COLUMBIA RIVER ESTUARY
STUDY TASKFORCE

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REQUEST FOR PROFESSIONAL SERVICES
South-Greenhead-Bear Confluence Project

Proposals are due on Friday, November 17, 2023, at 4:00 PM to Jess Hoch, Habitat Restoration Project Manager at jhoch@columbiaestuary.org.

I. PROJECT BACKGROUND

The Columbia River Estuary Study Taskforce (CREST) requests professional services for a technical lead for the physical investigation, alternatives analysis, geotechnical exploration, and permit-ready designs to improve estuarine connectivity and habitat quality in Willapa Bay, Washington. CREST is working closely with the U.S. Fish and Wildlife Service (USFWS) Willapa National Wildlife Refuge, who continues to play an active role in salmon recovery efforts in the Willapa Bay Estuary through developing restoration action plans and implementing restoration projects. The South-Greenhead-Bear Confluence Project builds on prior USFWS efforts to promote spawner and juvenile access to and through Willapa Bay to the spawning streams above and improve estuarine conditions for juvenile salmon and other aquatic species. This project is sponsored by CREST and funded by the Washington State Recreation and Conservation Office (RCO).

Salmon populations are declining in Willapa Bay due in part to reduced habitat quality and quantity for both spawning adults and rearing juveniles. An estimated 65% of estuarine habitat in Willapa Bay has been lost or modified since European colonization, with much of that modification in the form of reduced estuarial area due to the construction of dikes and roads. Infrastructure that bisects Willapa Bay has fragmented estuarine habitat and altered the hydrological connectivity between salmon-bearing streams and Willapa Bay through diverting flow paths and restricting tidal and fluvial exchange. Most streams in Willapa Bay are deprived of woody debris and contain too much fine sediment, both of which limit food availability and reduce habitat quality for salmon throughout their life cycle.

Greenhead Slough is a partially isolated portion of Willapa Bay situated east of Highway 101 and connects with four salmon-bearing streams. Currently, connectivity between Greenhead Slough and other areas of Willapa Bay is restricted due to infrastructure, such as roads and levees. This project seeks to restore tidal and fluvial connectivity between Greenhead Slough, Bear River, and streams that flow into Willapa Bay from the east, including South Creek (see Figure 1).

This project will take place within the USFWS-managed Willapa National Wildlife Refuge. CREST also seeks to investigate constructing a fish passage structure through Highway 101 which would restore historical flow paths and estuarine connectivity, including between South Creek and Bear River. Washington State Department of Transportation (WSDOT) will conduct design review of some deliverables related to the proposed highway crossing structure.

CREST requires a firm with direct experience with roadway and bridge engineering, hydraulic modeling, geotechnical analysis, stream restoration, design of in-stream habitat features, and working with federal and state agencies. Experience with WSDOT design review is desired.

For additional background, CREST has posted the following document as Appendix I: *Bear River Restoration Project: Hydrodynamic Analysis of Existing Condition and Alternatives*, prepared by Pacific International Engineering, PLLC for Ducks Unlimited.

II. OVERALL PROJECT GOAL AND OBJECTIVES

CREST has developed this proposal to determine the feasibility and potential impacts of stream habitat restoration and reconnection of Greenhead Slough, Bear River, and South Creek (Figure 1), which provide habitat that is critical to the recovery of threatened and endangered salmon species. Restoration activities in Willapa Bay will take place on land managed by USFWS and by WSDOT. Due to the multi-jurisdictional nature of this project, **the selected consultant will ultimately develop DESIGN ALTERNATIVES for the WSDOT Highway 101 crossing and develop a PERMIT-READY (60%) DESIGN PACKAGE (drawings, basis of design report, draft specifications, engineer's cost estimate) for restoration activities on USFWS property.**

Specific project objectives include:

1) Improve hydrologic and ecological function of estuarine habitats in 80 acres of Greenhead Slough by installing two additional connections between Greenhead Slough and Bear River/Willapa Bay. These will increase inundation and tidal connectivity to southern Greenhead Slough.
2) Increase channel edge density in southern Greenhead Slough by restoring historical tidal channels and constructing new tidal channels.
3) Improve access to estuarine habitats in Greenhead Slough for fish and lamprey in Bear River, particularly for juvenile salmonids and lamprey that would use Greenhead Slough as quality rearing habitat.
4) Improve fish access and tidal connectivity to South Creek and other tributaries to southern Greenhead Slough.
5) Reduce water velocities in the Greenhead Slough ditch by constructing two new hydrologic connections to Bear River/Willapa Bay. Reduced velocities will help slow-swimming fish and reduce scour under Greenhead Slough bridge.

