**Request for Proposal: Knife River Habitat Rehabilitation-Phase V**

October 22, 2020

**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 V-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 fifth 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 V will be operated similar to PH III and IV with ZG handling the fiscal operations/requirements and the LSSA handling the field operation side of the project

PH V (phase for which this RFP is being offered) is a continuation of the work that has been done in PH III and IV. 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 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. PH IV in-stream worked stopped approximately at Station 46+00 on the attached design plans (See Attachment A). This is just short of the proposed stopping point so the contractor will have to come back next year to finish the work up to 49+00. The previous phases of the project were awarded via the State of Minnesota Bid Award Process.

**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.

**Internal Project Responsibilities**

**Fiscal 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 always 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

For questions concerning bid process and project fiscal management please contact:

Amy Demmer, Community Development Director.

Direct Phone: 218-336-1361

Email: 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 contractor to complete the project per the criteria set forth in this RFP. 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 contacting local landowners as needed or required. 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. If past LSOHC funded projects require work, maintenance or other, the Project Manager will carryout, or arrange for, whatever work is necessary and/or required. The Project Manager will 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 securing trees, shrubs, and pollinator species for site planting for this project.

**Project Manager**:

Kevin J. Bovee

Phone: 218-525-5960

Mobile: 218-269-7427

Email:outriderduluth@msn.com

**Project Description**

This RFP will be broken out in four separate parts as set forth below:

Part I: Complete construction of Lower Reach 4 per attached plans/permit and temperature monitoring. See Attachment A-*Restoration/Design Plans for the Knife River* and Attachment B-*Bench Marks Along Knife River*

Part II: Assessment and report on the Knife River from Lake County Road 11 down to Lake County Road 9. (See Attachment C-*Google Map of Reach* and Attachment D-*Knife River Assessment-Fall 2015*)

Part III: Assessment, design and permitting for Reach 13 on Knife River (See Attachment E-*Google Map of Reach*).

Part IV: Assessment, design/permitting/construction of Lower Knife River above and below MN DNR fish weir (See Attachment F-*Google Map of Reach*).

**Phase V - Request For Proposal**

**Part I-Complete Construction of Reach 4 on the Main Stem - Knife River**

**Over View**

The Scope of Work for Part I covered under this Request For Proposal (RFP) is to complete the construction project that was initiated in previous phases of work utilizing the design plans that were completed and permitted previously (Attachment A). The beginning of construction work for this RFP will begin approximately at Station 49+00 in Attachment A. The proposed ending point for any construction in this bid proposal will be at Station 70+00 in the attached plans.

* The scope of work for this RFP includes the planting of trees/shrubs/pollinator shrubs/flowers. Specific planting guidelines are outlined on pages 53 and 54 in Attachment A.
	+ The Project Manager will obtain various specimens to be planted in the project area and will work closely with the contractor on this job item.
* 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 number and 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, as mentioned above, be carried out in 2022.

 **Timeline**

* Completion of this instream construction phase of the Reach 4 project area should be concluded by September 15, 2021 unless an extension has been received from the MN DNR.
	+ In-stream construction work season is from July 1 through September 15.
	+ Project tasks outside of the in-stream work window can be performed prior to and after the in-stream work season.
	+ Winter work may be appropriate or requested 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. The Project Manager must pre-approve all riparian zone impacts outside of normal construction process.
	+ Through past construction projects we have determined that instream work conditions deteriorate considerably if the flow exceeds 200 cfs at the Knife River gauge. Final work stoppage determination to be made by onsite supervisor.
	+ Riparian plantings can occur in 2022/23 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 expected high water flow zones.

