



Couse Creek RM 8 Low Tech Restoration Design Request for Proposals

Date: February 13, 2024

Request for Proposal Deadline: **3 pm (local time) on March 8, 2024**

The Walla Walla Basin Watershed Council is in need of a **Design Document for the Couse Creek RM 8 Low Tech Restoration Project.**

The agreement will be active until **October 31, 2024.**

This Request for Proposal provides prospective respondents with information to prepare and submit proposals for a design report for **WWBWC's Couse Creek RM 8 Low Tech Restoration Project.**

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SECTION 1: INTRODUCTION AND BACKGROUND

1.1 REQUEST FOR PROPOSALS

This Request for Proposal (RFP) contains instructions for proposals to be submitted and the required content to be eligible for consideration.

Any requests for clarification or additional information regarding submission of this RFP shall be submitted **in writing** via email (rfp@wwbwc.org). Written requests for interpretation, clarification, and/or additional information must be received no later than **February 23, 2024**.

1.2 SUBMISSION OF PROPOSAL

Respondents are requested to submit:

- ◆ One (1) copy of their technical proposal (electronic is preferred)
- ◆ One (1) copy of their price proposal, utilizing Attachment A as the template

Proposals must be received no later than **3 pm local time, March 8, 2024**, via email (rfp@wwbwc.org) or delivered to 810 S. Main Street, Milton-Freewater, OR 97862.

Proposals submitted via email are preferred. Responses must be in the format described below. Proposals shall be addressed as follows:

Walla Walla Basin Watershed Council
Attention: Tara Patten, Project Manager
810 S. Main Street
Milton-Freewater, OR 97862

1.3 SUBMITTAL INSTRUCTIONS

1. Proposals may be emailed, mailed or hand-delivered. If the proposal is sent by email, please call the WWBWC to ensure the email was received (541-938-2170). If the proposal is sent by mail, please allow extra time for delivery before the deadline.
2. The proposal must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Proposals become the property of the WWBWC upon receipt of same by the WWBWC. The content of proposals will be kept confidential until an award is made.
4. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall be resubmitted according to the above instructions prior to the submission deadline.

