

818 Commercial Street, Suite 203  
Astoria, Oregon 97103

## **REQUEST FOR PROFESSIONAL SERVICES**

### **South Tongue Point Restoration Phase 2 - Preliminary Design**

**Proposals are due October 15, 2020 by 4pm**

#### **I. PROJECT BACKGROUND**

The Columbia River Estuary Study Taskforce (CREST) is seeking professional engineering services for a restoration project on a 102 acre private parcel along the Columbia River. The project is located at river mile 18 in Cathlamet Bay, in Clatsop County, Oregon, south of Tongue Point. The project is sponsored by CREST and funded by the Bonneville Power Administration. The scope of work detailed in this request constitutes the preliminary design phase of the project, and additional design work may be funded without an additional RFP.

**CREST requires a firm with direct experience in hydraulic modeling and designing tidal habitat restoration with particular emphasis on enhancing wetland ecosystem function to benefit juvenile salmonids.** The scope of work will entail analyzing existing and collected data, modeling hydrological processes, proposing and analyzing alternative restoration activities, and completing a feasibility report and initial designs.

The project site was historically composed of shallow water habitat and tidal wetlands. Placement of dredge spoils in the 1940's and 1950's raised the elevation of the site, converting it to isolated wetlands, high marsh dominated by reed canary grass (*Phalaris arundinacea*), and forested uplands. A single tidal channel through Liberty Lane connects the north end of the site to the Columbia River. Project activities will be located adjacent to the Columbia River at the southern end of the site and will move inland (north) along the railroad line to connect the interior wetlands to the river.

Proposed restoration activities will entail scraping down upland and marshland areas to increase tidal wetland habitat and creating additional tidal connections to newly lowered interior and riverside wetlands. One goal of the project is to connect a flow-through channel from the northern portion of the project area restored by CREST in 2012 (South Tongue Point Restoration Phase 1) to the Cathlamet Bay through a new channel along the railroad levee to the south.

## II. OVERALL PROJECT GOAL AND OBJECTIVES

CREST has developed this proposal in order to determine the feasibility and potential impacts of restoration to estuary habitat that is critical to the recovery of threatened/endangered Columbia River and tributary salmon species. It proposes to target the following NOAA Estuary Module identified limiting factors: 1) Reduced off-channel habitat opportunity, and 2) Reduced macrodetrital inputs. The overall project goal is to increase off-channel habitat opportunities for juvenile salmonids within the site and to increase macrodetrital inputs from the site into Cathlamet Bay and the Columbia River.

Specific project objectives include:

- A. Enhance access between the project site and the mainstem Columbia River for out-migrating juvenile salmonids.
- B. Increase nutrient flows through the project area, with the specific objective of increasing macrodetrital inputs on-site and out to the Columbia River.
- C. Increase the area of off-channel habitat by expanding the total area of tidal and seasonal inundation within the project site, especially by lowering areas currently dominated by reed canary grass.
- D. Connect the site restored by CREST in 2012 – at the north end of the project area – to tidal flows from the Columbia River via a new channel to the south.
- E. Increase the cover and diversity of native plant species in the project area by controlling invasives and planting/seeding natives.
- F. Create a hydraulic model that describes existing conditions at site, and a model predicting conditions after restoration activities have been completed.
- G. Complete an alternatives analysis enabling the comparison of at least three possible restoration designs, complete with estimated costs.
- H. Develop an initial designs plan set.

## III. PROJECT APPROACH SCHEDULE and KEY DELIVERABLES

This project will be conducted in three (3) phases: feasibility and conceptual design, final designs, and project implementation. **Phase I** develops conceptual restoration design alternatives, collates recommendations, and provides adequate detail to undergo scientific review. **Phase II** completes final design with detail sufficient for permitting and provides construction specifications for the project site. **Phase III** will include construction contract bid solicitation, administration and construction oversight of the implementation sequence. **This RFP is intended for Phase I work only.**

**A pre-bid site visit of the potential project site will occur on October 1st, 2020, at 10:00 AM.** Consultants attending this tour are requested to **RSVP by September 28<sup>th</sup>, 2020 at 2:00 PM with the Project Manager to attend the site visit. Contact the Project Manager at [thruska@columbiaestuary.org](mailto:thruska@columbiaestuary.org).** Directions and logistics will be sent to tour attendees. The site visit is not mandatory but is encouraged.

