

REQUEST FOR PROPOSALS

Tahoe Resource Conservation District

requests proposals

for the development of a

Stormwater Resource Plan

July 29, 2016



1 BACKGROUND

Funding for stormwater management projects in the State of California and the Lake Tahoe Basin has become more competitive. In order to best compete for these funds, a comprehensive strategy that helps guide public investment needs to be developed. As part of this strategy, it is important that projects provide multiple benefits that consider the many goals and priorities for the State of California, including but not limited to the California Water Action Plan, the State Wildlife Action Plan, Sustainable Communities Strategies, and the recently issued Storm Water Resource Plan Guidelines. For this reason, stormwater agencies and stakeholders desire the development of a Stormwater Resource Plan.

In addition, California Senate Bill 985, approved in September 2014, requires that a Stormwater Resource Plan (SRP) be developed and submitted to the applicable Integrated Regional Water Management (IRWM) group for incorporation into their Integrated Regional Water Management Plans (IRWMPs) in order to receive grant funding for stormwater and dry weather runoff capture projects from bond acts approved by voters after January 2014. Proposition 1 (Prop1), a water bond passed in November 2014, is currently providing grant funding for multi-benefit stormwater projects. Therefore, a SRP is needed to establish eligibility for these grant funds and to help guide public investment. To facilitate the development of a SRP, the California State Water Resources Control Board (Water Board) issued Stormwater Resource Plan Guidelines in November 2015 ([SRP Guidelines](#)).

The Tahoe Resource Conservation District (Tahoe RCD) has been awarded Prop1 planning grants through the California Tahoe Conservancy (Conservancy) and the Water Board to develop a SRP for the California-Tahoe Basin and the greater Tahoe Sierra IRWM region respectively (Figure 1). The Conservancy's funding is allocated in Chapter 6 (Sec 79730 – 79738) of Prop1 which contains language (section 79732(b)) that requires the SRP to go above and beyond the minimum requirements outlined in the Water Board's SRP Guidelines. Therefore, the portion of the SRP specific to California-Tahoe must go above and beyond SRP Guidelines by considering stormwater project benefits to critical Tahoe specific resources such as aquatic invasive species (AIS) and nearshore water quality. Funding through the Water Board is allocated in Chapter 7 (Sec 79740-79748) of Prop1. This chapter does not contain the same language as the section in Chapter 6. Thus, the portion of the SRP that encompasses the Tahoe Sierra IRWM region needs only to meet the SRP Guidelines.

Tahoe RCD will be the lead agency coordinating the SRP's development. The California-Tahoe portion of the SRP will be developed in collaboration with the following project partners: the Conservancy, El Dorado County, Placer County, City of South Lake Tahoe, Tahoe Regional Planning Agency, Lahontan Regional Water Quality Control Board (Lahontan), and the South Tahoe Public Utility District. The Tahoe Sierra IRWM portion of the SRP will involve collaboration with additional partners: Town of Truckee, Alpine County/Alpine Watershed Group, Sierra County, and the Truckee River Watershed Council.

Figure 1: Tahoe Sierra IRWM Region. The California-Tahoe Basin consists only of the area adjacent to Lake Tahoe, including but not limited to, Tahoe City, South Lake Tahoe, and Kings Beach.



**TAHOE-SIERRA
IRWM REGION**

- Tahoe Sierra IRWM Boundary
- County Boundary
- Roads

The primary function of the SRP will be to guide the implementation of stormwater projects to maximize benefits in multiple resource areas on a watershed scale. Benefits must be maximized with regards to stormwater quality, water supply, flood management, environment, and community (see section VI.C and VI.D. of SRP Guidelines). Additional benefits, including AIS and nearshore water quality, must be examined for California-Tahoe. Therefore, developing a methodology to identify appropriate metrics and quantify multiple benefits of stormwater projects in order to prioritize implementation is a key element of the SRP.

