

**TAHOE REGIONAL PLANNING AGENCY
LONG RANGE AND TRANSPORTATION PLANNING
REQUEST FOR PROPOSALS (RFP)**

Aquatic Invasive Species (AIS) Control & Surveillance On-call Services
RFP #230007 (RFQ)

Announcement: February 3, 2023

Project Description: The Tahoe Regional Planning Agency (TRPA) is requesting qualifications from all interested SCUBA dive contractors located in or willing to commute to the Lake Tahoe region. TRPA is seeking to increase the pace and scale of aquatic invasive species (AIS) control and surveillance occurring in Lake Tahoe, its tributaries, marinas, and embayments.

Evaluation: Proposals will be evaluated according to the criteria in section 3 of this document.

Deadline: February 21, 2023 – Bidding Firms’ Questions Due
March 15, 2023 – Deadline for Proposal Submissions

Questions: All questions should be submitted in writing to the RFQ Coordinator:

Emily Frey
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
775-589-5241
efrey@trpa.gov

1. Introduction and Agency Background

Introduction:

TRPA is requesting qualifications from all interested SCUBA dive contractors located in or willing to commute to the Lake Tahoe region. TRPA is seeking to increase the pace and scale of aquatic invasive species (AIS) control and surveillance occurring in Lake Tahoe, its tributaries, marinas, and embayments.

TRPA Background Information:

Established in 1969, by a Federally sponsored, interstate compact between California and Nevada, TRPA is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 227.200), and Federal law (PL 96-551).

The mission of TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people’s interactions with our irreplaceable environment.” TRPA is the leading partner for plans and actions to preserve the environment of the Tahoe region. TRPA establishes transportation and land use policy as the region’s Metropolitan Planning Organization and works with local, regional, state, and Federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs. The TRPA Regional Plan is designed to maintain a healthy natural environment, meet adopted environmental thresholds, maintain social and economic health, and allow orderly growth in the Region.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States. Further information can be obtained at TRPA’s website at www.trpa.gov.

Lake Tahoe faces a constant and serious threat from the introduction and spread of aquatic invasive species (AIS). AIS can devastate aquatic ecosystems, and negatively impact the recreation opportunities that drive Lake Tahoe’s economy. The Lake Tahoe Aquatic Invasive Species Program’s mission is to prevent, detect, and control aquatic invasive species in the region so that future generations can enjoy Lake Tahoe. TRPA and the Tahoe Resource Conservation District lead the program in collaboration with the public and private partners.

TRPA is granted environmental planning and regulatory authority at Lake Tahoe pursuant to the Tahoe Regional Planning Compact (Public Law 96-551). TRPA requires all projects to be consistent with the applicable development and environmental standards found throughout the TRPA Regional Plan package.

2. Project Description

Scope of Work

TRPA is seeking qualified dive contractors to assist with the control and surveillance of AIS, specifically aquatic invasive plants, in Lake Tahoe, its tributaries, marinas, and embayments. TRPA is seeking to develop a consultant referral list to draw from on an on-call basis when specific expertise is needed. The following is an outline of potential planning and environmental services and expertise being requested in this RFQ, as well as potential related tasks. Please note that the following tasks will require the contractor to discuss and refine work products with TRPA staff. Depending on responses and qualifications, TRPA may award multiple contracts under this RFQ. Responses should include a statement of qualifications and experience working on the following key tasks:

Descriptions of methods (excluding bubble curtains) are taken from the 2020 environmental document for the Lake-wide Control of Aquatic Invasive Plants Project. For more information:

https://tahoercd.org/wp-content/uploads/2020/08/TRCD_Lakewide_Control_of_AIP_IS_IEC_EA.pdf

1. Direct Removal Activities

At a minimum, all direct control activities require the following tasks:

- *Differentiate between Lake Tahoe invasive and native aquatic plant species*
- *Manually pull all invasive aquatic plants, including their roots and any fragments*
- *Collect and dispose of all plant particles securely at all stages of removal (underwater, topside, transport, etc)*
- *Conduct underwater and/or above water skimming for floating plant fragments, as needed*
- *Track acres treated using the provided ArcGIS field survey (credentials provided)*
- *Provide daily or weekly progress reports to TRPA during active work*
- *Provide mapping products in ArcGIS if requested; ArcGIS products must be delivered in file geodatabase in projected coordinate system NAD83 UTM Zone 10N and horizontal and vertical datum as NAD83.*

Additional tasks specific to each activity will be included below, if any.

