

# **CHICKALOON VILLAGE TRADITIONAL COUNCIL**

## **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR FISH PASSAGE IMPROVEMENT PROJECTS SURVEY, DESIGN & CONSTRUCTION**



PREPARED BY

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## TABLE OF CONTENTS

1.	Solicitation .....	1
2.	Submittals .....	1
3.	Background and Project Summary .....	1
4.	Rates.....	2
5.	Schedule.....	2
6.	Type of Agreement .....	2
7.	Scope of Services .....	3
8.	Insurance, Certifications and Other Requirements .....	11
9.	Selection Process .....	11
10.	Additional Information .....	13
11.	Other .....	14
12.	Attachment 1: Fish Passage Design Checklist .....	15

# INSTRUCTIONS TO PROPOSERS

## 1. Solicitation

Chickaloon Village Traditional Council (CVTC) is soliciting proposals and rate information from professional experienced firms to assist in the completion of grant deliverables for its Tribal Fish Passage Grant through NOAA’s Restoring Tribal Priority Fish Passage through Barrier Removal Program.

## 2. Submittals

To be considered, respondents must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below.

**Deadline:** Proposals will be accepted until: **5:00 p.m. (AST) February 9, 2024**

**Address Responses To:**

Email: [aljames@chickaloon-nsn.gov](mailto:aljames@chickaloon-nsn.gov)

Please send pdf version of Proposal.

Or to:

Chickaloon Village Traditional Council  
ATTN: Andrea James  
Environmental Stewardship Department  
P.O. Box 1105  
Chickaloon, AK 99674

**Mark Submittals as Follows:** CVTC Fish Passage Project Proposal

**Required Number of Copies:** Digital or Three paper copies

## 3. Background and Project Summary

Chickaloon Native Village, a federally recognized Alaska Native Tribal Government, governed by Chickaloon Village Traditional Council (CVTC) has been awarded NOAA’s Restoring Tribal Priority Fish Passage through Barrier Removal funding and is responsible for completing two culvert replacements on Premier Creek, a tributary of Moose Creek near Palmer, Alaska, by October 31, 2025.

**Table 1**

LOCATION	ADF&G Culvert ID	GPS COORDINATES
Lower Culvert Premier Creek	20401171	N 61.71059, W -149.09010
Upper Culver Premier Creek	Not on the culvert mapper	N 61.711872, W -149.093107

Premier Creek is a tributary of Moose Creek which is a tributary of the Matanuska River. Premier Creek is a significant tributary of Moose Creek by water volume and stream length. Two culverts currently block the passage of anadromous salmon on Premier Creek.

Culvert 1 on Premier Creek is located approximately 1000 feet upstream from the confluence with Moose Creek and features a prominent 2.5-foot perch that impedes fish passage. This culvert is also undersized. The culvert location may need to be adjusted to reduce the stream slope. Culvert 1 passes under Buffalo Mine Road, which is a gravel road at this location with access to two residential houses and several recreational cabins. The road needs to remain open to at least one lane of traffic during construction. Culvert 1 is on State of Alaska land.

Culvert 2 on Premier Creek is approximately 660 feet upstream of Culvert 1. Culvert 2 features an impassable two-foot perch that impedes fish passage and passes under a lightly used dirt ATV trail. The replacement of this culvert is dependent on landowner cooperation, as it, as well as the trail leading up to it, are located on private land.

Both of these culverts will be replaced with fish-friendly culverts and will need to follow natural channel design principles. The design will require specialized expertise in design of stream crossings for fish passage and natural channel construction. There is LiDAR data for this area publicly available from the Matanuska-Susitna Borough. The CVTC Transportation Department will provide the construction team, equipment, supplies and materials.

#### **4. Rates**

Contract payments are anticipated to be based on reimbursement of actual effort based on Contractor's hourly rates, up to a maximum not-to-exceed amount. As an attachment to proposal: provide firm's hourly rates, estimated hours required for each task, estimated total for each cost for each task, and overhead rate, if applicable.