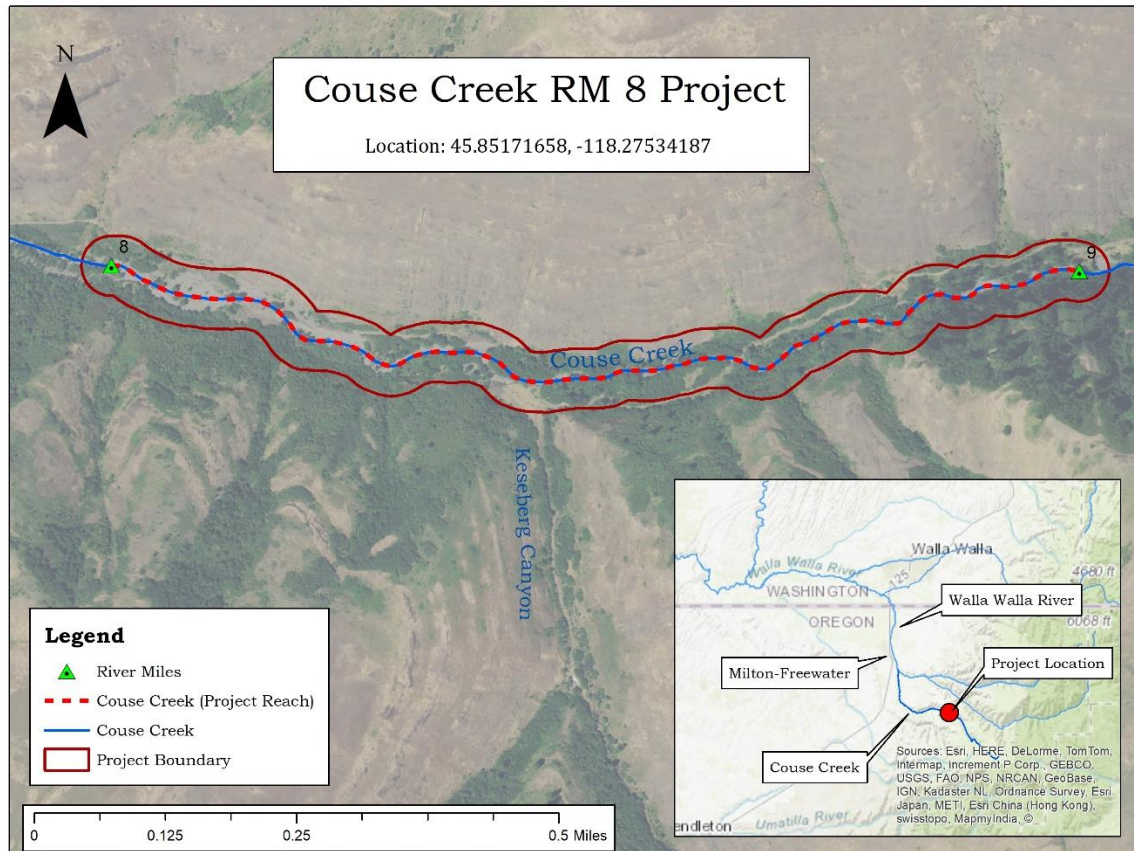
1.4 PURPOSE

Provide a design document for restoration of 1 mile of Couse Creek using low-tech, process-based restoration techniques. The Walla Walla Basin Watershed Council's **Couse Creek RM 8 Low Tech Restoration Project** is funded by Bonneville Power Administration with additional funding pending through the Oregon Watershed Enhancement Board. The draft design should be completed by July 2024. WWBWC will complete environmental compliance tasks and obtain permits. Construction is planned for July-October 2025. This project is located south of the town of Milton-Freewater, in Umatilla County, Oregon.

The goal of the **Couse Creek RM 8 Low Tech Restoration Project** is to use low-tech, process-based, restoration techniques to improve aquatic habitat and riparian conditions in a one-mile reach of Couse Creek at RM 8.

1.5 PROJECT LOCATION

The **Couse Creek RM 8 Low Tech Restoration Project** is located south of the town of Milton-Freewater, in Umatilla County, Oregon. The project site is located in Sections 1 and 2 of Township 4N Range 36E. The project reach begins at RM 8 (45.852516°, -118.287208°) and extends one mile upstream to RM 9 (45.853212°, -118.267607°).



Project Location Map

1.6 PROJECT DESCRIPTION

Goal: Produce a 15% design report for low-tech, process-based restoration to improve conditions for steelhead spawning and rearing in Couse Creek at RM 8.

Couse Creek is a small watershed originating from mid-elevation headwaters of the Blue Mountains in northwest Oregon and is a tributary to the Walla Walla River. In 2017, the Walla Walla Basin Watershed Council conducted an assessment and developed an action plan for Couse Creek to identify impairments and restoration opportunities to benefit fish and wildlife while supporting sustainable agriculture. Typical high flows range from 300-600 cfs. The gradient is low (< 5%), stream flow is intermittent, and stream temperatures

are high in the lower watershed, which limits available habitat for rearing salmonids. The upper reaches are steep (> 5%), stream flow is mostly perennial, and stream temperatures are generally suitable for rearing salmonids. Throughout the watershed there is a lack of pools, large woody debris, the substrate is dominated by cobbles and boulders, and there is limited floodplain connection.

In 2023, watershed council staff observed year-round, spring-fed streamflow at the upper end of the project reach, between Keseberg Canyon and RM 9. The lower 1/3 of the project reach is seasonally dry, and the channel has been severely impacted by high flow events, leaving an unsorted cobble field, limited fine sediment, and minimal vegetation. The outcome of this project will be an approved plan to restore the hydraulic processes such as erosion, deposition, channel aggradation, and tree recruitment that will lead to fine sediment retention, channel complexity, and habitat resilience to flood and drought conditions.

The long-term objective of the project is to improve conditions for steelhead in Couse Creek by improving channel complexity and decreasing stranding mortalities due to thermal barriers and dry stream reaches.

For LT-PBR projects, a 15% conceptual design is typically adequate for permitting, materials acquisition, and construction. We expect that the restoration design produced by this project will lead to implementation in 2025.