### **Key Deliverables for Phase 1:**

1. Develop initial restoration concepts for the project (increased fish access to the site, improved habitat conditions, restoration of previously altered features).
2. Establish 3 alternatives for the site with discussion of alternatives likely impact on habitat, channel morphology, floodplain enhancement, and long-term maintenance considerations. Findings will be summarized in a Technical Memo (or incorporated into a Basis of Design report). This memo will include alternative design drawings and narratives as well as providing recommendations for designs.
3. Present design alternatives to CREST and stakeholder group for discussion. Advance preferred alternative to the 15 or 30% design level.
4. Preliminary designs (**15% or 30%, bidder must specify which**), including site plans, cost estimates, specific logistical considerations, and list of next steps.

### **Draft Scope of Work for Phase 1:**

#### **Phase I (Development of Feasibility Study, Alternatives, and 30% Designs)**

- Task 1 On-Site Kick-Off Meeting with Project Partners
  - Visit the project area with project partners (including new landowner) to discuss vision for the site as well as specific limitations
    - May be combined with on-site data collection by the consultant
- Task 2 Data Collection and Review
  - Available LIDAR will be provided to consultant upon successful contract negotiation
  - Additional ground-truthing surveys of the property will be conducted by the selected firm to correct and supplement the existing LiDAR data
  - Review existing reports and documents pertaining to Cathlamet Bay and surrounding areas, including geomorphology, biology (i.e. fish use), historic land use, dredge deposition, etc.
  - Preliminary data from an inside and outside water logger will be provided to the consultant upon successful contract negotiation, but the consultant may wish to gather additional data specifically for the hydraulic model
  - Identify additional information needed and/or data gaps
- Task 3 Feasibility Report
  - Site conditions and history
    - Summarize land use history, geomorphology, ecology, and other pertinent details about the site, with whatever maps are necessary to convey information
  - Hydraulic modeling
    - Develop basic hydraulic model for existing conditions at the project site.
    - Provide technical memorandum summarizing findings.
  - Alternatives development
    - Draft at least three (3) restoration alternatives aimed at achieving the Project Objectives identified above

- Present alternatives analysis that meet the Project Objectives in a technical memorandum
  - Provide plan view, scaled site plans for at least three (3) alternatives
  - Identify primary characteristics and costs for each alternative
  - Evaluate alternatives in terms of their ability to address the NOAA-identified limiting factors for endangered salmonids (discussed above) and for climate change resilience
  - Provide discussion about any change (if any) to adjacent property conditions
  - Make recommendation on preferred alternative
- Present findings at a meeting with stakeholders (likely virtual)
- Task 4 Selected Alternative 15% or 30% Design and Cost Estimates
  - Develop and run hydraulic model for the Preferred Alternative.
    - Hydraulic model should address likely impacts from climate change
  - Submit final Preferred Alternative Report, a partial plan set, and cost estimates, incorporating any edits or changes provided by CREST for the feasibility report
  - CREST will provide written comments to consultant

#### **IV. SUBMITTAL REQUIREMENTS AND EVALUATION SCORING**

CREST recognizes the size of the scope and encourages firms to scale their proposals accordingly. **Total contract award is not to exceed \$65,000.** CREST meets all federal and state contracting guidelines for non-construction projects with this RFP. CREST may continue a contract with the selected consulting firm for Phases II and/or III based on the outcome of their performance in Phase I without reopening with an additional RFP.

##### **A. Qualifications & Relevant Experience:** 2 pages maximum

Identify the team that will actually be involved with this project, not just all related staff members in the organization. Proposals will be ranked in this category on the qualifications of the firm, team members and project manager.

- a. Discuss your firm's overall experience working on this type of project.
- b. Identify the consultant team that will actually be involved with the project. Highest scores will be given to consultants that demonstrate relevant qualifications for key members of the team.
- c. Highest scores will be given to firms that demonstrate they have a coherent team that has worked together previously on similar projects. Identify the project manager and discuss their skills and experience in managing this type of project as well as their technical expertise.
- d. Discuss the team members' specific experience with/knowledge of hydraulic modeling, tidal wetland ecology, and/or communicating with stakeholders who have not had relevant technical training.

