

**Zeitgeist Center for Arts & Community**



**zeitgeist**

**Lake Superior Steelhead Association**



**Request for Qualifications and Proposal  
Knife River Habitat Rehabilitation-Phase IV**

**February 28, 2020**

# **Request for Proposal: Knife River Habitat Rehabilitation-Phase IV**

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**To:** Potential providers of Stream Restoration services for coldwater stream habitat work in the Knife River watershed, Lake County, MN.

You are being contacted because we believe you have the qualifications to engage in important stream restoration work, specifically the Knife River Habitat Rehabilitation Project. You received the RFP for Phase III of this work. Even if you declined to bid on that phase of the project, we encourage you to consider a bid for the Phase IV project.

**Re:** Request for Qualifications and Cost Proposals for the project described below.

Zeitgeist Center for Arts and Community (ZG), in cooperation with the Lake Superior Steelhead Association (LSSA), has been awarded a grant through Lessard-Sams Outdoor Heritage Council (LSOHC): Phase IV-Knife River Habitat Rehabilitation Project, which is funded by the Minnesota legislature through the Outdoor Heritage Fund. This grant is a stream restoration project on the upper Knife River in Lake County, Minnesota. The purpose of this RFP is to request your firm's qualifications, experience, project approach and a bid for the project as outlined below.

## **Introduction**

This is the fourth LSOHC grant the LSSA has received. Phases (PH) I and II were handled solely by the LSSA. Beginning with PH III, ZG assumed the role of fiscal and administrative lead for the project. PH IV will be operated similar to PH III with ZG handling the fiscal operations/requirements and the LSSA handling the field operation side of the project

PH IV (phase for which this RFP is being offered) is a continuation of the work that has been done in PH III. PH III had two elements with Part I consisting of the assessment, survey, plan design-using Natural Channel Design (NCD) parameters, and permitting of an approximately 7000 linear foot stretch referred to as Reach 4 (See Attachment A and Attachment A-1) of the Knife River above the Airport Road (Lake County Road #111) in Lake County. The scope of Part II of PH III included in-stream construction using the permitted plans generated in Part I on approximately 2100 linear feet on the top section of Reach 4. The PH III project was awarded via the State of Minnesota Bid Award Process. Environmental Troubleshooters, Inc. (ET) of Duluth, MN was awarded the contract for PH III. ET teamed with *Cardno* for the engineering requirements in PH III. PH III in-stream work stopped approximately at Station 21+00 on the attached design plans (See Attachment B).

## **Background**

In 2012 a 500-year rain event, and resulting flooding, in northeastern Minnesota altered the course of the Knife River and the subsequent realignment has many eroding banks that have increased the instability of the stream and added large loads of sediment into the system. The Knife River is an impaired river per MPCA TMDL guidelines (impairment due to excess turbidity). The overall goal of this project is to bring this section of Knife River back to a stable condition, provide fish habitat (both 1+ juvenile holding and spawning habitat) and to lessen sedimentation in this river stretch, which will improve excess sediment conditions downstream. Rehabilitating the immediate riparian zone of the river in project areas is another primary goal of all of the LSOHC sponsored projects.

## **Project Responsibilities**

**Project Administrator** - Zeitgeist Center for Arts and Community (ZG).

The Project Administrator is the lead project organization. The Project Administrator's primary tasks are to participate in the bid process, help develop the administrative structures to manage and track project resources and to provide community outreach. The Project Administrator's secondary role is to participate, with the Project Manager, in project management as an additional supportive organization. After the initial awarding of the bid, the Project Administrator will primarily communicate with the contractor through the Project Manager regarding site construction and implementation related issues and tasks. The Project Administrator may communicate directly with the contractor regarding financial, oversight, or other administrative issues or questions.

### **Administrative Manager:**

Tony Cuneo, Zeitgeist Executive Director

For questions concerning bid process and project fiscal management please contact Amy Demmer, Zeitgeist Community Development Director.