This Request for Proposals (RFP) seeks to select an organization to accomplish the following objectives:

1. Develop a SRP that is specific to the California-Tahoe Basin. This SRP shall be consistent with the Water Board's SRP Guidelines but also go above and beyond guidelines by considering stormwater project benefits to other critical Tahoe specific resources such as AIS and nearshore water quality. The SRP will establish metrics that quantify stormwater project benefits and include a process to use these quantified benefits to prioritize project implementation.
2. Expand the SRP to include the broader Tahoe Sierra IRWM region consistent with SRP Guidelines.

Objectives shall be accomplished by:

- a) Engaging with Tahoe RCD, project partners, and the community to ensure maximum collaboration for the highest quality product.
- b) Exceeding requirements and provisions of the California Water Code and the State Water Board guidelines for the California-Tahoe Basin area to establish eligibility for bond funds associated with stormwater projects.
- c) Meeting requirements and provisions of the California Water Code and the State Water Board guidelines for the Tahoe Sierra IRWM region to establish eligibility for bond funds associated with stormwater projects.
- d) Leveraging existing plans to promote coordination and consistency with existing planning documents, minimize duplication of planning efforts, and clarify plan relationships.
- e) Leveraging existing Environmental Improvement Program (EIP), AIS Program, Pollutant Load Reduction Model (PLRM), Sierra Nevada Watershed Improvement Program, and other relevant assessment tools.
- f) Establishing metrics that quantify stormwater project benefits to stormwater quality, water supply, flood management, environment, and community; and to AIS, nearshore water quality and other Tahoe specific resources for the California-Tahoe Basin.
- g) Developing a process to use multi-benefit metrics to prioritize project implementation.

- h) Creating a functional, living document to facilitate interagency coordination and project implementation while achieving cross-resource efficiencies and the ability to adapt to evolving metrics and science.

2 DESIRED EXPERTISE

1. Familiarity with Lake Tahoe water quality policy: The Consultant must demonstrate familiarity with California-Tahoe and surrounding Tahoe Sierra IRWM region with regard to the resource issues, regulatory complexities, and the variety of existing assessment tools and planning documents.
2. Strong collaboration and facilitation skills: SRP development will require the Consultant to engage with diverse stakeholders and the public to document issue concerns, understand options to respond to identified concerns, and integrate divergent perspectives into a shared program vision. The Consultant must possess adequate communication and organizational skill to effectively guide the stakeholder engagement process.
3. Ability to produce effective written product: The Tahoe RCD seeks a final SRP that provides a clear and detailed strategy to help guide public investment in stormwater management projects. The Consultant must have the ability to summarize available information, document stakeholder input, and design a flexible benefits analysis and project prioritization process that can easily be adapted as new information becomes available. Such multi-objective documentation requires extensive experience crafting complex science and policy documentation to guide future work.

3 PROJECT TASKS

The Consultant will be required to attend bi-monthly coordination meetings with Tahoe RCD and project partners to facilitate the development and completion of the SRP. With support from the Tahoe RCD and project partners, the scope of work includes the following tasks:

1. Describe relevant watersheds and sub-watersheds for the Tahoe Basin and the Tahoe Sierra IRWM region.
2. Complete a comprehensive review of existing stormwater planning documents and other project assessment methods. This exercise will clarify plan relationships, promote coordination and consistency with existing planning documents, and minimize duplication of planning efforts.

The appropriate portions of existing documents will be rehabilitated and leveraged to support development of the SRP.

- a. Review documents applicable to the Lake Tahoe Basin.
 - b. Review documents applicable to the Tahoe Sierra IRWM region.
3. Compile a list of planned stormwater quality improvement projects. Define the metrics that can be used to quantify multiple benefits from these stormwater projects.
 - a. Define metrics valuable to the Tahoe Basin.
 - b. Define metrics valuable to the Tahoe Sierra IRWM region.
 4. With support from Tahoe RCD and project partners, develop a process to prioritize project implementation based on an integrated, metrics-based analysis of anticipated benefits to multiple resource areas. This process shall be clear and repeatable, developed in the context of regional and statewide goals and priorities, and coordinated with, but not overlap, similar processes being developed by other resource managers in the Lake Tahoe Basin and the broader Tahoe Sierra IRWM region. Test the method against planned stormwater quality improvement projects to generate a prioritized list.
 5. Prepare a draft and final SRP that:
 - a. Exceeds the provisions of the California Water Code and the SRP Guidelines for the California-Tahoe Basin.
 - b. Meets the provisions of the California Water Code and the SRP Guidelines for the Tahoe Sierra IRWM region.
 6. Finalize the SRP with approval from Tahoe RCD and project partners.