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, then carries the preferred alternative to the preliminary design and permit-ready design package. **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 project will be conducted on asynchronous timelines for areas of Willapa National Wildlife Refuge managed by UWFWS and WSDOT. **This RFQ encompasses Phase I work only. Note that, following the alternatives analysis, design of project elements at Highway 101 will be separated from those everywhere else, to be developed on a separate timeline.**

A site visit of the potential project site will occur on Thursday, November 2 at 11:30 AM (with an alternate date of Friday, November 3 at 11:30 AM) and last for approximately 2 hours. Consultants attending this tour are requested to RSVP by Friday, October 27 with Jess Hoch to attend the site visit. Contact Jess at 503-325-0435 or jhoch@columbiaestuary.org. Directions and logistics will be sent to attendees. The site visit is optional but highly encouraged. **The site visit will require walking more than a mile round trip to view the project site. It will include walking on paved and unpaved roads and on uneven, possibly wet, ground through tall grasses and wetland areas. Please plan for these conditions.**

This RFQ seeks proposals for

- ***Construction feasibility, alternatives analysis, and 30% designs of a potential fish crossing along Highway 101.***
- ***Construction feasibility, alternatives analysis, and 60% (permit-ready) designs for fish habitat improvement in Willapa National Wildlife Refuge.***

Key Deliverables

1. **Kickoff meeting** with CREST, WSDOT, and USFWS. Approximate date: December 20th, 2023.

2. **One additional meeting** with CREST, USFWS, and WSDOT; and two additional meetings with CREST and USFWS only should be incorporated into the scope of work.

3. **An existing conditions hydrodynamic model (e.g., 2D HEC-RAS),** the findings from which should be summarized in a short Technical Memo and presented in a meeting, with highlighted implications for project design. **Approximate due date: March 15th, 2024.**

4. **Geotechnical analysis**, including at least one boring at each of the two proposed crossing structure locations, to be summarized in a geotechnical report from the geotechnical subcontractor and presented in a meeting with stakeholders. **Approximate due date: May 31st, 2024.**

5. **Feasibility report with alternatives analysis**
    a. **Develop at least two alternatives for the WSDOT property** which will include two unique structural approaches (for example, bridge vs. series of culverts) for the Highway 101 crossing. Alternative analysis will also include discussion of the alternatives, constructability, estimated costs, likely effects on habitat and

salmon habitat usage, climate change resiliency, and alignment with WSDOT construction criteria. **Each alternative must have sufficient geotechnical and structural analysis for WSDOT to evaluate long-term performance criteria, including the ability to meet the newest WSDOT seismic stability standards.**

b. **Develop at least two alternatives for the USFWS property** which will include levee breaching, tidal channel creation and/or restoration, and various floodplain and channel enhancement alternatives. Alternative analysis will also include discussion of the alternatives, constructability, estimated costs, likely effects on habitat and salmon habitat usage, climate change resiliency, and likely impacts to adjacent landowners.

c. **Findings will be summarized in a single feasibility report for CREST and stakeholders,** which will include selected alternative design drawings and a detailed narrative describing each alternative and its associated benefits. The report will also provide next step recommendations for full design. **Approximate due date: November 30, 2024**

6. **Preferred alternative selection.**
    a. **WSDOT will decide whether to approve one or more alternatives for the Highway 101 crossing. If WSDOT approves multiple alternative structures, CREST and USFWS will select a preferred alternative.**
    b. **CREST and USFWS will select an overall preferred alternative for the entire project area.** The consultant will incorporate the decision and process into subsequent Basis of Design reports.
7. **Develop conceptual designs (30%) for WSDOT and USFWS property**, including design drawings and a technical report**. Approximate due date: February 28, 2025**
8. **60% Designs Package for the USFWS property. Approximate due date: July 18th, 2025**

Draft Scope of Work

1) Development of Feasibility Study & Alternatives Analysis

- Task 1: Data Collection and Review
    - Conduct ground-truthing surveys of the property to supplement the existing LiDAR data. Bathymetric survey of Bear River and South Creek using an echosounder shall be conducted if warranted, or bathymetric cross sections will be conducted using hand-held RTK units.
    - Review existing reports, datasets, and documents pertaining to the geomorphology, hydrology, biology (i.e., fish use) of Willapa National Wildlife Refuge, the surrounding area, and/or reference sites.
    - Identify data gaps and/or additional information needed.