A. Hand pulling

Hand pulling removal consists of simply removing vegetation from the water by hand and transferring it to garbage cans or bags for disposal. Hand pulling is accomplished with no mechanical equipment, typically in shallow waters, and is suitable where vegetation is less dense. Plants and their roots are pulled and collected for removal. This method can be accomplished with little disturbance and can be used by divers when an infestation is sparsely, but widely distributed. This method can be used in high or low water levels but is less practical in areas of dense infestation due to the time required to remove each plant by hand. In suitable previously treated areas, hand pulling can help to maintain the area to prevent re-infestation. Skimmers can be used to collect plants and plant fragments created when plants are pulled from the bed/substrate. This method results in no impacts to water quality (other than temporary disturbance at the removal point), access and recreation, or biological resources, and has a

beneficial impact on habitat quality and native species. Hand removal can be considered a rapid-response action and is an effective control action for smaller AIP infestation areas (Kelting, D.L. 2007).

B. Diver-assisted suction removal

Diver-assisted suction removal of plants is accomplished through the use of a small suction hose that is mounted on a floating work platform or on a boat. The suction is produced by a water injection system that uses a small 4-stroke gas powered engine. Attached to the engine is a water pump that pumps water from the lake into a water injector. A suction hose from the injector, usually between 3 and 6 inches in diameter, is used by a diver at the lake bottom to capture and transfer biomass to a catch basket on the work platform. Plants are collected by running the water through mesh bags or sieved baskets and returning the water to the Lake. Qualified dive or snorkel crews will remove aquatic invasive plants by pulling the plant by the roots and feeding it into the suction hose and transferring the plant matter and associated water up to a conveyor system or collection box mounted on a boat or attached to a floating platform. This method allows divers to remove all of the plant root mass. Screen material separates the plant material from the associated water, which passes through the screen and returns to the water column. Hand pulled fragments escaping the diver-assisted collection method will be removed by hand, net, or vacuum hose as reasonably practical before the close of each day. The plants that are captured in the screened-in container are transferred into garbage cans for removal and disposal offshore. The material will be collected at each control site staging area and then taken to a TRPA-approved disposal site, or at a site outside of the Region, where it is either disposed of or composted.

This method is used in areas where plants are growing in patchy, but dense distribution, and often used to remove new growth located outside of plant barriers. The effort required for diver-assisted suction removal of aquatic plants varies based upon the density of plant growth. This method can be used in high or low water levels (greater than 1 foot deep).

C. Benthic barrier installation and removal

Benthic barriers or "bottom barrier" control consists of placing sections of gas permeable, black landscape cloth, plastic, jute, or other material, over the top of submerged vegetation to exclude light. The Lake Tahoe AIP control program and its partners currently own barriers that, depending on availability, will be allocated for use. The barriers can range in size from 10-foot by 10-foot squares to strips of 10-foot by 40-foot or more are installed with overlapping of barriers by at least 10% to achieve full coverage. The size of the barrier is dependent on the logistics of deploying, retrieving, and maneuvering in and out of the water.