The SRP and associated integrated metrics-based analysis method will be submitted to the Tahoe Sierra Integrated Regional Water Management (TSIRWM) Partnership for incorporation in the TSIRWM Plan.

4 PROPOSAL CONTENT

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

1. **Project Approach:** Describe the proposed project approach, specifically describing subtasks necessary to complete each of the primary tasks identified in the RFP. Include important strategic considerations, potential decision points and alternatives, and explain the advantages

of the proposed approach. If proposing changes to tasks outlined in the RFP, include an explanation of why they should be considered.

2. Qualifications: State your qualifications, including those of any named subcontractors. Describe relevant projects and clients and the experience and professional certifications/credentials of key personnel. Describe any past experience working on projects in the Lake Tahoe Basin and/or Tahoe Sierra IRWM region. Although prior work experience in the Basin or expanded region is not required, applicants should describe their familiarity with the stakeholders and regulatory milieu of the stated areas.
3. Project Management: Describe your management structure and the approach you would use to manage the contract and associated work orders.
4. Readiness and Ability: Describe your readiness and ability to complete the outlined tasks on a timely basis.
5. Cost: Include a schedule of billing rates for key management, technical personnel, subcontractors, and support staff and a cost schedule for any anticipated direct expenses (e.g., vehicle, field equipment, etc.). Indirect costs are allowable under Conservancy funding, but are not eligible for reimbursement under Water Board funding. Travel expenses must be at California State rates. Provide a breakdown of costs by project goals.
 - a. The total value of the California-Tahoe specific portion of the project is not to exceed \$50,000.
 - b. The total value of the expanded project to include the Tahoe Sierra IRWM region is not to exceed \$55,000.
6. Schedule: Include a schedule outlining the proposed timeline for completion of the project including milestones. The timeline for completion of the California-Tahoe SRP shall not go beyond April 15, 2017. The timeline for expanding the California-Tahoe SRP to include the entire Tahoe Sierra IRWM region may continue beyond this date.
7. References: Provide the name and contact information of at least three individuals or organizations that can provide feedback on past project performance.
8. Proof of Insurance: Submit proof of insurance and W-9 (see Liability Insurance below).

9. Proposal Format and Submittal: Proposals should be clear, concise, and brief (maximum of 15 pages), not including resumes, insurance declarations, schedule and cost, and references.

5 SCHEDULE

Date of Announcement:	July 29, 2016
Questions/Inquiries Accepted:	August 5, 2016
Response to Questions Announcement:	August 12, 2016
Deadline for Proposal Submissions:	August 19, 2016 (Postmarked)
Proposals Opened:	August 22, 2016
Notification of Award(s):	September 9, 2016

6 ADDRESS RESPONSES TO

Tahoe Resource Conservation District
Attention: Andrea Buxton, Stormwater Program Coordinator
Physical Address (FedEx/UPS Delivery):
870 Emerald Bay Road, Suite #108
South Lake Tahoe, CA 96150

Please submit two hard copies of the RFP response in a sealed envelope plainly marked “Stormwater Resource Plan RFP Response”, “DO NOT OPEN – Sealed Bid Enclosed,” and include the name and contact information of consultant.

In addition, please submit one electronic copy of the RFP response in .pdf format to abuxton@tahoercd.org with the subject line: “DO NOT OPEN – SRP Sealed Bid Enclosed” and include the name and contact information of consultant.

