

**TAHOE REGIONAL PLANNING AGENCY**  
**Long Range Planning Program and Watersheds and Water Quality Program**  
**REQUEST FOR PROPOSALS (RFP)**  
**Areawide Stormwater Treatment and**  
**Complete Streets Infrastructure Design Standards**  
**RFP #240013**

**Announcement:** May 1, 2024

**Project Description:** To prepare area wide stormwater treatment and complete streets design standards for green stormwater infrastructure and rights of way to be included in the TRPA Code of Ordinances and the [TRPA BMP Handbook](#) as appropriate through collaboration with local government, state water quality agency, and TRPA staff.

**Evaluation:** Proposals will be evaluated according to the criteria in section 4 of this document.

**Deadline:** Monday, May 13, 2024, 11:59 PM PST – Bidding Firms’ Questions Due  
Friday, May 24, 2024, 11:59 PM PST – Deadline for Proposal Submissions

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

Shay Navarro  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street  
Stateline, NV 89449  
775-589-5282  
[snavarro@trpa.gov](mailto:snavarro@trpa.gov)

## 1. Introduction and Agency Background

### **Introduction:**

The purpose of this project is to prepare infrastructure design standards for areawide stormwater treatment facilities that will result in meeting or exceeding the pollutant load reduction from parcel-by-parcel stormwater treatments (a.k.a., best management practices or BMPs). It is assumed that the streets and their rights-of way will be utilized as a significant part of these facilities and the design standards also recognize the need for and include the necessary standards for creating “complete streets” (i.e., include sidewalk, crosswalk, etc. in addition to street, curb, and gutter standards and incorporate/be consistent with standards for bicycle, transit, and disabled access facilities etc.). More detailed background information is included below as part of the project description.

### **TRPA Background Information:**

Established in 1969 by a Federally approved interstate compact between California and Nevada (Tahoe Regional Planning Agency Compact), 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) to conduct planning and exercise regulatory authority in the Lake Tahoe Basin pursuant to the Compact and requires all projects to be consistent with the applicable development standards found in the TRPA Regional Plan and Code of Ordinances.

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. The TRPA Regional Plan, as required by the Compact, is designed to maintain a healthy natural environment, meet adopted environmental threshold standards, maintain social and economic health, and allow orderly growth in the Region. TRPA is the designated Water Quality Management Planning Agency per Section 208 of the federal Clean Water Act, as amended. TRPA also 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.

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: [www.trpa.gov](http://www.trpa.gov).

## 2. Project Description

### **Background**

In December 2023 the TRPA Governing Board adopted amendments intended to encourage affordable, moderate, and achievable housing including an amendment to policy LU.2.11 on land coverage. The addition to that policy states:

*Residential developments that comprise 100% affordable, moderate, or achievable units, located in land capability districts 4 through 7 and within an approved area plan, may increase maximum land coverage above 70% in centers if they demonstrate participation in a stormwater collection and treatment system that is consistent with TRPA requirements and approved by the applicable state water quality agency (i.e., LRWQCB or NDEP depending on where it is located), where required. Coverage transfers to increase coverage from the base coverage up to the maximum coverage allowed shall be in conformance with the ratios set forth in Section 30.4.3 of the Code of Ordinances.*

It is anticipated that local governments will make the necessary area plan amendments by February 2025. The purpose of this request for proposals is to obtain consultant services to work with TRPA and other stakeholders to develop the TRPA requirements referenced in the policy above so they are in place concurrent with local government area plan amendments. They will be included in the TRPA Code of Ordinances and BMP Handbook, as appropriate, and apply Basin wide.

### **General Scope of Work**

Proposers are expected to present a more detailed scope of work, including a schedule for completing the requirements. The following is a general scope and the expected products.

1. **Project Clarification and Work Plan** – Working with TRPA, the state water quality agencies, appropriate local government representatives, and transportation/complete streets design experts/advocates/staff, convene a technical working group to clarify the project and specifications for the final products. In general, the requirements should be similar to those found in typical public works design manuals and should address street, sidewalk, curb, gutter, stormwater collection and stormwater treatment facilities design standards. Beyond these facilities, the standards should also include standards for other components of a “complete street” as described in the introduction above and include maintenance standards.
2. **Development of Draft Standards** – Working with the technical working group, create draft standards that meet the specifications above and are supported by all parties in the technical working group.
3. **Approval Process** – Present periodic status reports and the draft standards for recommendations to the TRPA Advisory Planning Commission and Regional Planning Committee, and for adoption by the TRPA Governing Board.

### **Term of Engagement**

It is the intent of the Agency to contract for services presented herein for a one-year term effective July 1, 2024, and expiring on June 30, 2025.

**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 disclosure. Restrictions on any information submitted, with the exception of the detailed breakdown of hourly rates, may 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 #240013 Stormwater Complete Streets.**” Responses will be posted to the website [trpa.gov/contact/request-for-proposals/](http://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.

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775-589-5282  
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**Request for Proposal Schedule:**

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

Date of Announcement:	May 1, 2024
Bidding Firms’ Questions Due:	May 13, 2024, 11:59 PM PST
Questions and Answers posted to <a href="http://TRPA.gov">TRPA.gov</a>	May 17, 2024
Deadline for Proposal Submissions:	May 24, 2024, 11:59 PM PST
Sealed Proposals Opened:	May 27, 2024
Selection of Consultants for Interviews (if necessary):	May 31, 2024
Consultant Interviews (if necessary):	June 7, 2024
Anticipated Award of Contract:	June 10, 2024
Commencement of Work:	July 1, 2024

Late proposal submissions will not be considered and will be returned unopened to the sender.

**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](mailto:bids@trpa.gov) with the subject line “**DO NOT OPEN – RFP #240013 Stormwater Complete Streets RFP Response [lead firm name]**” and “**DO NOT OPEN – RFP #240013 Stormwater Complete Streets 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/](http://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:

A one (1) 8.5x11 page cover page may be submitted with the proposal and does not count toward the overall maximum page limits.

### **Main Proposal – Maximum Page Limit: Ten (10) 8.5x11 Pages**

1. Definition of the Project: Indicate your understanding of the Project objectives.
2. Project approach: Description of work and how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.
3. Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation.

### **Supplemental Materials - Maximum Page Limit: Ten (10) Pages**

1. Qualifications and Experience: Provide a summary of company and project team qualifications.
2. 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, email address for each reference customer, as well as relevant examples of sample work products.

### **Cost Proposal – Max Page Limit: One 8.5x11 Page**

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 June 30, 2025.

**Schedule – Max Page Limit: One 8.5x11 Page1**

1. Provide a Gantt chart with project timeline by specific tasks.

**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 the 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.