Synthetic barriers are held in place with rebar u-stakes/staples (3/8" or 1/2" in diameter), sediment bags (filled with clean, washed, coarse aggregate no smaller than 8mm in diameter), or available natural debris. Re-bar staples are removed when the synthetic barriers are removed. Synthetic barriers remain in place for a minimum of 4 months, sometimes up to 6 months, and are either removed from the lake or moved to a new location, typically immediately adjacent to the site just treated. In some instances, natural fiber (e.g. jute) barriers are placed over the growing plants and left in place until the barriers decompose – they are not removed from the

lake bottom. If necessary, natural barriers can be held in place as above and left in place until the barriers decompose. Where there is sufficient natural debris on the lake bottom, the debris can be placed and left on the barriers to hold them in place.

The average deployment time for bottom barriers is 20 to 25 barriers/day for a 4 to 6 person dive crew, which is the equivalent of approximately one fifth of an acre per day (size dependent). Barriers have been used successfully where plant growth is dense, usually greater than 50% density, and is less time and effort intensive than other control methods over large areas. Benthic barriers can be used in open waters, marinas, tributaries, and marshes, and will be deployed to high priority areas of dense plant growth. Following barrier placement, diver-assisted hand removal will be conducted to achieve 99%-100% plant removal at the perimeter of the barriers. In large areas or areas with tall masses of AIP, the AIP is harvested by cutting, trimming, or pulling prior to installing the barriers to reduce biomass. The harvested AIP are removed offsite for disposal and the treated area is heavily skimmed to plant remove fragments. Sediment curtains may also be temporarily used if necessary to control turbidity and contain fragments. During barrier installation and removal, turbidity monitoring may be required. Additional mitigation monitoring may be required; contractors will work with resource managers to determine if and what types of mitigation monitoring are required for each project.

This method also requires topside assistance for transport and installation of the barrier system. Some maintenance is required after barrier installation, including checking that rebar is securely holding barriers, as well as some “burping” of the barriers to release gases produced by decomposing plants. Barrier integrity checks should also occur periodically and after intense weather events.

Specific tasks within this activity may include:

- Install benthic barriers with minimum amount of overlap to ensure adequate coverage of infestation.*
- Secure bottom barriers with rebar u-stakes/staples, gravel bags, or available natural debris*
- Revisit installation site regularly post-installation to check barriers and “burp” excess gases as needed*
- Remove all synthetic bottom barriers and all materials used to secure the barriers not sourced from the lake bottom.*
- Pack, store, clean, dry, and transport all materials neatly and return to TRPA promptly for re-use*
- As needed, conduct cutting, trimming, or pulling of weeds prior to installation of barriers to reduce biomass*
- Conduct hand-pulling of sparse attached aquatic invasive plants around the perimeter of the barriers post-installation, ensuring collection of all parts of the plant including roots, and fragments*
- If needed, install sediment curtains to limit the turbidity impacts outside of the treatment area*
- Utilize topside support to transport, install, and remove bottom barrier materials*

- *Track number of bottom barriers and re-bar or gravel bags used upon installation and removal to ensure no materials are left in the water after the project is completed and report any missing or damaged items to TRPA*

2. Indirect Control Methods

At a minimum, all indirect control activities require the following tasks:

- *Establish connection to existing air compressor setup, or, if needed, establish a new air compressor set-up and connection*
- *Conduct periodic monitoring and maintenance post-installation*
- *Provide daily or weekly progress reports to TRPA during installation*

Additional tasks specific to each activity will be included below.

A. Laminar Flow Aeration (LFA) installation and maintenance

LFA is an indirect aquatic invasive plant control method that does not directly remove individual plants, but acts as a complimentary method for use along with other control methods or to prepare the site for other control methods by reducing fine sediments or the “muck layer” depth. LFA decomposes loose organics and dying plants to reduce nutrients and to prevent spreading.