##### **B. Description of Example Projects:** 3 pages maximum

Applicants should describe at least three (3) completed design projects that demonstrate the organization's or team's experience designing projects for:

- a. Wetland restoration/enhancement
- b. Marshplain lowering
- c. Tidal (re)connection
- d. Creating or enhancing off-channel salmonid habitats
- e. Combatting invasive wetland species, especially reed canary grass

- f. Climate change

Example projects should also be used to demonstrate the team’s ability to:

- a. Respond to stakeholder guidance and feedback in a timely and cooperative manner
- b. Meet deadlines and budget
- c. Account for climatic uncertainty and risk, with associated impacts on riparian water levels

**Please provide references for these projects with current contact information.**

**C. Methodology and Approach:** 3 pages maximum

Describe general approach for the described design tasks. The Budget and Schedule (described below) should clearly reflect the Methodology and Approach described here. While not required, it is recommended that consultants describe their anticipated approach to:

- Collecting field data
- Creating a hydraulic model, including the type of model selected
- Prioritizing design elements given limited budgets for implementation

Highest scores will be awarded to proposals that articulate a clear approach to iteratively building on each step in the scope of work, and which justify specific methods or assumptions with data and logic. Proposals that call out points of uncertainty and propose methods to address them will be scored higher than those that gloss over uncertainties.

**D. Budget and Schedule:** 3 pages maximum

List detailed budget with concise narrative/justification of cost for Phase I including total hour calculations and rates. Proposed costs are not to exceed \$65,000. Include a proposed schedule for the deliverables described. Final budget and schedule will be agreed upon during contract negotiations.

**V. CONSULTANT SELECTION PROCESS**

CREST will evaluate responses and make award decisions based on methodology, cost, and qualifications.

***Scoring is calculated based on:***

Methodology – 40 points

Budget – 40 points

Qualifications – 20 points

**VI. PROPOSAL PROCESS**

A. Each responsible proponent shall respond to the “Submittal Requirements” as presented in Section IV of this RFP. Proposals should provide a straightforward, concise description of proponent’s capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Proposals received without the required information may be rejected as incomplete.

B. A digital submission of the proposal shall be emailed to [thruska@columbiaestuary.org](mailto:thruska@columbiaestuary.org) (please make sure it is no larger than 20 mb in size). Proposals will be received until the date and time

stated in this RFP. Any proposals received after the scheduled closing time for receipt of proposals shall be deemed ineligible for award consideration.

C. CREST Reserves the Right to:

- Reject any and all proposals received in response to this RFP, if deemed to be in the best interest of the project and in consideration of the limited grant funds available.
- Waive or modify any irregularities in proposals received, after prior notification to the proponent.
- Consider proposals or modifications received at any time before the award is made, if such action is in the best interest of CREST.
- Seek clarification of each consultant’s proposal.
- Negotiate a final contract under which the compensation paid to the consultant is fair and reasonable to CREST as determined solely by CREST and its funder(s).

D. RFP Timeline

**EVENT DATES**

|                                  |                    |
|----------------------------------|--------------------|
| RFP released                     | September 16, 2020 |
| Site Visit                       | October 1, 2020    |
| Proposals due no later than 4 pm | October 15, 2020   |
| Proponent selection*             | October 16, 2020   |
| Execute contract*                | October 28, 2020   |

\*Projected dates

E. Incurring Costs

CREST shall not be liable for any cost incurred by proponents prior to issuance of a contract.

F. Addenda

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective proponents who have been issued an RFP document.

G. Acceptance of Proposal Content

The contents of the proposal of the successful proponent will provide the basis for a more detailed contractual obligation if the proposal is accepted. Failure of the successful proponent to accept these obligations in a contract may result in cancellation of the award.