**Project Work Requirements**

* In-stream construction to be performed on a “Modified Design/Build” basis.
	+ Some components may need to be slightly adjusted during construction due to stream configuration and flow-this is the “Modified Design/Build” mentioned above.
	+ All changes to the Design Plans (Attachment A) must be brought to the attention of the Project Manager and to the MN DNR Stream Specialist in Grand Rapids, MN; Jeff Tilma-2187/328-8834. Any instituted additions/changes must be approved by MN DNR and Project Manager.
* All critical in-stream 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, white pine, jack pine or tamarack) 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 and arrange delivery to designated staging area. It will be up to the contractor to move toe wood from staging area to construction site.
	+ Anticipated staging area is at Ostman West 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.
	+ Boulders will be delivered to designated staging area. It will be up to the contractor to move boulders from the staging area to the construction site.
	+ Anticipated staging area is at Ostman West Gravel Pit.
* Details for instream structures are described on page 48-52 in Attachment A.
* 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 B for locations and elevations. One or more benchmarks may be needed to complete this segment.
	+ “As built” information will be required: elevations on all in stream 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 require 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 and create undercut banks.
	+ 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 flows 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.
	+ When deemed necessary, the Project Manager will contact the MN DNR to discuss the situation. An onsite visitation would then be scheduled between contractor, MN DNR and Project Manager. A consensus of failure will be determined along with the proper course of action. All repair plans must be approved by the MN DNR. If considered a warranty claim, the contractor has two options to correct the failure: perform the necessary work from within or arrange to have the necessary work completed by an outside source.
	+ 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 implemented 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 will end at the expiration of the grant cycle or as meeting specifications mentioned above. MN DNR will approve the project once completed and all permitted conditions have been met.

A five percent (5%) retainage of total contract award will occur on the final invoice until the project is considered as meeting the Project Warranty.

**Part II -** **Assessment and Report on the Main Stem of the Knife River from Lake County Road 11 down to Lake County Road 9**

**Overview**

The stretch of river downstream of Lake County 11 and ending at Lake County 9 is within known spawning and rearing areas for anadromous fish. This section is also the location of large, slumping clay banks that add sedimentation to the river, which exacerbates the MPCA’s TMDL guidelines for excess turbidity.

**Timeline**

Assessment/reporting to be completed in 2021 before the in-stream construction season begins on July 1.

**Project Work Requirements/Information To Be Gathered**

A Degradation Report will be required for every unstable bank in this stretch of river. The report should include the following information at a very minimum:

* Identify and label each unstable bank/section
* Photo documentation of each unstable bank/section
* Geomorphic data table with information similar to the Attachment D
* Identify and label each unstable bank/section
* Map with GPS locations of each unstable bank/section
* Ranking of degradation from most impacted to least impacted based on NCD data collected
* Record of ownership of unstable sections/sections

**Desired Project Goals/Outcomes**

The primary goal for Part II of the PH V RFP is to determine the extent of degradation between the two county roads. Enough information should be obtained to allow for ranking the various degraded banks/river sections and determining the viability/level of funding for the remediation of the degraded river reaches.

**Part III – Assessment/Design and Permitting of Reach 13 Just Below Lake County 11.**

**Overview**

Reach 13 is the first major degraded bank heading downstream from Lake County Road 11. This bank contributes sediment into the river, which poses potential problems due to excess siltation downstream.

*Please Note: Presently there is a 10-foot easement on each side of the river in this reach. This easement will permit assessment, etc. LSSA will facilitate the acquisition of a Conservation Easement between the property owner and the MN DNR prior to the beginning of construction.* See Attachment G-*Original Easement Lanquage.*

**Timeline**

Data accumulation needed to move into the design portion of Part III of the RFP should be acquired in 2020 if at all possible. Design plans are to be developed over the winter of 2020/21, if at all possible, and the permitting phase of Part III should be completed over the summer of 2021. All permits to be obtained so construction can start on July 1, 2022.

**Project Work Requirements/Information To Be Gathered**

The submitted bid proposal will include the tasks as set forth below, but may not be limited to these listed tasks only.

