all proposals and to further amend or refine a proposal and negotiate a contract with one of the proposers.

CoqWA reserves the right to offer a contract to other than the lowest cost bidder based on other evaluation criteria.

CONTRACT REQUIREMENTS

It is the desire of CoqWA to enter into a contract that includes all of the services necessary to achieve the goal of the project, whether or not those services are specifically outlined or described in this RFP. This project includes federal funds; therefore, the selected firm must be able to comply with any specific federal provisions and regulations that may apply to such a federally funded contract and may be required to sign certain assurances related to applicable federal or state laws.

WAIVER OF INFORMALITIES

CoqWA reserves the right to waive minor informalities contained in proposals, when in the Association's sole judgment, and it is in the best interest of the Association to do so. CoqWA may also reject any Proposal not in compliance with all prescribed requirements, including the requirement to demonstrate the Bidder's responsibility and may reject for good cause any or all Proposals upon a finding by the CoqWA that it is in the public interest to do so, in accordance with OAR 137-049-0440

PROPOSAL ERRORS AND WITHDRAW

A Bidder may withdraw their Proposal at any time prior to the date and time that Proposals are due, by means of written notice which is given to CoqWA at the address for submission of Proposals which is given above. A Bidder may also modify and/or resubmit its Proposals at any time prior to the date and time that Proposals are due.

BIDDERS INTERESTED IN MORE THAN ONE PROPOSAL

No person, firm, or corporation shall be allowed to make, file, or be interested in more than one Proposal for the Work. However, a person, firm, or corporation which has submitted a sub-proposal to a Bidder, or which has quoted prices of materials to a Bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other Bidders or making its own Proposal.

COSTS INCURRED

The Coquille Watershed Association accepts no liability for any costs incurred by respondents in the preparation or presentation of proposals.

INQUIRES

Questions concerning this request for proposals should be directed in writing to: Restoration Project Manager, Ryan Motley, Email: rmotley@coquillewatershed.org

Each Bidder shall promptly notify CoqWA of any discovered conflicts, ambiguities, or discrepancies in or between, or omissions from, the Proposal Documents. Bidders should note that questions received less than two calendar days prior to the date scheduled for opening of the Proposals may not be answered. Any interpretation or correction of the Proposal Documents will be made only by Addendum, and a copy of such Addendum will be sent directly to each Bidder. No oral interpretations of any provision in the Proposal Documents will be made to any Bidder.

MILESTONES

RFP Questions Due:	August 24, 2023
RFP Questions Answered:	August 25, 2023
Optional Pre-Proposal Site Visit:	August 21, 2023
Proposal Due Date:	September 1, 2023
Anticipated opening of Proposals:	September 4, 2023
Successful Bidder(s) to provide contract/all paperwork to CoqWA:	September 15, 2023
Start date:	September 18, 2023
Completion date:	October 1, 2024

PROPOSAL INSTRUCTIONS: Proposals must be received on or before 5:00pm, on September 1, 2023. Proposals shall be emailed and/or delivered to:

Email:

Ryan Motley

rmotley@coquillewatershed.org

Subject line: Engineering and Design of Woodward Creek Tributary Passage Improvement Project

Proposals shall include, at a minimum, the following items:

A. **Proposal Forms completed.**

B. Please **provide a work plan** to accomplish the Project goals as described in the RFP, including a description of the work product, time estimates for each task, personnel to be assigned (where possible, individual staff members and titles should be provided), and costs, considering the proposed timeline for completion of the Work indicated in the RFP. The work plan should include a detailed, itemized budget justification including rates for personnel, travel, material and supplies purchases, equipment usage, etc. Budget justification should include unit amount, per unit cost, and total cost for each budget line item. Please itemize the Budget to separate the costs for Phase I and Phase II referred to in PROJECT OBJECTIVES.

C. A written statement affirming your ability to undertake and complete this work in a timely fashion from September 18, 2023 through or before October 1, 2024.

D. A signed statement that you can and shall provide the Insurance requirement as listed.

Proposals must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the Proposal, in the named person's own handwriting. In order for a Proposal to be considered responsive, it must contain all of the documents and information which are required by this RFP, with signatures and notarization as indicated, and it must: (i) cover the complete scope of work as defined in the RFP; (ii) not include any exclusions or qualifications and (iii) include additive, alternate, unit and lump sum costs as listed on the proposal forms. Proposal prices must (where applicable) be F.O.B. at the Site, with all transportation and handling charges paid by the Bidder.