LFA devices consist of hose lines and underwater diffusers that distribute and release air into the water created by a compressor, in the form of very small bubbles. Diffusers can consist of a small square or rectangular diffusing box device where bubbles are produced at specific point, or they can consist of bubble tubing where a series of bubbles is produced in a linear pattern. Air diffusers and weighted airline are installed by divers and lie on the bed of the waterway, connected to an air compressor on land. The released compressed air lifts bottom water to the surface, creating a “laminar flow” that circulates oxygenated water throughout the water column, including any loose organic layer. A vertical current may also occur and can also help prevent the lateral spread of invasive plants. This type of control method is best used in a contained area, which may be associated with stagnant water, such as a marina where the aeration can act as a barrier and also effectively circulate more enclosed or confined waters.

The average deployment time to install the materials is one to two days depending on the size of the area and number of diffusers or length of tubing, and existing utilities and housing availability for the air compressor. Most compressors can be located within an existing mechanical room and connected to existing electrical service within the marina if it exists. However, installation of hardline power and creation of a new enclosure within the marina may require additional time. Once installed, aerators may operate continuously with no additional disturbance. other than regular periodic monitoring and maintenance, paying particular attention to operation following power outages.

Specific tasks within this activity may include:

- *Install LFA air diffusers and weighted airlines on lakebed*
- *Provide exact GPS coordinates of LFA placement to TRPA*

- *Provide additional mapping products in ArcGIS if requested; ArcGIS products must be delivered in file geodatabase in projected coordinate system NAD83 UTM Zone 10N and horizontal and vertical datum as NAD83.*

B. Bubble Curtain installation and maintenance

Bubble curtains may be placed at strategic locations such as across marina boating channels between bulkheads to prevent the movement of viable floating aquatic invasive plant fragments (either into or out of a marina, depending on the location). Divers secure perforated airlines () along the lakebed and connect to an air compressor on land. Typically, the perforated airlines are made from rubber tubing although this material is susceptible to damage from boat propellers in low water conditions so alternative designs are encouraged. Benthic barriers are often installed under the curtain to prevent plant growth from covering the lines and inhibiting the flow of bubbles that create the bubble curtain. Bubble curtains operate continuously, and monitoring systems are being developed to alert any operational disruptions.

Specific tasks within this activity may include:

- *Install and secure perforated airlines on lakebed*
- *If needed, install benthic barriers under the airlines (see tasks in benthic barriers section above)*
- *Provide acres of lakebed covered by benthic barriers to TRPA, if used*

3. Surveillance Monitoring Activities

At a minimum, all surveillance activities require the following tasks:

- Ability to differentiate between Lake Tahoe invasive and native aquatic species including plants, fish, and invertebrates
- Conduct underwater assessments including tracking species and quantities of all aquatic plant species, fish, invertebrates, as well as sediment type, depth, acreage and location of plant beds, and other data as identified
- Track acres surveyed and results using the provided ArcGIS field survey (credentials provided)
- Provide additional mapping products in ArcGIS if requested; ArcGIS products must be delivered in file geodatabase in projected coordinate system NAD83 UTM Zone 10N and horizontal and vertical datum as NAD83.
- Provide daily or weekly progress reports to TRPA while conducting surveillance work
- Provide a complete report of findings, observations, and control recommendations

Additional tasks specific to each activity will be included below.

Pre-Treatment Monitoring

Pre-treatment monitoring includes an underwater site assessment, with data to be collected using a template (provided) in ArcGIS Field Maps. Monitoring surveys of the potential submersed aquatic plant habitat area may be conducted in the form of transects or site-wide surveys, and includes detecting plant infestations, describing infestation densities, identifying appropriate control methods to implement within the area, and ensuring appropriate methodologies are used and installed/established to protect resources in the area. Resource protection includes knowledge of the substrate, existing subsurface utilities or hazards, native plant and animal species present in the area, cultural resources present in the area, public use and access of the

area, and the existing quality and characteristics of the water in which the control action will occur.