#### **5. Schedule**

Interested firms are requested to give careful consideration to their workload and capability of meeting Project schedules.

It is anticipated that selection of a CONTRACTOR will be completed, and contracts signed by February 23, 2024. The contractor must have full design completed by March 31, 2025. The post-construction as-built survey must be completed by October 31, 2025.

#### **6. Type of Agreement**

It is expected that the selected firm will review and sign a Contract Agreement between CVTC and the Contractor for Professional Services.

## 7. Scope of Services

Design for this project will conform to the USFWS Culvert Design Guidelines for Ecological Function (latest revision) and the Forest Service Stream Simulation Method as outlined in the U.S. Forest Service 2008 publication: Stream Simulation: An Ecological Approach to Providing Passage for Aquatic Organisms at Road-Stream Crossings. These design documents are available at:

[https://www.fs.fed.us/biology/nsaec/fishxing/aop\\_pdfs.html](https://www.fs.fed.us/biology/nsaec/fishxing/aop_pdfs.html)  
<https://www.fws.gov/alaska-culvert-design-guidelines>

The design is subject to approval by the US Fish and Wildlife Service (USFWS), CVTC, Alaska Department of Fish and Game (ADF&G), National Oceanic and Atmospheric Administration (NOAA), Department of Natural Resources (DNR) and the Alaska Department of Transportation and Public Facilities (ADOT&PF).

The Contractor shall attend monthly project coordination meetings with CVTC and the agencies, at the discretion of CVTC. The CVTC Project Manager shall schedule, per the availability of the Contractor, a stakeholder meeting by teleconference or virtual meeting. Meetings will take place virtually and are expected to last up to two hours. Monthly coordination meetings will be combined with design review meetings when possible. The Contractor shall attend design review meetings.

The contractor shall also arrange for and coordinate all locates with the local utility companies prior to subsurface investigations.

The contractor shall abide by the Required Use of American Iron, Steel, Manufactured Products, and Construction Materials below:

“Pursuant to the Infrastructure Investment and Jobs Act (“IIJA”), Pub.L.No. 117-58, which includes the Build American, Buy American (BABA) Act, Pub.L.No. 117-58 sec. 70901-52 and OMB M-22-11:

- 1) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- 3) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.”

These items include but are not limited to:

### **TASK #1 – SITE VISIT AND KICKOFF MEETING**

This task will include a site visit, kick off meeting and the investigation and evaluation of the sites for context and parameters needed to complete stream simulation designs. The Contractor shall conduct a site visit with the CVTC Project Manager in Palmer, Alaska. This will involve meeting with stakeholders and performing a site visit, acquainting the Contractor with the sites and familiarizing the Contractor with the intent of the project. Contractor will be required to fill out a Site Visit Form if it is provided by the CVTC Project Manager. It also allows data gathering, exchange, clarification, and development of the intent of the project.

The Contractor shall prepare a brief site visit report containing meeting minutes to the CVTC Project Manager within 14 calendar days after the visit. The project kickoff meeting minutes shall be submitted in Adobe Acrobat™ format.

### **TASK # 2 – SITE SURVEYS**

Contractor will survey a longitudinal profile of each stream for a length of 20 to 30 times the bankfull width upstream and downstream of each crossing. Existing culverts will be located horizontally and vertically, height, width, invert elevations, wingwall information and condition of existing culverts will be recorded. In addition to surveying at each crossing, Contractor shall provide an additional survey of a reference reach in a location that will provide appropriate features for the crossing design and has not been impacted by the culvert, road, or other manmade structures. The length of the reference reach survey shall be a minimum of 20 times the bankfull width. Reference reach selection shall be determined by a hydraulic engineer with fish passage design expertise and follow reference reach selection guidelines as described in the [USFWS Culvert Design Guidelines, \(Section 2.2.1 and Appendix A, Geomorphic Analog Method\)](#). Reference reach location shall be approved by CVTC during the initial site visit.