[Click for a project area overview with photos](#)

[Click for high resolution aerial imagery of the project reach](#)

[Click for aerial video of the upper half of the project reach: Flying downstream from the upper extent of the project area](#)

[Click to download the 2020 Watershed Assessment Report](#)

1.7 TASKS

The following tasks will be completed for the **Design of Couse Creek RM 8 Low-Tech Restoration**:

- 1) Site Visit
- 2) Produce a restoration design that includes the following components:
 - a. A description of the limiting factors and degraded condition.
 - b. Fish use/periodicity.
 - c. Goals and objectives of the project that address limiting factors.
 - d. Types of equipment to be used.

- e. A plan view with locations identified for each structure type (if partial spanning, note left or right bank structure).
 - f. Plan view image should also include material stockpile areas, refueling areas, and access routes.
 - g. A typical detail for each structure type (full spanning BDA, partial spanning BDA, PALS, etc.) including material and fill estimates as required for the Joint Permit Application.
- 3) WWBWC staff will submit the draft design to BPA for technical review. The contractor will coordinate with WWBWC staff to respond to comments/edits requested by BPA. Typically, the process can be completed in one or two reviews.
 - 4) Produce Final Restoration Design

WWBWC Responsibilities:

- Coordinate review of the draft restoration plan with the landowner and with BPA.
- Complete all environmental compliance requirements and obtain all permits.
- BPA requires a monitoring and adaptive management plan. WWBWC has an approved template and will produce the plan and submit to BPA for review along with the design document produced by the contract

1.8 DELIVERABLES

- Draft report (electronic) will be submitted to WWBWC who will review, consult with landowner, and forward to BPA technical staff for review
- Final report

1.9 SCHEDULE

- Draft report submitted to WWBWC by **June 28, 2024**
- WWBWC and BPA will provide comments within 30 business days after receiving the draft report.
- Final report and deliverables will be submitted within 15 business days of receiving BPA's comments.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

2.1 OBJECTIVE OF REQUEST FOR PROPOSAL

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals for the **Design of Creek RM 8 Low-Tech Restoration**. The RFP is not a contractual offer or commitment to purchase products or services.

Information must be legible. Corrections and erasures must be initialized. Each proposal shall be accompanied by a letter signed by an authorized representative of the Respondent. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

2.2 ADDENDA TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of the RFP, an addendum will be placed online on the WWBWC website (www.wwbwc.org) by **3 pm February 28, 2024**. Respondents are responsible to check online prior to submission of their proposal.

2.3 ANSWERS TO WRITTEN QUESTIONS

Answers to written questions about the proposals will be provided by **3 pm February 28, 2024**.

2.4 SCOPE OF TERMS AND CONDITIONS

The general terms and conditions listed in the **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)** shall govern any Agreements ensuing from this RFP.

The WWBWC prefers to use the terms and conditions in our Agreement, but will consider requested changes.

2.5 AWARD OF CONTRACT

Agreements may be negotiated with Respondents whose proposal is determined to be most responsive to the WWBWC's needs and most advantageous to the WWBWC as solely determined by the WWBWC.

Award of an Agreement may be made without discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms of qualifications and technical experience. The WWBWC reserves the right to reject any or all proposals.

2.6 AGREEMENT

The WWBWC does not guarantee that it will request any or all services covered by the Agreement. Issuance of an Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Award of an Agreement does not establish an exclusive agreement with the Respondent. The WWBWC reserves the right to obtain services from other sources.

The WWBWC will request services or assistance and Respondent shall review its resources to verify their availability to satisfy the WWBWC's request. Respondent will provide a written response describing the approach to be taken for performing requested services, estimated cost, key team members and the schedule for completion. Services under the Agreement will be conferred by a Task Order and executed by both parties.

2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS

The WWBWC is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of an Agreement for services prior to the issuance of an Agreement. Respondent is responsible for costs associated with responding to the RFP including costs related to site visit(s) and estimate preparation(s) for work authorized under the Agreement.

2.8 ECONOMY OF PROPOSALS

Respondent must submit a complete and concise response to the RFP, which will be retained by the WWBWC. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of the RFP.