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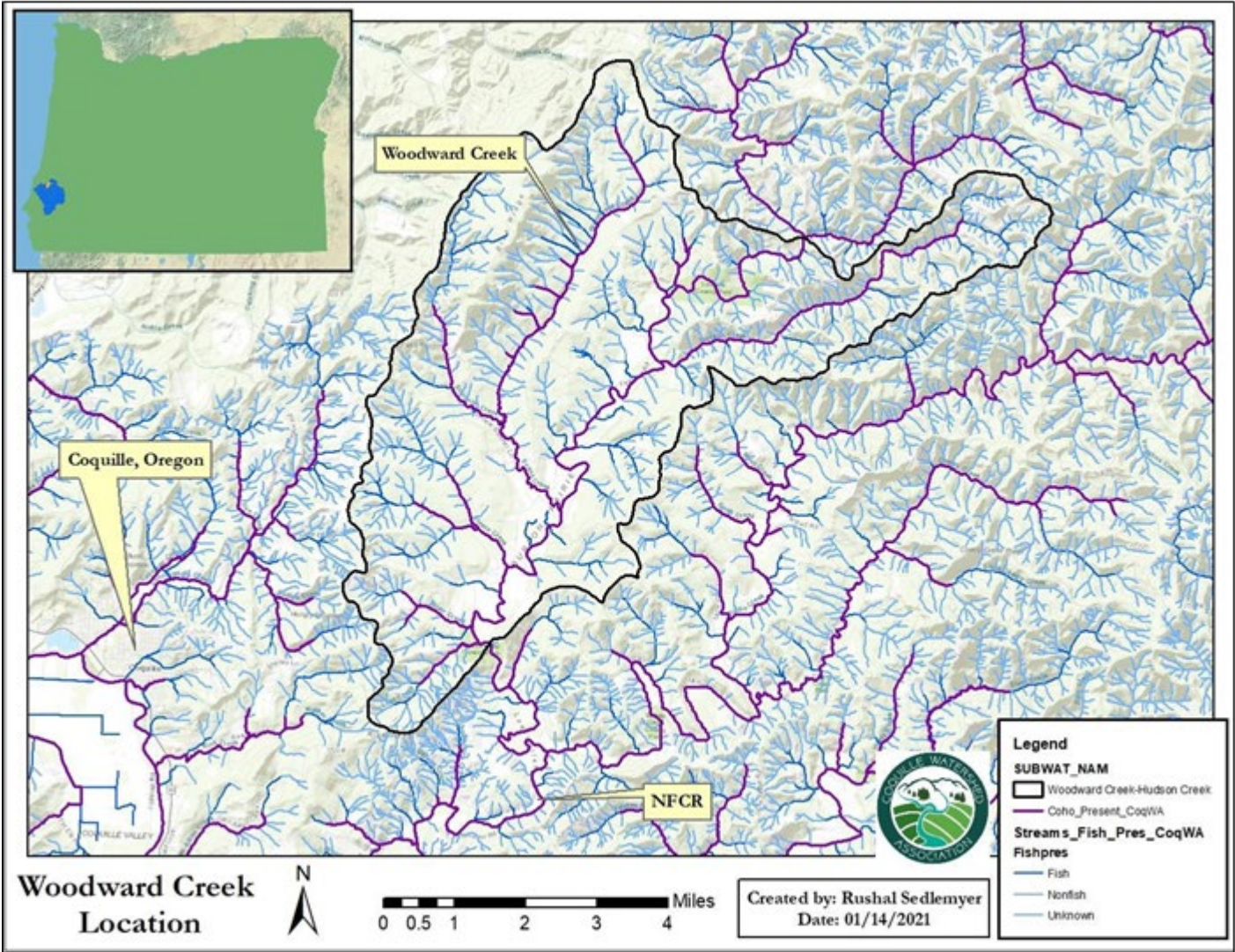
Proposal Prospectus and Instructions

Woodward Creek Tributary Passage Improvement Project – Coquille Watershed Association