The longitudinal profile surveys shall capture all changes in bedform along the centerline of the thalweg. Define and capture the ordinary high water mark, bankfull indicators, and concurrent water surface elevations on both sides for the length of the profile. Sufficient points shall be collected to detail the bedform and water surface elevations of pools, steps, riffles and other

morphologic features found within the reach. Profile points shall include top and bottom of steps, beginning of pool and maximum pool depth, and beginning of riffles and shall follow the stream thalweg.

Channel cross sections shall be taken in the upper one third of a riffle in the reference reach to provide the dimensions to develop the stream simulation form within the culvert and verify geomorphic and hydrologic assessments. A minimum of two riffle cross sections shall be collected in the reference reach. Identify bankfull indicators in the field for each cross section. Points should be located at slope breaks and around stream features. Maximum spacing of point data at a given cross section shall be 2 feet outside of the channel and 1 foot inside of the channel with points taken more often if needed to define channel and bank shapes.

The cross section and topo data should include the following points at a minimum:

- top and bottom of banks
- edge of existing water
- gravel bars
- bankfull marks
- ordinary high water
- changes in slope
- bedrock, large boulders or changes in materials
- flood plain features including side/ flood channels, islands, vegetation type transitions, etc.
- large woody debris in the channel
- large trees within 75 feet of the road
- culverts
- side channels

Collect enough points to delineate the channel morphology. At a minimum, the cross sections shall extend out from the thalweg a distance equal to the width if the water level was at least twice the bankfull depth (flood prone area, Rosgen 1996). This width shall encompass the floodplain if one exists or maybe just a point on the confining slope if in a deeply incised channel.

A sketch of the hydraulic survey site shall be recorded in the fieldbook and will show the following features: Show the road and culvert location, the stream banks with high water lines, and the direction of flow. Show a magnetic north arrow and instrument and intermediate points. Show the location and extent of streambed obstructions and existing features, in or along the stream channel, such as rock outcrops, islands, etc. Additional information shall be recorded such as: streambed and bank composition and size, depth of existing flow, width of existing flow, apparent maximum high water, and location, amount, and type of debris at the site.

The survey is expected to include an estimated 300-500 feet of the road on both approach sides to accommodate raising the road for new culvert. The surveyor shall contact the Alaska Dig Line

and have locates completed in the area prior to completing the survey. All utilities, as well as any structures that may affect the project, will be located, and documented in surveys, topo, and sketches. Right-of-way and landownership will be delineated, as well as any driveways and existing road prism. Vertical and horizontal control will be assumed unless there are State, Borough, or other control within 200 yards of project site. Topographic survey will be suitable to generate 1-foot contour intervals and design any increase in road grade. Vertical and horizontal survey control will be a minimum 0.1 feet accuracy. **All surveys will be stamped by a licensed surveyor within the State of Alaska.**

Survey will also include application and drawings for any temporary construction easements, as appropriate for the project completion.

The hydraulic engineer with fish passage design expertise shall be onsite during the survey to identify the reference reach location, cross section locations, bankfull width and bankfull indicators. (See section 4.3 for hydraulic engineer qualifications).

Survey crew to provide support during construction to stake out culvert and road location and provide temporary benchmarks for construction. Provide tape measurements on drawings that will allow contractor to triangulate structure and road locations by pulling a tape from permanent landmarks or benchmarks outside of the construction disturbance area.

Survey crew shall also perform an as-built survey after construction is complete and provide survey.

### **Task #2 Surveyor Qualifications**

The Surveyor shall be registered in the state of Alaska in accordance with 12 AAC 36 State Board of Registration for Architects, Engineers, and Land Surveyors. The surveyor shall be a local resident of the Anchorage, Alaska geographical area.