Direct Phone: 218-336-1361

Email: [Amy@zeitgeistarts.com](mailto:Amy@zeitgeistarts.com)

**Project Manager** - Lake Superior Steelhead Association (LSSA).

The Project Manager is tasked with taking the lead role in the day-to-day project implementation as it relates to site construction and plan implementation. The Project Manager's primary role is to work with the hired contract team to complete the project per the criteria set forth in this RFP and to state standards. The contractor's first point of contact on project related questions and issues at the

project site would be the Project Manager. The Project Manager will complete the semiannual Status Update as required by LSOHC criteria. The Project Manager will assist ZG as needed. The Project Manager will be responsible for intermittent review of past LSSA projects so as to ensure that past practices are performing as designed, built and intentioned. The Project Manager will also be responsible for sourcing and procuring two major construction supplies needed for this project: toe wood and large rocks. Project Manager will also be responsible for the following tasks: secure trees, shrubs, pollinator species for site planting; have knowledge of BMP's for riparian plantings and have knowledge of current rehabilitation processes.

### **Project Manager:**

Kevin J. Bovee

Phone: 218-525-5960

Mobile: 218-269-7427

Email: [outriderduluth@msn.com](mailto:outriderduluth@msn.com)

### **Project Description**

The scope of work covered under this Request For Proposal (RFP) is to continue the construction project that was initiated in Part II of PH III, utilizing the design plans that were completed and permitted in Part I of PH III (See Attachment B - *Knife River Plans*-prepared by Cardno, Inc. for Environmental Troubleshooters, Inc.)

- The scope of work for this RFP will begin approximately at Station 21+50 in Attachment B. The proposed ending point for this bid proposal will be at Station 49+00 in the attached plans.
- The scope of work for this RFP includes the planting of trees/shrubs/pollinator flowers. Specific planting guidelines are outlined on pages 53 and 54 in Attachment B.
  - The Project Manager will obtain various specimens to be planted in the project area.
- The scope of work for this RFP also includes the placement, retrieval and data download for up to 20 Hobo Water Temp loggers within the Knife River watershed. Exact location of the loggers will be provided by Project Manager.
  - Loggers must be in location by May 31 and stay in location through at least September 30.
  - This RFP requires that the water temp logger work be carried out in 2020 and 2021.

### **Miscellaneous Notes**

- The project is permitted through Station 32+00 presently.

- An Amended Permit for the remainder of the project area is in MN DNR review.

### **Project Timeline**

- Completion of this instream construction phase of the Reach 4 project area should be accomplished by September 15, 2020 unless an extension has been received from the MN DNR.
  - Instream work season is from July 1 through September 15.
  - Project tasks outside of the stream can be performed prior to and after instream work season.
  - Through past construction projects we have determined that instream work conditions deteriorate considerably if the flow exceeds 150 cfs at the Knife River gauge. Final determination to be made by onsite supervisor.
  - Riparian plantings can occur in 2021 for this section of Reach 4.
    - Project Manager to determine when it's too late in the season for establishing riparian plantings.
    - Certain project areas can be planted late in the season if outside of high water flow conditions.

### **Project Scope of Work**

- Instream construction to be performed on a "Design/Build" basis.
  - Some components may need to be slightly adjusted during construction due to stream configuration and flow.
- All critical construction activities must be overseen by a Level IV NCD professional, or equivalent person.
- A construction storm water permit will be required for this project.
  - The contractor will be required to have MPCA certified storm water personnel available to design, install and inspect the site to avoid possible violations.
- Toe wood to be of either coniferous (red pine or white pine) or deciduous (maple, oak, birch, black ash) origin. Brush bundling will not be allowed in place of toe wood.
  - Some toe wood may be obtained onsite during the construction process.
  - The Project Manager will obtain specified quantity of toe wood from offsite sources. It will be up to the contractor to arrange delivery from storage site to construction site.
  - Anticipated storage site is at Ostman Gravel Pit.
  - Advance notice of quantity of toe wood must be provided to the Project Manager as soon as possible in order to meet the construction timeline.
- Boulders as outlined in the design plans for the various structures will be obtained by the Project Manager.

