Zeitgeist Center for Arts & Community

Lake Superior Steelhead Association

Request for Qualifications and Proposal
Knife River Habitat Rehabilitation-Phase III

August 15, 2018

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

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 III-Knife River Habitat Rehabilitation Project, which is funded by the Minnesota legislature. 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 and project approach for the project as outlined below. The project will be broken out into two major segments.

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 guidelines (impairment due to excess turbidity). Overall goal of project is to bring this section of Knife River back to a stable condition, provide fish habitat and to lessen sedimentation in this river stretch, which will improve excess sediment conditions downstream. Project design must apply Natural Channel Design (NCD) parameters to insure project success.

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 and help develop the administrative structures to manage and track project resources and 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
Direct Phone: 218-336-1410

Email:Tony@zeitgeistarts.com

Project Manager - Lake Superior Steelhead Association (LSSA).
The Project Manager is tasked with taking a lead role in the day-to-day project implementation as it relates to site construction and 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 assist ZG as needed.

Project Manager:
Kevin J. Bovee
Phone: 218-525-5960
Email:outriderduluth@msn.com

Project Description

The scope of **Part I** pertains to the entire Reach 4 stream section. Reach 4 is approximately 6500 linear feet in length and runs approximately from 47° 3'59.57"N, 91°46'2.16"W to 47° 3'23.80"N, 91°45'45.47"W. See Attachment A.

Part I is to assess, survey, design and permit the entire Reach 4 as defined by the GPS coordinates above.

The scope of **Part II** pertains to the upper approximately 1950 linear feet of Reach 4 and runs approximately from 47° 3'53.93"N, 91°46'5.94"W to 47° 3'39.36"N, 91°46'7.03"W. See Attachment B.

Part II is to use the design plans/permits obtained in Part I to implement construction for Reach 4 (upper section) as defined by the GPS coordinates above.

Anticipated Scope of Work-General Conditions for Part I and Part II

The submitted bid proposal will include the tasks as set forth below, but may not be limited to these listed tasks. Teaming is allowed to meet Scope of Work tasks.

- Assessment walk (initial walk to be with Project Manager/possibly MN DNR to discuss project goals and desired outcomes).
    - Walk LSSA's Reaches 9 and 12 projects downstream from the Reach 4 project to visualize what is expected for Reach 4.
- Gather appropriate data to enable bidder to fill out the Morphological Characteristics worksheet provided. Attachment C.
    - This worksheet is not mandated but gathering the data is strongly suggested.

    - A Level 2 (minimum) Rosgen (NCD) trained professional, or other similar accredited professional, must be on-site during the stream assessment and survey.
- Prepare design plans using NCD parameters to meet project goals/outcomes.
    - A Level 4 NCD trained professional, or another recognized stream-accredited program, to design plans.
- Complete MN DNR-Section of Fisheries "Checklist of Stream Habitat Improvement Projects" as needed to bring plans to MN DNR. Attachment D.
- Meet to present design plans to ZG/LSSA and MN DNR for comments/questions at various stages of development.
    - Incorporate any changes as requested by ZG/LSSA and/or MN DNR.
- Design plans to include an approximate planting guide for disturbed areas in the project. Design to include coniferous and deciduous tree species; pollinator specie plantings; native grasses appropriate to conditions. *Please Note: LSSA has several thousand silver maple and yellow birch planted in three-gallon containers. These must be incorporated into the planting design.*
    - Planting plans to include procedures: matting, staking, caging, short and long term care, etc.
- Once design plans are approved, the contractor is to begin the permitting phase of this project and obtain all necessary permits to complete **Part II** of proposal (MN DNR, USACE, LGU) and others as needed.
    - To provide project continuity we request that the same personnel that worked on Part I be on Part II of the project.
- Continue temperature monitoring in the watershed. This includes placing up to 20 Hobo temp monitors within the watershed. Exact coordinates will be provided by the Project Manager. Monitors to be placed prior to May 15 and cannot be withdrawn until after September 30, annually. Monitors to be pulled prior to freeze-up.
    - Data to be downloaded and written report filed with ZG/LSSA annually.
- Selected firm to hold at least one stakeholder meeting (in cooperation with ZG and LSSA) after design plans have been developed and prior to any construction as outlined in Part II.
- Selected firm to be available for ZG and/or LSSA Board of Director meetings (held monthly) as needed. Either in person or via phone.
- Reporting:
    - Final report on each task item to be provided to ZG/LSSA.
    - Provide technical assistance for LSOHC Status Report (semi-annual), ZG/LSSA publications or other community-oriented releases.