### **Task #2 Deliverables**

Deliverables shall consist of the following as a minimum:

- The survey data shall be provided at the 15% design stage in AutoCAD Civil 3D™ format.
- Electronic copy of base site mapping in Adobe Acrobat™ format and one electronic file in AutoCAD™ release 2015 or later format. All xrefs shall be bound to the AutoCAD™ files. All support files for the AutoCAD™ drawings shall be included (i.e. Fonts, plot files, point files, etc.).
- As-built survey data in AutoCAD Civil 3D™ format and Adobe Acrobat™

### **TASK #3 – GEOTECHNICAL SITE INVESTIGATION**

No geotechnical investigation is anticipated at these sites.



## **TASK #4 – HYDROLOGIC AND HYDRAULIC (H&H) REPORT**

This task will investigate and evaluate the sites for context and parameters needed to do stream simulation design. Engineering design strategy, hydraulic and other analysis shall be written into a report. This shall include:

- Create a reconnaissance level map of the stream cross-section, plan, profile, noting representative width and depths, grade control and other geomorphic features. Select a reference reach and riffle cross-section for long-term stability, habitat, and width of culvert. Conduct pebble count. Reference reach information should generally follow the methods employed by the Forest Service in the Stream Simulation Design Guidelines at: [http://www.stream.fs.fed.us/fishxing/aop\\_pdfs.html](http://www.stream.fs.fed.us/fishxing/aop_pdfs.html)
- Determine ultimate stream slope and profile for long-term stability and habitat.
- Investigate roadway grade, fill, height, and width.
- Create and analyze watershed size and geologic setting, determination of peak storm flows, flood plain issues, sizing conveyance to meet hydrologic and fish passage requirements, scour analysis. Design shall conform to passing the 100-year event at 0.8 times the opening height of culvert unless site constraints limit the ability to perform this design requirement or floodplain relief culverts are not possible to be installed. [Note that an analysis of fish passage barrier dynamics is not part of the H/H report as it has been previously determined that these crossings are barriers to be replaced.]
- Design and locate new crossing and culvert width, length, type, skew.
- Design stream substrate for new culvert, steps and other grade control structures.
- Refer to Attachment 1 for a checklist to guide the H&H report development.

### **Task #4 – Hydraulic Engineer Qualifications**

The Hydraulic Engineer shall be registered in the state of Alaska in accordance with 12 AAC 36 State Board of Registration for Architects, Engineers, and Land Surveyors. The Hydraulic Engineer shall also have a minimum of five (5) years of experience completing similar fish passage improvement projects using the US Forest Service Stream Simulation Design method.

### **Task #4 – Deliverables**

The H&H Report shall be submitted to the CVTC Project Manager and stakeholders with the 15% concept design for comment. The final H&H Report shall be submitted to the CVTC Project Manager and stakeholders with the 65% level design. The H&H Report shall be submitted in Adobe Acrobat™ format.

## **TASK #5 – DESIGN AND BIDDING DOCUMENTS**

### **Task #5 – Design Reviews and Coordination**

The Contractor shall prepare design review packages at the 15%, 65%, 95% design complete stage to include the drawings, specifications, and cost estimate and distribute to the CVTC Project Manager and stakeholders for comments. The CVTC Project Manager shall schedule, per the availability of the Contractor, a stakeholder meeting by teleconference or virtual meeting to discuss review comments at the designated milestone stages. Refer to Attachment 1 for a list of items to be addressed at each milestone. The Contract will allow a minimum of 21 days between distribution of design documents and review meetings. The Contractor shall incorporate comments after each review meeting into the documents for the next design stage.

Major project milestones include:

- 15% Design Review
- 65% Design Review
- Culvert purchase documents – November 15, 2024
- 95% Design Review - Permitting submission by February 15, 2025
- 100% Final Construction Documents – Due Date of March 31, 2025

### **Task #5 – Plans, Specifications and Construction Cost Estimates**

Plans shall be developed in full compliance with State requirements. It is anticipated that the following drawings will be required at a minimum; additional drawings may be required as design methodology is performed:

C-1 Cover Sheet with Vicinity Map

C-2 Legend

C-3 Survey

C-4 General notes and estimated quantities

C-5 Demolition Plan

C-6 Civil site plan for design

C-7 Crossing structure and stream profile

C-8 Road profile

C-9 Sections and details for stream design

C-10 Stream substrate plan and location of Ordinary High-Water Mark

C-11 Sections and details for road design

C-12 Diversion channel design and diversion road

- C-13 Erosion and sediment control plan and details
- C-14 Revegetation plan, sections and details
- C-15 Quantities of fill below the Ordinary High-Water Mark

### **Task #5 – Specifications**

The Contractor shall prepare and submit project special provisions based on the ADOT&PF Standard Specifications for Highway Construction, current edition available here:

<http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml>

As CVTC will be performing this construction using in-house staff, ADOT&PF Standard Specifications for Highway Construction - Section 100 does not need to be developed for this project.

Include special provisions as required to clearly communicate the level of detail and perform accurate cost estimates.

### **Task #5 – Cost Estimates**

The Contractor shall prepare a project cost estimate at each project milestone (15%, 65% and 95% design) using local cost data for materials and shipping. Organize estimate following the ADOT&PF Standard Specifications. Include contingencies, general contractors and subcontractors overhead, profit, bonds and general condition costs.

### **Task #5 – Civil Engineer Qualifications**

The Contractor shall provide the services of a Civil Engineer with experience in the design of roads and drainage structures. Professionals shall be registered in the state of Alaska and shall be practicing in the engineering discipline in which they are licensed. The Civil Engineer shall be licensed in accordance with 12 AAC 36 State Board of Registration for Architects, Engineers, and Land Surveyors. The Civil Engineer shall also have a minimum of five (5) years of experience completing similar projects.

### **Task #5 – Deliverables**

The deliverables for the 100% design drawings shall be as follows:

- One (1) electronic copy in Adobe Acrobat™ format. A professional architect or engineer registered in the State of Alaska shall stamp and sign each drawing.
- One (1) electronic file in AutoCAD Civil 3D™ format. Professional stamps shall be removed from the Electronic AutoCAD™ files. All xrefs shall be bound to the AutoCAD™ files. All support files for the AutoCAD™ drawings shall be included (i.e. Fonts, plot files, etc.)

The deliverables for the 100% design specifications shall be as follows:

- One (1) electronic file in Adobe Acrobat™ format. A professional engineer registered in the State of Alaska shall stamp and sign the cover sheet of the document.
- One (1) electronic file in Microsoft Word™ format

The deliverables for the 100% design cost estimate shall be as follows:

- One (1) electronic file in Adobe Acrobat™ format.
- One (1) electronic file in Microsoft Excel™ format

#### **Task #6 – PERMITTING**

The Contractor shall identify all necessary permits for construction. The Contractor shall write all permit applications for review and submittal by CVTC, including but not limited to Alaska Department of Fish and Game habitat permit, Army Corps of Engineers, DNR land use, DNR water use and local easements.

**Exclusions:** Please submit any exclusions to the bid. These may be negotiated on a T&M basis. CVTC reserves the option to include additional services to address Project requirements.

#### **Task #7 – PRE-CONSTRUCTION & CONSTRUCTION ENGINEERING SUPPORT**

The Contractor will review and respond to any Request for Information (RFI) and CVTC construction team questions such as rebar shop drawings, concrete mix designs, diversion plans, culvert, and bridge shop drawings. Engineering support shall be provided by the design engineer of record or the hydraulic engineer as appropriate. Design assistance for change orders, if required, will be on a time and materials basis.

The design engineer or record or the hydraulic engineer shall conduct at least 3 on-site construction inspections of each project site immediately before and during construction (T&M). Site visits shall be at the following milestones:

1st visit: After surveyor has staked out culvert location, check channel profile and alignment is consistent with original site survey; make adjustment to channel tie in locations and/or culvert elevations if needed. Stake out channel tie in locations and alignment. Inspect streambed infill materials at quarry or stockpile; check against design gradation, ensure enough fines are present to seal streambed during wash-in procedure.