- Task 2: Hydraulic modeling
    - Develop basic hydraulic model for existing conditions at the project site.
    - Provide technical memorandum summarizing findings.
    - The existing conditions model will be the basis for modeling at least two proposed alternatives - one of which includes a proposed crossing structure under Highway 101 and one of which assumes no structure at Highway 101 – as part of alternatives analysis and conceptual design.

- Task 3: Geotechnical analysis

- Collect borings at proposed Highway 101 and USFWS levee crossing locations. The engineering consultant will recommend the exact number and location of borings.

- Task 4: Alternatives Development and Feasibility Report
  - Draft alternatives to address the ***Project Objectives*** listed above.
  - Create two alternative proposed conditions hydraulic models – one with and one without a crossing structure at Highway 101 – to inform probable hydrologic conditions under each scenario (see Task 2).
  - Present alternatives analysis that meets each ***Project Objective*** in a feasibility report that includes:
    - Plan reviews and scaled site plans for (at least) two WSDOT alternatives and two USFWS alternatives.
    - Preliminary alternative characteristics, costs, and feasibility.
    - Alternatives for targeting limiting factors and climate change resiliency.
    - Impacts to fish habitat quality and quantity.
    - A recommendation of one preferred alternative, including WSDOT and USFWS parcels.
  - Provide discussion about any likely changes to adjacent property conditions.
  - Present findings at a meeting with USFWS, WSDOT, and CREST.

2) Alternative Selection, Preliminary Designs, & Designs Package

- Task 5: Selected Alternative, 30% Design, and Cost Estimates
  - Update the hydraulic model for the Preferred Alternative. Hydraulic model should include a scenario relating to climate change impacts.
  - Submit final Preferred Alternative Report, site plans, and cost estimates incorporating any edits or changes, as provided by CREST and stakeholders.
  - CREST and stakeholders will provide written comments to consultant.
  - Present 30% design set to stakeholders.
- Task 6: 60% (permit-ready) Design package for work on USFWS property (levee crossing structure, tidal channels, revegetation)
  - Create and present 60% design package to stakeholders, including drawings, basis of design report, draft construction specifications, and engineer's cost estimate.
  - The basis of design report that includes existing conditions and preliminary analyses, selected restoration concept and design elements, and construction activities and technical specifications.

IV. SUBMITTAL REQUIREMENTS AND EVALUATION SCORING

Partnerships between firms will be considered if the partners' strengths indicate a clear advantage for the project.

CREST recognizes the size of the scope and encourages firms to scale their proposals accordingly. CREST meets all federal and state contracting guidelines for non-construction projects with this RFQ. 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 RFQ.

A. Qualifications & Relevant Experience: 3 pages maximum
Identify the team that will be involved with this project. 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 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.

Description of Project Experience: 3 pages maximum
Applicants should describe at least three (3) completed projects that demonstrate experience in:

a. Floodplain/tidal reconnection
b. Levee modification design
c. WSDOT design review
d. Salmonid off-channel habitat enhancement
e. Fish passable structures design
c. Working with landowner expectations and providing plain-English discussions in written reports and at technical meetings involving stakeholders
d. Knowledge of tidal channel ecology
f. Designing projects that incorporate climate change resiliency/adaptation
e. Ability to work within budget and timeframes
f. Ability to plan for and adapt to project contingencies
g. Technical construction in tidal restoration including environmental engineering, and native revegetation

Provide references for these projects with current contact information.

B. Methodology and Approach: 3 pages maximum
Describe general approach for the described design tasks. Highest scores will be presented to the firm demonstrating a high degree of interdisciplinary problem-solving capacity related to collaborative watershed planning and stream habitat restoration.

C. Schedule: 2 pages maximum
Include a proposed schedule for the deliverables described, either in agreement with or contrast to the schedule provided in Section III, above. Final budget and schedule will be agreed upon during contract negotiations.

D. Status as Minority-Owned, Woman-Owned, or Veteran-Owned Firm: 1 page maximum
Firms shall state whether they are a minority-owned, woman-owned, or veteran-owned firm, according to State of Washington definitions. Please provide certification number or equivalent documentation.