- Adequate advance notice must be provided to Project Manager to secure the proper size and quantity of boulders for the project in a timely manner.
- Details for instream structures are described on page 48-52 in Attachment B.
- Some construction activities may need to be conducted outside the normal July 1- September 15 in-stream construction window.
  - Winter work may be required to construct haul roads and material staging sites to limit site impacts. Please specify how winter work would be utilized in your proposal.
  - Care must be taken to minimize impact to riparian zone and stream segments as much as possible during the project. All riparian zone impacts must be preapproved by the Project Manager.
- Pre and Post construction elevations will be required on all structures in the project.
  - The Project Manager has secured many benchmarks for the entire Reach 4 stream section. Please see Attachment C for locations and elevations. One or more benchmarks may be needed to complete this segment.
  - “As built” information that will be required: elevations on all instream structures (j-hooks, cross vanes, log habitat structures), toe wood elevations, cross sections, possible pebble counts in critical habitat areas, point bar measurements and riparian planting notes. To include photos also.
    - We suggest that “as built” information be gathered at least one year after project completion and during dry periods with minimal stream flows.

### **Desired Project Goals/Outcomes**

- Reduce sediment input and turbidity by minimizing stream bank erosion.
- Reconnect the stream to its floodplain and provide an appropriately sized floodplain, resulting in dissipated energy in high flow events, decreasing stress to stream banks and reducing erosion.
- Maintain or improve current hydrology.
- Improve base flow conditions for trout, native fish and invertebrates.
- Restore the appropriate dimension, pattern and profile to the river so that the channel is stable and is providing a diversity of habitat and cover for various life stages of trout, native fish and invertebrates.
- Increase the amount and quality of in-stream habitat.
  - Restore gravels beds for trout spawning areas.
  - Establish overhead cover-toe wood and deep pools.
  - Create deep pools for thermal refuge and overwintering habitat; use pool maximum depth from reference reach data and create tight radii on bends to lessen gravel deposition.
  - Create in-stream riffle microhabitats where applicable-*fish condos*.

- Improve temperature and water quality for trout, native fish and invertebrates.
  - Shade channel with natural vegetation.
- Reestablish native vegetation in the riparian zone.
  - Maximize diversity.
  - Choose climate resistant species.

Project goals and outcomes will include these items but may include other items as well.

### **Project Warranty**

Historically, the annual high water event occurred during the spring snowmelt. But in the recent past, the annual high water events have occurred over the summer and into fall. Several stages of project inspection will be instituted.

- Project Manager will walk the site randomly over the duration of the grant and annually after the spring snowmelt has subsided. If any damage has occurred to the project, Project Manager will contact the contractor immediately and explain the issues. Possible remedies will be explored.
  - LSSA volunteers may walk the site, assessing its condition, after the LSOHC grant expires and will report any findings to the Project Manager.
- Project Manager will walk the site after any spring/summer/fall rain events that exceed 1000 cfs as registered on the USGS Knife River gauge during the grant period. If any damage has occurred to the project, Project Manager will contact the contractor immediately, forward photos and explain the issues. Possible remedies will be explored.
  - Access to the Knife River gauge can be obtained through the LSSA's website: [www.steelheaders.org](http://www.steelheaders.org). Click on the Links tab and then click on **Stream Flow**-Knife River, MN.
- Any flow in excess of 3000 cfs registered on the USGS Knife River gauge will require the contractor to walk the site accompanied by the Project Manager as soon as possible after the water recedes to a manageable level as to be able to observe the completed work.
  - If any damage occurs with flows in excess of 3000 cfs during the length of the LSOCH grant period, the contractor will be contacted and remedies for any problems to be discussed, agreed to and instituted by the contractor. Further site visits may be required by contractor, Project Manager and MN DNR personnel.

The project will be considered as meeting the **Project Warranty** if the construction work has withstood at least one high water event of 3000 cfs or greater (as registered on the Knife River gauge) and the work performed in the project area was not compromised during the grant cycle. Warranty period ends at the expiration of the grant cycle. MN DNR will approve the project once completed and all permitted conditions have been met.

## **Projected Budget (Per Project Description)**

Not to exceed \$ 635,000.00.

## **Funding Source**

Funding for this project has been awarded by a grant obtained through the Lessard-Sams Outdoor Heritage Council, which is funded by the Outdoor Heritage Fund (OHF). The OHF was established in 2008 when Minnesota's voters passed the Clean Water, Land and Legacy Amendment (Legacy Amendment) to the Minnesota Constitution.