2nd visit: Use survey gear to check grade elevation and slope of culvert pad prior to setting the culvert. Once culvert is placed, check top (or invert) of culvert placed at correct elevation and correct slope per drawings prior to filling with substrate.

3rd visit: Prior to re-diversion of water, use survey gear to check reconstructed channel tie in location and elevation upstream and downstream. Check channel thalweg and bank elevations at

culvert inlet and outlet. At this time, verify stream material is sufficiently sealed and water pools on surface prior to re-diverting the creek back into the new culvert.

## **8. Insurance, Certifications and Other Requirements**

**Insurance:** Selected Proposer shall:

maintain, during the life of the contract, insurance coverage, for not less than any limits of liability shown below and shall include contractual liability insurance as applicable to the Contractor's obligations, with a carrier authorized to do business in the State of Alaska. All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Original certificates, signed by a person authorized to bind coverage on its behalf, shall be furnished to CVTC by the successful bidder with "Chickaloon Native Village" named as an additional insured.

General Liability, Workers Compensation and Bonding coverage limits must be equal to or greater than \$1,000,000.

Certificates of insurance, licensing and bonding must be included in the proposal.

**Certifications:** To the extent required by applicable law and consistent with the obligations contained in the Agreement, Proposers are advised that, prior to execution of the Agreement, the successful Proposer may be required to submit certain certifications, including but not limited to: (1) a certification regarding compliance with Worker's Compensation and other applicable labor requirements; (2) a Drug-Free Work Place Certification, and (3) any additional certifications required by applicable federal law or OMB Circulars.

**Licensing:** The Contractor is required to purchase a business license from CVTC before the last payment is issued.

**Native Preference:** CVTC is required to provide a preference in the selection of contractors to qualified, responsible and available Proposers that meet federal requirements to qualify as an Alaska Native/Native American Organization or an Alaska Native/Native American-owned economic enterprise. Proposers DO NOT need to qualify as an Alaska Native/Native American Organization or an Alaska Native/Native American-owned economic enterprise in order to submit a proposal. In accordance with applicable law, CVTC reserves the right to determine, in its sole discretion, whether application of the Indian preference is feasible.

## **9. Selection Process**

Proposals will be reviewed by a panel of at least three CVTC staff members, including the Fish Passage Program Manager, the Environmental Stewardship Director, and the Transportation Director. CVTC may invite partner stakeholders, such as US Fish and Wildlife Service staff members, to participate in the proposal review process. In evaluating proposals, CVTC places high value on the following factors:

### **Key Project Personnel Qualifications & Experience [50 POINTS]**

- Project manager and Project team organization
- Briefly summarize the responsibilities of each key staff member proposed for the Project
- Demonstrated ability of key staff to manage comparable projects
- Staff availability and commitment to the Project

### **Firm Qualifications and Experience [25 POINTS]**

- Demonstrated ability of the Proposer to manage and successfully complete projects of comparable design, scope, and complexity
- The experience of the Proposer and key employees in providing services for federally funded projects, with a particular emphasis on experience working with Alaska Native/Native American Tribes on federally funded projects
- Depth of firm resources to perform services outlined in this proposal
- Any other information that you believe would make the firm's work on the Project superior to that of other firms.

### **Cost-Effective and Efficient Project Management Plan [25 POINTS]**

- Demonstrated understanding of Project requirements
- Proposed approach for managing the Project
- Reasonable Hourly Rates and Cost Structure
- Proven ability to meet task deadlines, with project-specific examples
- Project review and quality control program
- Policies, procedures, or systems for cost control and schedule control.

### **TOTAL POSSIBLE SCORE: 100 POINTS MAXIMUM**

These criteria are intended to indicate the qualities CVTC is looking for in the selected firm and are not intended to constrain CVTC's discretion to select the firm that CVTC determines will provide the best overall value and product. Additional information on the referenced criteria is summarized below.