Specific tasks within this activity may include:

- *Develop recommendations for appropriate control methods at each infested site*
- *Provide a complete report of findings, observations, and recommendations within generally 2-3 months of completing surveillance efforts*

A. Post-Treatment Monitoring

Post-treatment Monitoring is a key component to tracking whether control efforts have fully removed the infestation locally, and what type of plants or plant fragments remain. Post-treatment monitoring will not only be used to monitor treated areas to ensure they are maintained and avoid expensive and intensive repeated control actions, but this monitoring will also be used to identify:

- *the success rate of the control methods used*
- *how the control method was or was not successful*
- *how the substrate may have changed*
- *observation of native species not previously seen*
- *potential reasons why plants have re-established in the treatment area (such as: seed bank present, nearby infestation, introduction of fragments due to recreators, etc)*
- *potential changes or improvements to the methods previously used.*

Post-treatment monitoring is conducted immediately following barrier removal, control implementation and annually following control implementation. This monitoring will include identification of the area being monitored and the control method(s) applied, the period of control implementation, and the post treatment success rate. If aquatic invasive species are identified during post-treatment monitoring, the species and number of plants will be noted, including approximate plant size/maturity, and the location of the plants within the treatment area. Monitors will also provide a recommendation as to maintenance methodology to keep reinfestation from occurring.

Specific tasks within this activity may include:

- *Assess whether control efforts have been successful or, if further treatment is needed, provide recommendations on what type of control and what duration is needed*
- *Provide a complete report of findings, observations, and recommendations generally within 2-3 months of completing surveillance efforts*

B. Early Detection Rapid Response (EDRR)

Early detection and rapid response (EDRR) is a critical component of aquatic invasive species management. EDRR increases the likelihood that localized invasive populations will be found, contained, and eradicated before they become widely established. EDRR can slow range expansion and avoid the need for costly long-term control efforts. Lake Tahoe marina's staff, community members, and homeowners can report suspected novel infestations of aquatic invasive plants which will trigger EDRR protocol including verification from above water with the

use of an aquatic weed rake, then below water via a dive crew, and, if possible, immediate removal of the infestation, usually by hand pulling.

Depending on the location and access, TRPA may seek to have divers in the water as soon as within one week of the report. In most cases, the infestation will be small enough to complete hand pulling in half a days' time. If it is determined that the infestation size and complexity require an active control method (any method beyond hand removal or requiring more than a half day to complete), this work will no longer be considered part of the EDRR and a separate work order will be created for the control efforts.

Specific tasks within this activity may include:

- *a summary of findings, observations, and recommendations of control within one week of completing surveillance efforts*

Special Considerations

Licensing:

AIS control work takes place on both the California and Nevada sides of Lake Tahoe and as such, contracting firms are expected to be licensed and insured in both states or else be limited to work occurring in the state they are licensed in.

Equipment:

The contractor may be responsible for acquiring equipment necessary for implementing the Project. Proposals must address equipment needs and company/agency contributions.

Hazard Assessment and Critical Control Point (HACCP) Plan:

The contractor will be responsible for developing and implementing a hazard analysis and critical point plan (HACCP Plan) according to U.S. Fish & Wildlife Service guidelines, available at <https://trainingcenter.fws.gov/courses/descriptions/CSP2131-Hazard-Analysis-and-Critical-Contro-Point-HACCP-Planning-to-Prevent-the-Spread-of-Invasive-Species.pdf>. The purpose of this HACCP planning is to identify critical points in controlling the potential spread of invasive species and other environmental hazards. Critical control points for this project may be required prior to arriving at a site or prior to moving from one infestation to another. Standard procedures for decontaminating personnel and equipment will be identified for each critical control point.

Required Qualifications for Divers:

- Ability to identify all aquatic plants in Lake Tahoe; provide proof of aquatic plant species training or at least one year of experience
- Experience surveying and mapping aquatic plant distribution
- Diver Safety Plan
- Emergency First Responder
- Desired: 5 years of commercial or professional diving experience

Required Certifications for Divers:

All divers conducting AIS control work must have the following certifications at a minimum:

- Commercial Diver
- Altitude Diver
- Dry Suit Diver

Before in-water work begins and every day work occurs in water, contractors shall notify Coast Guard, TRPA, and other marine units of divers in the water and project location (TRPA can provide a list of active marine units on Lake Tahoe).