2.9 PROPOSAL BINDING

Respondents are advised that proposals shall be binding upon the Respondent for sixty (60) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written signed request.

2.10 NOTIFICATION

Each Respondent submitting a proposal will be notified in writing by email as to acceptance or rejection of their proposal. The WWBWC plans to release such letters within fifteen (15) days of the proposal submittal deadline. The WWBWC may delay this action if it is deemed in the best interest of the WWBWC.

2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION

The WWBWC reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all terms in the proposal, if it is deemed in the WWBWC's best interest.

The WWBWC reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of the WWBWC.

SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS

3.1 GENERAL SUBMITTAL REQUIREMENTS

The following submittal requirements must be satisfied for each section of this RFP. The information will be used as the basis for selection.

Proposals made in a superfluous manner where technical sections submitted do not demonstrate discernible strength or potential value to the WWBWC may be disregarded altogether.

3.2 PROPOSAL FORMAT

The proposal format shall be as follows:

All Sections – The page limit includes tables, figures, photographs and other graphical representations, all of which must be included within the same contiguous section. Page limits refer to limits of text (i.e. double-sided prints will be counted as two pages).

Font Size – The font size for text pages shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered.

Proposal Presentation – A table of contents or similar must be utilized to clearly indicate subsequent sections of the proposal.

Cover Letter – One (1) page maximum. Page must be 8.5” x 11”.

Company Background – One (1) page maximum. Page must be 8.5” x 11”. At a minimum provide information relative to your company including a short description of the company and whether staff are licensed in Oregon, Washington or both.

Technical Discipline Section – Two (2) page maximum. Page must be 8.5” x 11”. Please describe your company’s expertise by providing examples of previous projects and their deliverables. See 3.3 for further details.

Staff Biographies – Two (2) page maximum. Page must be 8.5” x 11”. Brief personnel sketches or summaries for key team members.

Price Proposal (Bid) – Provide a bid for the design work including estimated start and completion dates. The bid value should be determined by the hourly rate and number of hours. See 3.4 for further details.

Terms and Conditions – There is no page limit but pages must be 8.5” x 11”. Respondents shall identify questions or suggested changes to the Terms and Conditions of the **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)** should they be chosen by the WWBWC.

3.3 TECHNICAL DISCIPLINE SECTION DETAIL

The technical discipline section shall include the following information:

Project Experience – Relevant project experience in the technical discipline area. For previous projects please provide a brief description of the project. You may include photographs, graphs, or other graphics.

Staff Location – Location(s) of the office(s) where project services will be performed, including the main project office location where the project team (potential project manager) will be based.

3.4 PRICE PROPOSAL

Provide Respondent company’s billing structure, including labor rate structures by staff categories and other non-labor rates utilizing **PRICE PROPOSAL FORM (Attachment A)** template or similar format. This template includes a table showing the company’s rates for the Agreement period. The rate table must provide information on all proposed mark-ups and fees, and will be incorporated into the selected company’s **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)**.

3.5 SELECTION PROCESS

Professional companies will be evaluated on the Respondents’ relative experience, project staff and the price proposal.

3.6 REQUEST FOR PROPOSAL SCHEDULE

The RFP Schedule is tentatively set as follows:

Publish Request for Proposals	February 8, 2024
Written Questions Due	February 23, 2024
Addendum to RFP (if needed)	February 28, 2024
Responses to Questions	February 28, 2024
Proposals Due	3 pm on March 8, 2024
Notification of Bid Award	Within 15 days of the proposal due date



WALLA WALLA BASIN
WATERSHED COUNCIL

Attachment A – PRICE PROPOSAL FORM

Company Name: _____

Project Name: **Design for Couse Creek RM 8 Low-Tech Restoration**

Position Title	Hour Rate

*All position titles to be used on Task Order Assignments must be shown

**All costs must be included in the hourly rates. No additional project costs will be allowed. Administrative expenses, including, but not limited to, the following should be incorporated into labor rates and shall not be billed as a separate charge:

- ◆ Telephone charges
- ◆ Postage and delivery
- ◆ Technology costs (computer usage, office equipment, etc.)
- ◆ Accounting
- ◆ Marketing

If your company is proposing reimbursement for travels costs, describe your travel policy (i.e. limits on meals, mileage rate and personnel hourly rate during travel time).