V. CONSULTANT SELECTION PROCESS

The quality of the proposal as a coherent document will be evaluated simultaneously while reviewing the above content. CREST values product output as an indicator of work organization and efficiency. CREST will evaluate responses and rank firms based on the qualifications of the firm and its proposal related to the needs of this project. Proposals will be reviewed by staff from CREST and potentially USFWS. CREST will work with the top ranked firm to negotiate a contract with suitable costs. If that firm and CREST cannot reach an agreement on suitable cost, CREST will officially terminate negotiations with that firm and begin negotiations with the next highest-ranking firm. This process will continue until satisfactory contract terms have been achieved.

Scoring is calculated based on:
Methodology and Approach – 25 points
Schedule – 30 points
Qualifications – 40 points
Status as Minority-Owned, Woman-Owned, or Veteran-Owned firm – 5 points

VI. PROPOSAL PROCESS

A. Each responsible proponent shall respond to the "Submittal Requirements" as presented in Section IV of this RFQ. Proposals received without the required information may be rejected as incomplete.

B. Please send an electronic version of the proposals to Jess Hoch at jhoch@columbiaestuary.org. **Proposals will be received until November 17, 2023 at 4:00 PM**. Any proposals received after the scheduled closing time for receipt of proposals shall be returned to the proponent unopened.

C. Proposals should provide a straightforward, concise description of proponent's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

D. CREST Reserves the Right to:

- Reject any and all proposals received in response to this RFQ, 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).

E. RFQ Timeline

EVENT DATES

RFQ released	October 13, 2023
Site Visit	November 2, 2023
Site Visit alternate date	November 3, 2023
Proposals due no later than 4 pm	November 17, 2023

Proponent selection*	December 1, 2023
Execute contract*	December 8, 2023

*Projected dates

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

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

H. 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.

I. Liability
If a contract is awarded, the successful proponent must provide a certificate of coverage at the time of contract execution, indicating proof of three categories of insurance coverage: comprehensive general liability, automobile liability, and Professional Errors and Omissions liability, with the following minimum coverages:

- Comprehensive general liability - Bodily injury and property damage
  - $1,000,000 each person
  - $1,000,000 each occurrence
  - $2,000,000 aggregate
- Automobile liability
  - Bodily injury - $1,000,000 each person
  - Bodily injury - $1,000,000 each occurrence
  - Property damage - $1,000,000 single limit
- Professional Errors and Omissions Liability
  - Professional errors - $1,000,000 each occurrence
  - Omissions - $1,000,000 aggregate

Such insurance shall be evidenced by Certificate of Insurance provided to CREST, indicating coverage, limits and effective dates, by an insurance company licensed to do business in the State of Oregon and the State of Washington. Separately, the consultant must supply Additional Insured endorsements for Wahkiakum County. Before executing a contract, the successful proponent must also provide documentation of Workers Compensation Coverage.

VII. PROCEDURES FOR NEGOTIATING A CONTRACT

A. A Technical Advisory Committee shall be established, and each member shall review and rank all proposals according to the same rubric. The Technical Advisory Committee will then share and discuss their scores. Scores will direct the Committee to rank proposals by consensus.

B. Contract negotiations will be directed toward obtaining written agreement on:

a. The consulting firm's tasks;
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. Maximum costs for each task within the scope of work; and

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.

VIII. PUBLIC DISCLOSURE

A. Any information provided to CREST in response to this RFQ 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 RFQ 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. The awarded contract will be between the chosen consultant and CREST. CREST's project representative and primary contact is:

Jessica Hoch, Habitat Restoration Project Manager
Columbia River Estuary Study Taskforce (CREST)
818 Commercial Street, Suite 203
Astoria, OR 97103
ph: 503-325-0435
website: www.columbiaestuary.org
Email: jhoch@columbiaestuary.org

B. A "not to exceed" total contract price 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. Payments will be distributed within 60 days of receipt by CREST to provide for processing times with CREST.