*Note: Chosen contractor to work closely with ZG/LSSA to properly code and task the project work to meet specific grant funding requirements.*

## **Retainage**

ZG/LSSA intend to include a 5% retainage provision in the agreement with the successful bidder to comply with the requirement of our grant agreement. ZG/LSSA shall not release the retainage until all work required under the service agreement is complete, inspection of the project site has occurred and approved by MN DNR and all deliverables are provided to ZG/LSSA. Interest may not be charged on the retainage amount.

## **Submittal Requirements**

All submittals should include:

- Description outlining your firm's understanding of the **Project Description** as detailed above and your firm's approach to fulfill the goals and expected outcomes of this project.
- A brief description of at least one, and no more than three, examples of similar projects that have been performed by your firm in Minnesota, preferably on Minnesota's North Shore streams. Examples supplied must include reference contacts for each example.
- Proof that personnel to be used in obtaining the necessary information has completed professional training in NCD methodology and procedures.
- Complete listing of costs expected to be incurred to carry out and execute the **Project Description** as listed above: labor rates/categories and equipment costs, as needed for completion of this project.
- Normal work hours for your crew and possibility of overtime to complete the project in a timely manner must be specified. Procedures to accomplish work if weather delays are encountered throughout the project must be specified.

- List the equipment that will be used to accomplish the **Desired Project Goals/Outcomes** as stated above.
- Explain how your firm could meet the preferred timeline.
- Proof on all insurance.
  - \$ 2,000,000.00 on professional liability/errors and omissions.
  - \$ 5,000,000.00 on general liability.
  - \$ 2,000,000.00 on auto liability.
  - State Statutory benefits on worker's Compensation.

### **Pre-Bid Walk Through**

A non-mandatory walk through can be arranged if needed or requested.

- Contact the Project Manager to arrange a date and time.
  - Schedule to be worked around Project Manager's available time.

### **Submittal Method and Deadline**

Please submit your information and cost proposal via electronic mail no later than **Noon CDT on Monday, March 30, 2020** to the following email address:

Amy Demmer (ZG Community Development Director) at: [Amy@zeitgeistarts.com](mailto:Amy@zeitgeistarts.com).

In addition to sending the electronic copy, please submit the original, signed Bid Form (Attachment D) to the following address, via USPS and to be postmarked on or before March 31, 2020.

Zeitgeist Center for Arts and Community  
222 E. Superior Street  
Suite 326  
Duluth, MN 55802

ATTENTION: Amy Demmer - PH IV Project Bid

Bid opening will occur on Tuesday, March 31, 2020.

Zeitgeist Center for Arts and Community  
Atrium  
222 E. Superior Street  
Duluth, MN 55802

Follow-up interviews will be conducted on April 1 or April 2, 2020 if possible, either by phone or in person, if necessary. Otherwise, interviews will occur on April 15 or 16, if necessary.

### **Bid Award Criteria**

## **Best Value Bid Process**

This project follows the State of Minnesota Best Value Procurement procedure. Under this procedure, the bidder submits a technical proposal outlining their qualifications and experience and their ability to meet the project requirements and timeline as outlined above. Under the Best Value Procurement procedure, the technical proposal will be reviewed first to determine if the contractor can meet all requirements. All proposals that meet the technical requirements will have their cost estimate and unit rates opened and reviewed. If the proposal does not meet the minimum requirements, the costs will not be opened. All compliant proposals will be scored and ranked. If interviews are necessary to select the Best Value proposer, only the top three firms will be interviewed.

- Professional Qualifications: Familiarity with anadromous trout dynamics in North Shore streams; NCD experience on North Shore streams, particularly the Knife River; personnel and their respective experience with NCD projects; equipment to be utilized in the project.
  - **60% Weighting**
- Ability to Meet Project Delivery Timelines and Desired Goals/Outcomes:
  - **20% Weighting**
- Project Bid Cost:
  - **20% Weighting**

Zeitgeist Center for Arts and Community, in cooperation with the Lake Superior Steelhead Association, retains the right to refuse all bids if budget cannot be met.