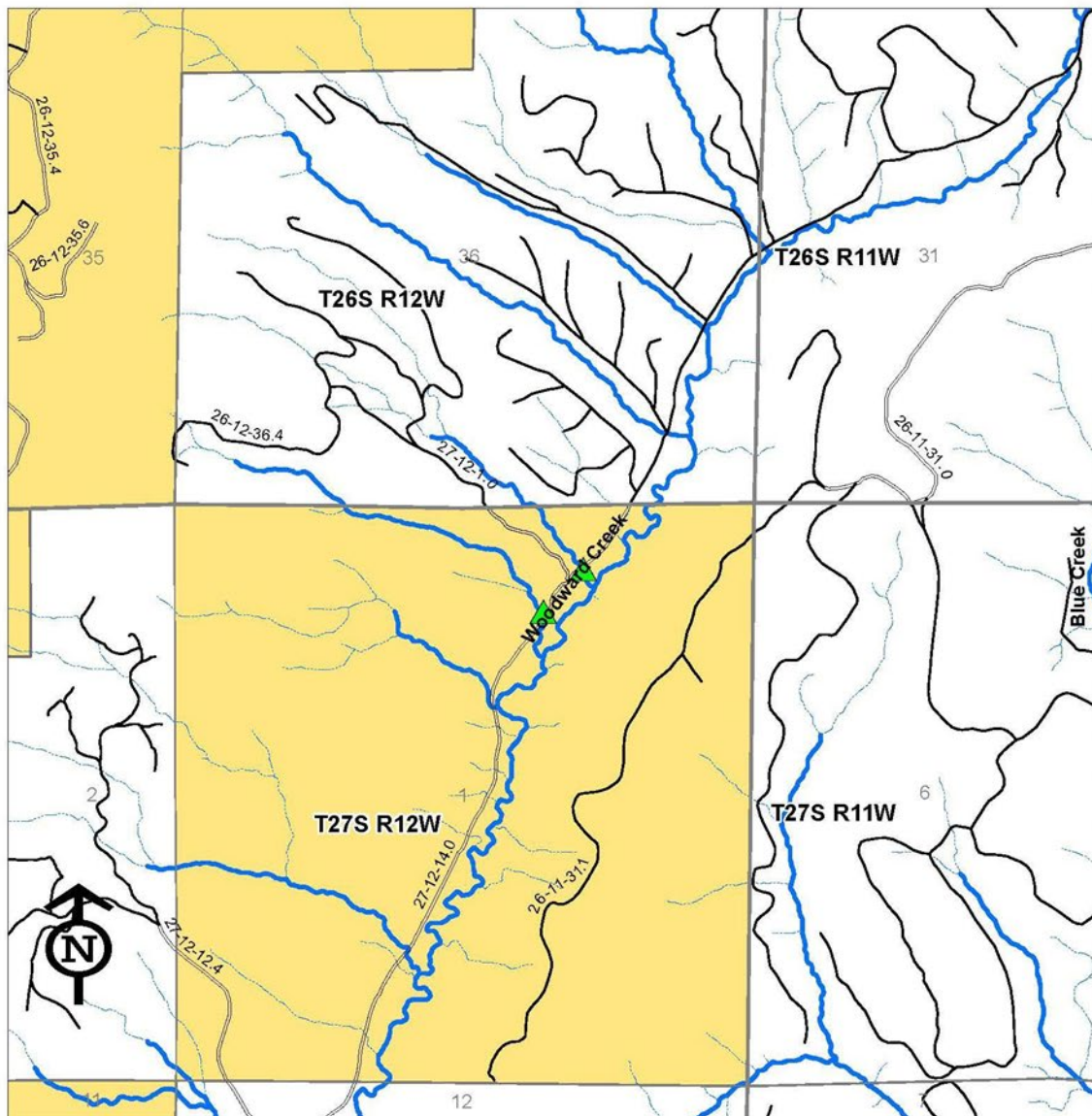
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EXHIBIT B: PROJECT MAPS AND SITE PHOTOS

MAPS



Woodward Creek Culverts



Map Features

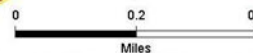
-  Culvert Replacement
-  Stream - fishbearing
-  Stream - No Fish (or unknown)
-  Gravel Road
-  Natural/Unk Surface Road
-  BLM Administered Land
-  Private or Other Lands

Date Saved: 7/21/2022

US DEPARTMENT OF THE INTERIOR Bureau of Land Management



Coos Bay District Office
Myrtlewood Resource Area
1300 Airport Lane
North Bend, OR 97459



No warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual or aggregate use with other data. Original data were compiled from various sources and may be updated without notification.

PHOTOS



Figure 1: Inlet of culvert 1 (upstream most culvert)



Figure 2: Outlet of culvert 1



Figure 3: Inlet of culvert 2 (downstream most culvert)



Figure 4: Outlet of culvert 2