D. Compliance with 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

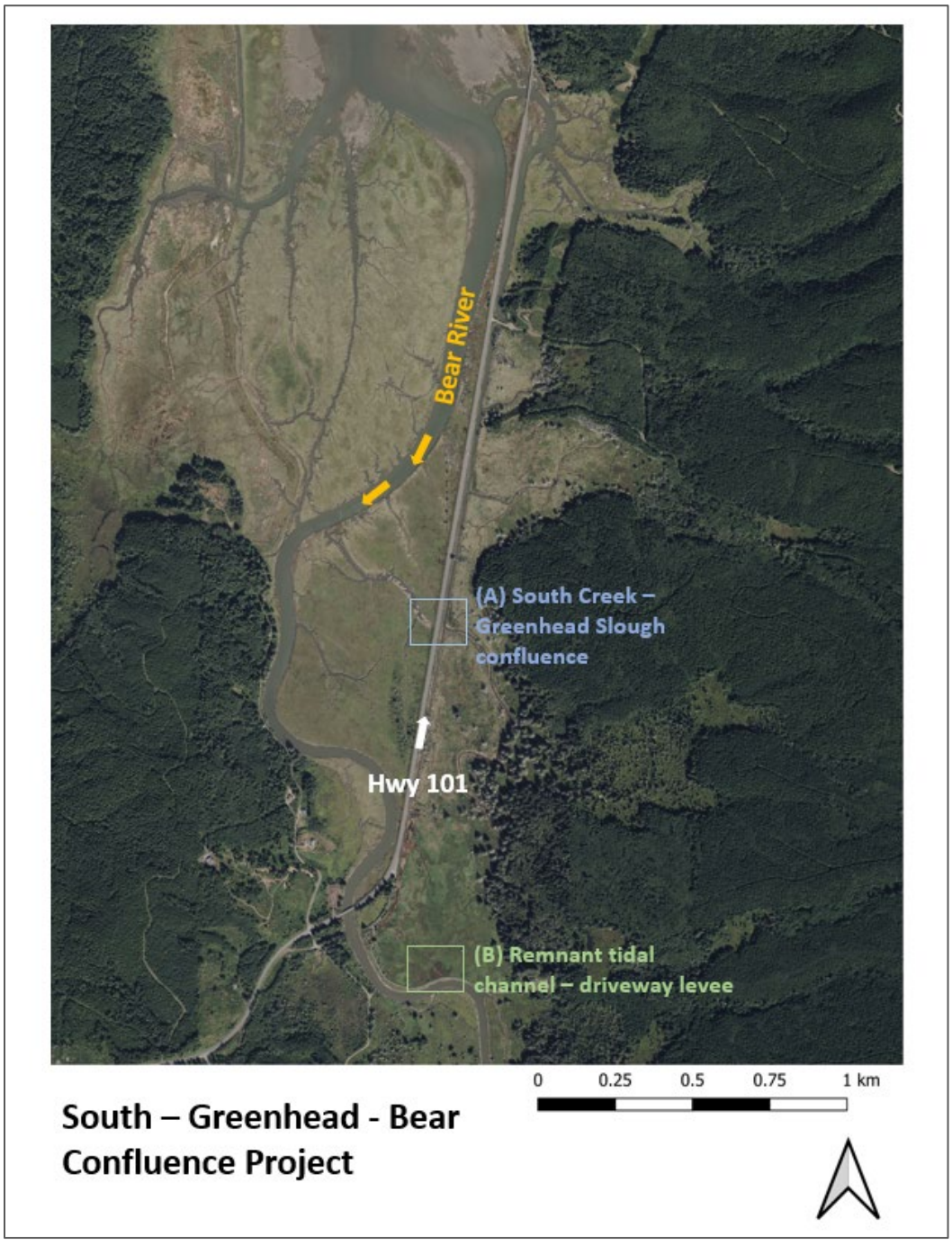
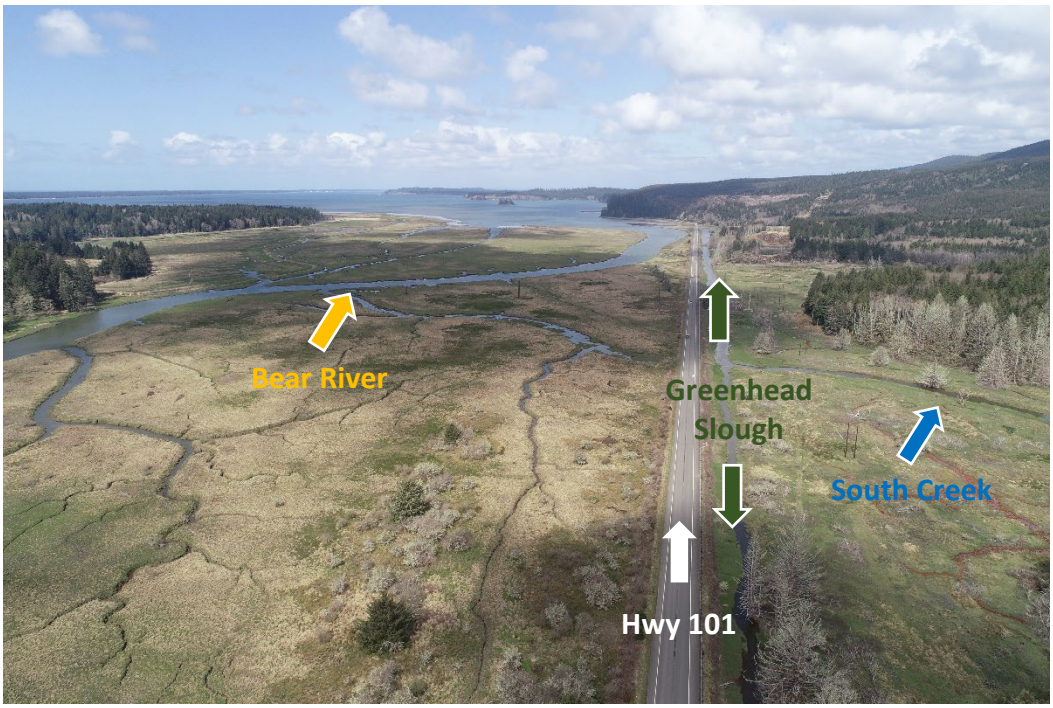
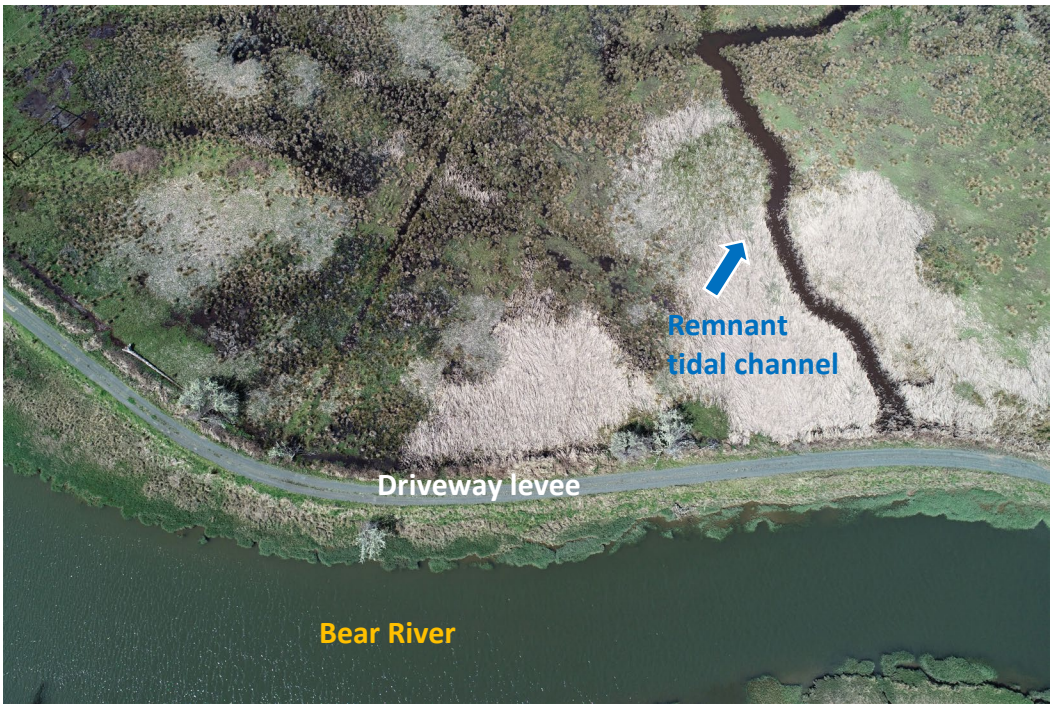


Figure 1. South – Greenhead– Bear Project Area. See photos below for A and B areas identified on map.



A) South Creek – Greenhead Slough confluence



B) Remnant tidal channel – driveway levee