Anticipated Scope of Work Specific to Part II

- Part II restoration construction to be performed on a "Design/Build" basis.
- A "Conceptual Plan" is requested for review after the initial stream assessment has been completed.

- All critical construction activities must be overseen by the Level IV NCD professional, or equivalent person, who designed the project.
- 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.
    - 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.
- 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.
- 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.
- 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 E for locations and benchmarks. One or more benchmarks may be needed to complete this segment.

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 instream 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.
- 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.

Funding Source

Part I of this proposal will include two separate funding sources: the above-mentioned LSOHC grant and a federally funded grant through Minnesota's Lake Superior Coastal Program (LSCP). The LSCP will be used as a simultaneous match for the survey, planning and permitting portion of the LSOHC grant. ***Note: Chosen contractor to work closely with ZG/LSSA to properly code and task the project work to meet specific grant funding requirements.***

Project Budget

The approximate budget to complete Parts I and II of this proposal is $ 675,000.00.

Project Timeline

Part I

Upon awarding the contract per the proposal, the goal is to gather all pertinent information per Attachment D, design project per obtained data to meet priorities/outcomes, bring the project design to ZG/LSSA and MN DNR and begin the permitting process over the winter/spring of 2019. All permits must be in-hand prior to the 2019 in-stream construction period. This timeline is preferred.

Part II

Preferably the same construction season that permits are obtained.

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 annually over the duration of the grant 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.
- Project Manager will walk the site after any summer/fall rain events that exceed 1500 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 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. 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.
    - 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.

Retainage

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

Submittal Requirements

All submittals should include:

- Description outlining your firm's understanding of the two major parts of this project 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 Part I of this project: labor rates/labor categories and equipment costs, as needed for completion of Part II of this project.
- Normal work hours for your crew and possibility of overtime to complete the project in a timely manner. Procedures to accomplish work if weather delays are encountered throughout the project.
- List the equipment that will be used to accomplish the outcomes/goals of this project.
- 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.
- An understanding of any prevailing wage requirements related to this project.
- Fill in and submit Bid Form. Attachment F.
- Review "Design and Scope of Work" from LSOHC grant document. Attachment G.

Pre-Bid Walk

August 27, 2018 is the date scheduled for a site visit. Project Manager and MN DNR will be available. Meet at the Two Harbors Airport driveway at 10 am. From there we will proceed to access the site. In case of weather/water level conditions that negate the scheduled walk, contact the Project Manager for a possible rescheduled date. Project Manager: Kevin J. Bovee: PH 218/525-5960 or by email at outriderduluth@msn.com.

Submittal Method and Deadline

Please submit your information and cost proposal via electronic mail no later than **Noon CDT on September 14, 2017** to the following email address:

Tony Cuneo (ZG Executive Director) at: Tony@zeitgeistarts.com.

In addition to sending the electronic copy, please submit the original, signed Bid Form (Attachment F) to the following address, via USPS and to be postmarked on or before September 14, 2018.

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

ATTENTION: Tony Cuneo - PH III Project Bid

Bid opening will occur on September 14, 2018 at 2 pm.

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

Follow-up interviews will be held on Monday, September 17 and/or Tuesday, September 18 either by phone or in person.

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.