#### **1. Demonstrated Ability:**

- a. Identify projects similar to this Project in size, scope and complexity. For each example project listed, provide the following information:
  - The type of project, price or budget range, name and locations.
  - The original bid/proposal price and the final contract price; if the project is on-going, provide the projected final price.
  - The original date scheduled for completion of the project and the actual completion date; if the project is on-going, provide the projected final completion date.

- Project reference, name and contact information.
- b. Provide resumes for the key personnel that will be assigned to this Project.
2. **Experience on Federally Funded Projects:** Provide a summary of recent experience on federally funded projects, including, but not limited to, federally funded projects administered by Tribal governments. Summarize your firm's experience and participation in Tribally managed projects. Include information on any relevant experience with federal cost accounting procedures and federal audit procedures. Include information on your cost accounting system.
  3. **References:** Include contact information (name, address, and current phone numbers) for the owner or project manager on the three most recent relevant projects your firm has completed.
  4. **Management Plan:** Briefly summarize how your firm will staff and organize the Project.
  5. **Native Ownership:** Describe the nature of any Alaska Native/Native American ownership of the Proposer. Describe the extent of active professional and para-professional participation by Alaska Natives/ Native Americans in your home office or regular core crew members.
  6. **Local Capacity:** Briefly describe how the Proposer will establish local capacity for the Project, including proposed office space (if necessary) and locally based personnel, and the duration of the assigned personnel.
  7. **Other Information:** Briefly describe other information that would make the Proposer's work on the Project superior to that of other firms.

## 10. Additional Information

For additional information regarding the Project, please contact:

Andrea James  
Chickaloon Native Village  
Environmental Stewardship Department  
P.O. Box 1105  
Chickaloon, AK. 99674  
Tel. 1-907-716-3920  
aljames@chickaloon-nsn.gov

## **11. Other**

Proposers should be aware that the information presented in this document is preliminary. Issues such as the proposed schedule are subject to refinement and change.

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response do not obligate CVTC in any manner. CVTC is not liable for any costs incurred by Proposers prior to the issuance and execution of a contract to the firm selected as a result of the RFP selection process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Proposers.

CVTC reserves the right to waive any formalities in the selection process, and to make a selection as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process.

CVTC may require, seek, and utilize all information it deems appropriate in order to assess the qualifications of individual Proposers. Unless otherwise clearly specified by Proposer, information in proposals submitted in response to this RFP may be shared with agencies involved in the project to help in the selection process. Any other information related to pricing or capacity that Proposers consider confidential and/or proprietary and wish to remain unavailable for inter-agency disclosure should be clearly identified.



# Attachment 1

## Fish Passage Design Review Checklist

*Document purpose:* This document is NOT a template, but a checklist of minimum information recommendations for fish passage design review documents.

### H&H Report:

#### **Introduction and Objectives Information**

- Project Introduction and Description
  - Project type and purpose, river name, roadway name, vicinity map
  - Objectives clearly listed

#### **Site Assessment and Existing Conditions Information**

- Site Description
  - Existing site location and description of mainstream flow path
    - Stream conditions in immediate vicinity
    - Nearby crossings and utilities
  - Existing crossing condition including size, type, material, slope, length, depth of fill to roadway above culvert, alignment
- Channel Geomorphology
  - Existing culvert setting, long profile long enough to show that the chosen vertical alignment will tie into the stream outside of the area of impact or area of potential instability, what is going on at crossing zoomed out enough to see slopes, sinuosity etc.
    - Long profile at crossing including at least 3 stable grade controls upstream and downstream.
    - Slope at crossing, slope upstream, and slope downstream
  - Stability analysis narrative
    - Discuss lateral and vertical stability. Is the reach stable?
    - If instability is present, is it localized or system-wide?
    - Can the cause and effect relationship of the instability be identified?
    - Is this site suitable for a crossing?
    - Structure treatments to address stability concerns?
- Reference reach information:
  - Brief reference reach narrative including location (up or downstream of crossing), valley type, general watershed description, constraints (such as development, historical landuse, landownership, geology etc)