Required Insurance for Divers:

All divers conducting AIS control work must provide proof of liability insurance: bodily personal injury and property damage with minimal acceptable coverage of \$1,000,000.

Contractor Insurance Requirements:

Without limiting the Consultant's indemnification of the TRPA, the Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement a policy or policies of insurance of the type and amounts described below, signed by a person authorized by that insurer to bind coverage on its behalf, and satisfactory to the TRPA, in its sole discretion. The Consultant shall provide to the TRPA certificates of insurance and copies of policies, if requested by the TRPA, of the following insurance, with Best's Class A - or better carriers:

- (1) Workers' compensation insurance covering all employees and principals of the Consultant, in a minimum amount of \$1 million per accident, effective per the laws of the State of California [or Nevada].
 - (2) Commercial general liability insurance covering third party liability risks, including, without limitation, contractual liability, in a minimum amount of \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate shall apply separately to this project, or the general aggregate limit shall be twice the occurrence limit. The Policy shall add as insured's the TRPA, its Board, Advisory Commission, officials, officers and employees, and agents for all liability arising from the Consultant's Services as described herein.
 - (3) Commercial auto liability and property insurance covering any owned and rented vehicles of the Consultant in a minimum amount of \$1 million combined single limit per accident for bodily injury and property damage.
 - (4) Professional liability insurance covering errors and omissions on the part of the Consultant, in a minimum amount of \$1 million per claim on a claims made form. Such insurance shall include coverage or an extended reporting period for two years [in some cases longer] beyond the completion of the Consultants performance of this agreement pursuant to the terms and conditions described herein.
 - (5) Any additional forms of insurance, which the Consultant and/or TRPA determine may be necessary for its proper protection and performance of this Agreement.
- A. Said policy or policies shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after thirty (30) days prior notice has been given in writing to the

TRPA. Cancellation or modification of insurance coverage may be grounds for immediate termination of this agreement. The Consultant shall give TRPA prompt and timely notice of any claims made or suits instituted in association with or arising out of the Consultant's performance of this Agreement.

- B. The Consultant shall include subcontracting consultants, if any, as insured's under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage for each subcontractor shall be subject to the requirements stated herein.

Term of Engagement

It is the intent of the Agency to contract for services presented herein for an initial one-year term effective April 15, 2023, and expiring on April 14, 2024.

Multiple contracts may be awarded by this RFQ. Selected RFQ contractors become eligible to bid on contract work orders, on an as needed on-call basis.

The Agency reserves the right to extend contract terms to a maximum five-year contract term expiring on April 14, 2028. Contract renewal is subject to the annual review of the Agency, the satisfactory negotiation of terms (including a price acceptable to both the Agency and the selected firm), and the annual availability of an appropriation.

TRPA Budget

As a public agency, TRPA's annual operating budget is constrained. Please take this into account when responding to this call for qualifications.

3. RFP Schedule & Submission Process

Public Records:

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP Coordinator:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: "**RFP INQUIRY – RFP #230007 (RFQ) AIS Control & Surveillance On-call Services.**" Responses will be posted to the website trpa.gov/contact/request-for-proposals/ in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Emily Frey
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
775-589-5241
efrey@trpa.gov

Request for Proposal Schedule:

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	February 3, 2023
Bidding Firms' Questions Due:	February 21, 2023
Questions and Answers posted to www.trpa.gov	February 24, 2023
Deadline for Proposal Submissions:	March 15, 2023
Sealed Proposals Opened:	March 16, 2023
Selection of Consultants for Interviews (if necessary):	March 17, 2023
Consultant Interviews (if necessary):	March 20-21, 2023
Anticipated Award of Contract:	March 31, 2023
Commencement of Work:	April 15, 2023

Proposal Submission:

Electronic submission of proposals via email, file transfer, or other method is preferred. RFP and cost proposals are submitted separately, and cost proposal is only opened for proposals that meet format requirements. Send electronic submittals to bids@trpa.gov with the subject line **"DO NOT OPEN – RFP #230007 (RFQ) AIS Control & Surveillance On-call Services RFP Response [lead firm name]"** and **"DO NOT OPEN – RFP #230007 (RFQ) AIS Control & Surveillance On-call Services RFP Cost Proposal [lead firm name]"**.