* Assessment walk. Initial walk to be with LSSA representative/possibly MN DNR to discuss project priorities and desired outcomes from multiple viewpoints.
* Gather appropriate data to enable contractor to fill out the Morphological Characteristics worksheet provided. See Attachment H-*Morphological Characteristics Worksheet*.
* Prepare design plans using Natural Channel Design parameters to meet project priorities/outcomes.
* Present design plans to MN DNR for comments/questions/initial approval to proceed.
* 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.*
* Once design plans are approved, begin the permitting phase of this project and obtain all necessary permits (MNDNR, USACE, LUG).

**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.

**Part IV: Assessment/Design/Construction Of Lower Knife River - Area Below Expressway Bridge Down To USGS Marker Station.**

**Overview**

This project area is primarily related to correcting damage from cobble deposition created during the 2012 Solstice high water event and debris deposition from the original construction of the Knife River Weir. This project should also make adjustments to streambed to allow anadromous fish easier and more direct access to weir entry.

***Please Note****: MNDNR-Lake Superior Area will play a very important part in this project. RFP recipients should contact Cory Goldsworthy, Lake Superior Area Supervisor at 218/302-3264 or* *cory.goldsworthy@state.mn.us* *for further information.*

**Timeline**

Assessment data should be gathered during low water periods (usually July/ August) over the summer of 2021.

**Project Requirements/Information To Be Gathered**

* 1000 linear feet of longitudinal profile
* Five cross sections
* One composite pebble count
* One representative riffle pebble count
* Data should be entered into River morph and uploaded as a shareable file
* Solid data pertaining to size, quantity and depth of sediment between the cable marking a ‘No Fishing’ zone down to the upstream end of the island is mandatory.

 **Desired Project Goals/Outcomes**

A major goal of this project is to increase ability of fish to find the entry to the MN DNR weir on the west side of the river, especially in cold water conditions and to provide holding habitat downstream of the cable to the upstream end of the island.

**Projected Budget: Knife River Habitat Rehabilitation-Phase V**

**Not To Exceed $ 550,000.00.**

**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.
* We have been advised that state prevailing wages are required for this project. If you are not proposing prevailing wages in the bid, please provide written statutes/rulings that support your position.
* Certified Payroll Reports will be required due to requirements for use of state funds.
* 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 requested.

* Contact the Project Manager to arrange a date and time. Contact information listed above.

**Request for Additional Information**

A request for further information can be submitted up to, and no later than, ten (10) days after release of this RFP.

**Submittal Method and Deadline**

Please submit your information and cost proposal via electronic mail no later than

**Noon (CDT) Monday, November 23, 2020** onto the following email address:

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

In addition to sending the electronic copy, please submit the original, signed Bid Form (Attachment J) to the following address, via USPS and to be postmarked on or before November 23, 2020.

Zeitgeist Center for Arts and Community

222 E. Superior Street

Suite 326

Duluth, MN 55802

ATTENTION: Amy Demmer - PH V Project Bid

Bid opening will occur on **Tuesday, December 1, 2020.**

**Please Note:** Due to the ongoing restrictions because of COVID 19, the bid opening will be done remotely via Zoom. Time to be determined. If you would like to attend, please contact Amy@zeitgeistarts.com to receive access information.

Follow-up interviews, if required, will be conducted on November 30 either by phone (conference call).

RFP recipient requests for further information will be posted on the Lake Superior Steelhead Association’s website, [www.steelheaders.org](http://www.steelheaders.org), along with the appropriate responses.

**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.

Attachments included in this document in order of reference:

* Attachment A-Permitted Restoration Design Plans
* Attachment B-Bench Marks in Reach 4
* Attachment C-Google Map of 11 - 9
* Attachment D-Knife River Assessment-Fall 2015
* Attachment E-Google Map-Reach 13 (Ross Lovely)
* Attachment F-Google Map of Lower River Reach
* Attachment G-Historic Easement-Reach 13
* Attachment H-Morphological Characteristics Worksheet
* Attachment I-MN DNR Permit
* Attachment J-Bid Form