Please list applicable equipment charges and fees in the table below.

Applicable Fees/Equipment	Cost

Payment Terms – Net 30

TOTAL BID AMOUNT: _____

ATTACHMENT B – AGREEMENT FOR PROFESSIONAL SERVICES

Agreement for Professional Services

Date: _____

Project Name: **Design for Couse Creek RM 8 Low-Tech Restoration**

Walla Walla Basin Watershed Council, of 810 South Main Street, Milton-Freewater, OR (CLIENT) and _____ **CONSULTING FIRM/COMPANY NAME** _____, of _____ **ADDRESS** _____ (CONSULTANT) hereby agrees as follows:

CONSULTING SERVICES: The CLIENT agrees to secure the services of the CONSULTANT and the CONSULTANT agrees to provide CLIENT with a 15% conceptual design document for a one mile reach of Couse Creek beginning at RM 8.

PROJECT NAME: **Design for Couse Creek RM 8 Low-Tech Restoration**

SCOPE OF CONSULTANT SERVICES: The CONSULTANT shall produce a restoration design for the Walla Walla Basin Watershed Council’s Couse Creek RM 8 Low-Tech Restoration project. This project is located south of the town of Milton-Freewater in Umatilla County, Oregon.

CLIENT REQUIREMENTS: The CLIENT shall provide all information available on the project and direction in the work to be performed.

PERFORMANCE SCHEDULE: The schedule shall be as follows with a site visit being performed at a time mutually agreeable to both parties.

- Draft report submitted to WWBWC by **June 28, 2024**
- WWBWC and BPA will provide comments within 30 business days after receiving the draft report.
- Final report and deliverables will be submitted within 15 business days of receiving BPA’s comments.

CONSULTANT COMPENSATION: The consulting fee associated with project work will be based on a time and expense basis. The hourly labor rate fee for consulting shall be _____ **SEE ATTACHED PRICE SHEET** _____. Time and expenses for this project will not exceed _____ **BUDGET AMOUNT** _____ without a written amendment signed by both parties.

OTHER: The CONSULTANT will not perform any work without authorization from the CLIENT.

APPROVED BY:

CLIENT:

Walla Walla Basin Watershed Council
810 South Main Street
Milton-Freewater, OR 97862

TITLE:

Executive Director

SIGNATURE:

[REDACTED]

DATE: _____

PHONE: 541-938-2170

FAX: 541-938-2170

EMAIL: Troy.baker@wwbwc.org

CONSULTANT:

COMPANY NAME

COMPANY ADDRESS

COMPANY ADDRESS

TITLE:

[REDACTED]

SIGNATURE:

[REDACTED]

DATE: _____

PHONE: COMPANY PHONE #

FAX: COMPANY FAX #

EMAIL: [REDACTED]

General Conditions:

1. Labor fees shall be as noted under ‘CONSULTANT COMPENSATION SHALL BE.’ or on an attached Rate Schedule. Expenses shall be reimbursed at cost and vehicle mileage expenses will be reimbursed at the federal mileage rate. Other out of pocket expenses such as permit, application, advertising, filing fees, sales tax and other services will be charged at cost.
2. Invoices will be issued to the client within fifteen (15) days of the submission to client of the final report and deliverables. Payment terms are Net 60.
3. The CONSULTANT agrees, during the term of this agreement, to keep in full force statutory workers’ compensation insurance, including employer’s liability insurance of its employees. In addition, the will maintain comprehensive general liability insurance covering bodily injuries in the amount of \$1,000,000 and property in the amount of \$1,000,000 per occurrence, with a non-cumulative annual aggregate of \$1,000,000 for bodily injury and \$1,000,000 for property damage. The CONSULTANT agrees to maintain a minimum of \$50,000 of professional liability insurance during the term of this agreement.
4. The CLIENT or CONSULTANT may terminate this agreement upon seven (7) days written notice. CONSULTANT shall submit an invoice for services performed up to the effective date of termination and the CLIENT shall pay CONSULTANT all outstanding invoices within thirty (60) days.