H. Liability

If a contract is awarded, the successful proponent must provide a certificate of coverage at the time of contract execution, indicating proof of insurance coverage with limits not less than \$100,000 property damage per claimant, \$200,000 all other claims per claimant, \$1,000,000 all claims. Such insurance shall be evidenced by Certificate of Insurance provided to the CREST, indicating coverage, limits and effective dates, by an insurance company licensed to do business in the State of Oregon. If a contract is awarded, the successful proponent must provide documentation of Errors and Omissions (professional liability) Insurance Coverage.

## **VII. PROCEDURES FOR NEGOTIATING A CONTRACT**

- A. CREST shall begin contract negotiations with the highest ranked proponent. In the event the final scoring and ranking results in high tie proposals, CREST:
- a. May further evaluate and rank all high tie proposals according to the criteria set forth in the RFP, with or without requiring further submissions from, or interviews with, the proponents involved in the tie, to determine which of the proponents to select, if any, to provide the required services in a manner most beneficial to the overall intent of the project, and to the expectations of CREST; and
  - b. Provided the high tie is broken, shall then enter into negotiations with the highest ranked consultant as outlined in this RFP.
- B. Contract negotiations will be directed toward obtaining written agreement on:
- a. The consulting firm's tasks; and
  - b. Hourly rates for services which are consistent with the proposal and fair and reasonable to CREST, taking into account the estimated value, scope, complexity, nature of the consultant's service, and availability of grant funds.
- C. Upon completion of successful negotiations, a contract between CREST and the consulting firm will be mutually executed.
- D. Negotiations with a high-ranked proponent may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the next ranked proponent, and if necessary, the next proponent and so on, until the negotiations result in a contract.

## **VII. PUBLIC DISCLOSURE**

- A. Any information provided to CREST in response to this RFP is subject to public disclosure under the Oregon Public Records Law (ORS 192.311 to 192.478). As provided in ORS 279B.060(6), the contents of any proposal will not be disclosed until CREST issues its notice of intent to award. The identity of all proposers will be subject to disclosure following the opening of proposals.
- B. After issuance of the notice of intent to award, any information provided to CREST under this RFP is subject to public disclosure under Oregon's Public Records Laws (ORS 192.311 to 192.478), unless it is specifically exempt from disclosure under ORS 192.338 to 192.355.
- C. Any proposer that desires CREST to treat certain information as exempt from disclosure must plainly mark each page of such information as confidential and include the citation to the Public Records Law exemption that the proposer believes to apply to the information. Marked pages should be placed in a group separate from the remainder of the proposal. Information that has not been properly marked and segregated will be deemed subject to disclosure by CREST.
- D. CREST retains the right to make an independent determination of whether marked information is exempt under the Public Records Law. All proposers understand that any decision

by CREST to withhold information is subject to appeal and that CREST will comply with any order to disclose.

## **IX. CONTRACT ADMINISTRATION**

A. Project administration is conducted through CREST, a Council of Governments that includes local counties, cities, and port districts surrounding the Columbia River Estuary in both Oregon and Washington.

The awarded contract will be between the chosen contractor and CREST. CREST's project representative and primary contact is:

Tracy Hruska  
Habitat Restoration Project Manager  
Phone: 503-325-0435 ext. 222  
Email: [thruska@columbiaestuary.org](mailto:thruska@columbiaestuary.org)  
818 Commercial Street, Suite 203  
Astoria, OR 97103  
Website: [www.columbiaestuary.org](http://www.columbiaestuary.org)

B. A “not to exceed” total contract price with agreed upon unit costs will be negotiated prior to start of work.

C. CREST will disburse all payments after the invoices from the consultant have been reviewed and approved by CREST and other project stakeholders. Payments will be distributed within 90 days of receipt by CREST to provide for processing times with CREST and other partners.

D. Consultant will comply with all federal, state, and local laws and regulations governing the performance of the business or activity.