Late proposal submissions will not be considered and will be returned unopened to the sender. All proposals, whether selected or rejected, shall become the property of the Tahoe RCD. Transmittal/Cover letters for the proposals shall be signed by an authorized employee or officer in order to receive consideration. The Tahoe RCD shall not be responsible for proposals delivered to a location other than that specified above.

7 NOTIFICATION AND SELECTION PROCESS

The selection process will be completed within two weeks of the submission deadline. The following steps will be used to select Consultant(s):

1. Initial Screening: The Tahoe RCD and project partners will review and evaluate proposals using the following criteria:
 - Proposal content, project approach, qualifications, quality, references, cost and timing.
 - Demonstrated professional qualifications and credentials (as applicable), relevancy of listed project experience, and demonstrated ability to complete work tasks listed in the RFP.
2. Interviews: Applicants that meet the initial screening criteria may be invited to interview with Tahoe RCD staff and project partners in person or by phone (at Tahoe RCD's discretion). It is possible that the selection of a Consultant will be based solely on the written RFP response.
3. Contract: The successful Consultant(s) will be asked to enter into Tahoe RCD's Consultant Services Agreement. The agreement will allow the Consultant(s) to be available for work orders to be assigned as necessary.

Consultant Selection: We anticipate that Consultant(s) will be selected no later than September 9, 2016, with negotiation and award of Consultant Service Agreement contracts to occur shortly thereafter. If an insufficient number of proposals are received in response to this RFP, or if the selected Consultant(s) and Tahoe RCD are unable to agree to the terms of the master services agreement contract, Tahoe RCD reserves the right to disqualify the Consultant(s) and reissue the RFP in whole or in part.

Tahoe RCD reserves the right to award any part of or the whole proposal to one or multiple organizations. The Tahoe RCD will contract with the combination of parties that will best accomplish the project objectives for the lowest value and in the best interests of the project.

8 OTHER DETAILS

Tahoe RCD Contact: Andrea Buxton at 530-412-0456 or abuxton@tahoercd.org

- All written questions and request for clarification should be directed to Andrea Buxton. Questions and responses will be posted for all consultants at tahoercd.org.
- Consultant must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- Costs to prepare this proposal will not be reimbursed.

- All submittals are public information. Restrictions on any information submitted will render a proposal non-responsive.
- If no qualified proposals are submitted by August 19, 2016, the Tahoe RCD reserves the right to begin the RFP process anew.
- Selected Consultant(s) will be expected to sign a Consultant Services Agreement with the Tahoe RCD (example agreement available upon request).
- All subcontractors, if any, used by the selected Consultant will require prior written consent of the Tahoe RCD and will be subject to all provisions stipulated in the Tahoe RCD Consultant Services Agreement.

9 LIABILITY INSURANCE

Selected Consultant(s) shall maintain at all times insurance of not less than \$1,000,000 per occurrence for the following liabilities: general liability, bodily injury, personal injury, property damage, automobile liability, professional liability, workers' compensation, and employer's liability, thus insuring against all liability of Consultant and its authorized representatives arising out of and connected with Consultant's work on this project. All such policies of insurance shall be primary insurance, and shall include the following provisions: The Tahoe RCD, its funders, officers, agents, employees, and servants are included as additional insured, but only insofar as the operations under this contract are concerned; the Certificate of Insurance shall contain an endorsement requiring 30 days prior written notice from the insurance company to the Tahoe RCD before cancellation or change in the coverage and shall be provided by an acceptable insurance provider which satisfies minimum requirements as determined by the Tahoe RCD; scope or amount of the policy and each policy shall provide that any right of subrogation against Tahoe RCD is waived. A copy of Consultant's insurance policy together with all endorsements shall be submitted to the District for review and approval prior to the commencement of the term of the contract.

10 EXTRA WORK

At any time during the term of the contract the Tahoe RCD may request the Consultant(s) to perform Extra Work. As used herein, Extra Work means any work, which is determined by the Tahoe RCD to be necessary for the proper completion of the project, but which the parties did not reasonably anticipate would be necessary when preparing this RFP. Consultant shall not perform Extra Work until receiving written authorization from the Tahoe RCD's Project Manager.