Mailed submissions will be accepted if the submission is too large to transmit digitally. Please include hard copies and digital files on a thumb drive. Mailed submissions must be received by TRPA before the RFP deadline.

Address written proposals to:

Tahoe Regional Planning Agency
Attention: Emily Frey
128 Market Street, Suite 3A
PO Box 5310
Stateline, NV 89449-5310
Subject Line: **"DO NOT OPEN – RFP #230007 (RFQ) AIS Control & Surveillance On-call Services RFP Response [lead firm name]"**
and **"DO NOT OPEN – RFP #230007 (RFQ) AIS Control & Surveillance On-call Services RFP Cost Proposal [lead firm name]"**

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

Terms and Conditions:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on trpa.gov/contact/request-for-proposals/. Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.

- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

4. Minimum Required Proposal Contents

Minimum Required Proposal Contents:

All proposal responses should address the following matters:

Main Proposal

1. **Definition of the Project:** Indicate your understanding of the Project objectives.
2. **Project approach:** Briefly describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.
3. **Team Organization:** Briefly describe how the project team will be organized to facilitate effective management, implementation, and evaluation.
4. **Readiness and Availability:** Describe your readiness and ability to respond to work orders and complete assigned tasks on a timely basis. While most projects will be planned well in advance, there is an occasional need for consultants to be ready and able to complete time-sensitive projects within a narrow time-frame, often two weeks or less.
5. **Qualifications and Experience:** Provide a summary of company and project team qualifications related to AIS control or related services. Describe examples of past experience pertinent to the barrier installation and removal effort. Refer to Special Qualifications section for diver safety qualifications and/or certifications.
6. **References:** Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response.

Cost Proposal

1. **Schedule and Cost:** Provide a timeline and itemized cost estimate based on the Tasks described in Scope of Work section. Tasks described in Scope of Work section. Cost estimates should be based on hourly rates and/or milestones and deliverables. Please provide a "Not to Exceed" cap and a bid guarantee through April 14, 2024.

W-9 and Proof of Insurance

Submit a completed IRS form W-9. Proof of Insurance will be required if selected under this RFP for a contract award. TRPA contract insurance requirements are outlined in the TRPA Standard Two-Party Contract, available here <https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract.pdf>.

5. Notification and Selection Process

Review of Proposals

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the bidder possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all bidders to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more bidders. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the bidder and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
2. The Agency may consider Bidder's timely and accurate completion of similar projects within budget.
3. The specific recent experience of the bidder and its agents, employees, and sub-consultants in auditing governmental entities and especially transportation entities.
4. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the bidder.
5. Bidder's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
6. Bidder's proposed language for the Professional Services Agreement.
7. TRPA agrees to make a good faith effort to contract with small, minority, disabled, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, disabled, and women owned businesses to reply to this RFP and submit Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), or similar certifications as an attachment to this RFP.

Award of Agreement

Upon completion of the review period, the Agency shall notify those bidders whose proposals will be considered for further evaluation and negotiation. All notified bidders may be required to make

presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by bidder's failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the TRPA Two-Party Contract Agreement shall be sent to the successful bidder for the bidder's signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the bidder and the Agency.

Should the selected bidder and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified bidder. Should this process not result in the hiring of a consultant, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the bidder that will best accomplish the project objectives for the best value and in the best interests of the Agency.