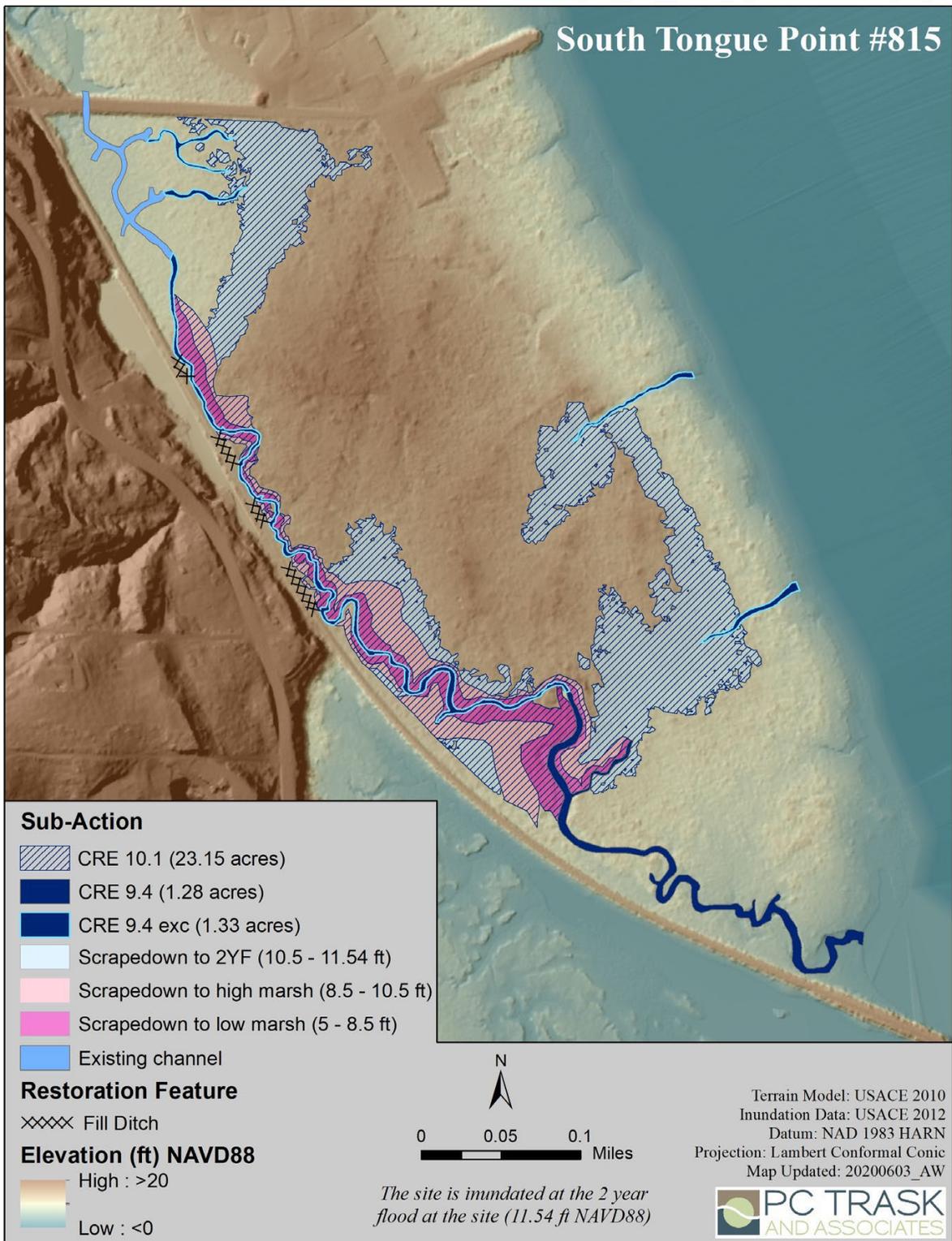
E. Compliance with Federal Order 12549: CREST will not award a contract to any consultant or sub-consultant that has been debarred or suspended or otherwise excluded from participation by Federal Order 12549. Contractors will be asked to state that they have not been debarred, suspended, or otherwise excluded.

## **IX. PROJECT LOCATION**

See maps and representative images below.

# South Tongue Point Phase 2 Site Map





Example restoration design map depicting areas of scrape-down and channel excavation. This map is for example purposes only and should not necessarily be used as one of the alternative project designs nor should it limit what project components will be considered.



Aerial photo from 1948 showing the location of the project. Note the site does not yet exist, as it was created entirely from dredge spoils.



Aerial photo taken in 1957 showing the newly formed project site. The islands to the east of the site were also new or significantly expanded.



South end of project site, looking north.



East bank of project area.