- Reference reach length, slope, bankfull width measurements, bankfull depth measurements and floodplain width measurements should be clearly listed
  - Reference cross section information including dimensions and location
  - Bankfull discharge
  - Channel classification
  - Long Profile (20xwBKF min) with bankfull calls, thalweg and water surface slope
  - Key pieces count
  - Crossing photos and reference reach photos
  - Photos of cross sections
  - Field map or sketch
- Existing Sediment Gradation
  - Pebble count for full length of reference reach
  - Pebble count at reference cross section
  - Pebble count upstream of crossing (if the reference reach is upstream of the crossing, then the reference reach pebble count is fine).

### **Hydrologic Analysis Information**

- Watershed Information
  - Basin size and location
  - Major tributaries
  - Major land use including major upstream sources of sediment if applicable
  - Delineation basin map if applicable
- Flood flow predictions Q2 through Q100, minimum.
- Bankfull verification against gage data, Q2, regional curve
- Hydrology calculations and methods should be clearly described with work shown
  - Method/methods used
  - Did analysis consider future development plans?
  - Did analysis consider climate change over structure life?

### **Hydraulic Analysis Information**

- Hydraulic analysis of existing and proposed crossing
- HW/D ratio of existing and proposed crossing
- Road overtopping flow

### **Substrate design**

- Proposed streambed material/Substrate design
- Proposed channel complexity elements (eg. rock clusters, rock bands, step-pools)

### **Design Sheet Set Review:**

#### **15% Concept Design (often included within the H&H report)**

- Culvert or bridge horizontal alignment
- Constructed channel horizontal alignment
- Crossing structure longitudinal profile (include upstream and downstream grade controls and constructed channel tie in locations in the profile).
  - Longitudinal profile to include existing ground and proposed profile
- Proposed constructed channel cross section with dimensions
- Proposed culvert cross section with road cover requirement
- Topo survey with location of utilities

#### **65% Design (include elements of the concept design plus the following):**

- Channel cross sections inside and outside of crossing structure with dimensions
- Streambank reconstruction methods – treatments for lateral stability
- Stream substrate design
- Channel bed features in plan view (eg. rock clusters, rock bands, step-pools)
- Large wood layout when applicable (habitat elements)
- Grade control structures for vertical stability (as needed)
- Revegetation plan
- Detour road plan showing a realistic detour road layout (unless road will be closed)
- Diversion plan showing projected excavation area for new pipe and realistic diversion channel layout. Road horizontal alignment and centerline profile
- Site plan with utilities, ROWs, private property, etc.
- Temporary construction easements
- Engineer's cost estimate
- Special provisions

#### **95% Design (include elements of concept and 65% design plus the following):**

- Cover sheet
- Estimate of quantities on drawings (each material gradation should be broken out)
- Point tables for road, culvert, channel
  - provide stationing of existing and new culvert for field locating tie ins
- Road cross section
- Road surfacing detail
- Streambank details
  - Culvert to streambank transition
  - Cross sections for each streambank treatment
- Channel bed feature details and cross sections (eg. rock clusters, rock bands, step-pools, bankfull bench)

- Clear dimensions needed for construction
- Large wood structure details when applicable
- Step by step instructions for toewood, rootwads, brush layers, livestakes, etc.
- Seed mix
- Demolition plan
- Erosion and sediment control plan
- Erosion and sediment control details (silt fence, straw wattles, etc).
- General notes
- Sheet notes
- Diversion channel cross section
  - Dewatering pumps discharge >100ft from stream
- Collar armor or headwall details
  - Note on filling voids in collar armor
  - Guardrail should be used on culverts with headwalls even if not required per code because of public safety perception.
- Thaw pipe details
- Engineer's cost estimate
- Bid Schedule
- Special Provisions
- General provisions (if applicable)
- Standard notes: washing in the fines, filling the voids, etc.
- Substrate size tables
- Substrate placement in plan view
- Substrate depth in cross sections