FINAL
Date: January 12, 2018

Scope of Work
Wisconsin DNR Office of the Great Waters

Project Title: ***Designing Fish Passage for Little Balsam Creek Road Crossings***

AOC(s): ***St. Louis River Area of Concern***

Contractor: Mark Mickelson, PE Principal
Short Elliot Hendrickson Inc.
501 Maple Avenue
Delafield, WI 53018-9351
414-949-8947
mmickelson@sehinc.com

WDNR Project Manager: Madeline Roberts, Water Resources Management Specialist
715-635-4227
Madeline.Roberts@wisconsin.gov

Project Location:

This project is in the St. Louis River Area of Concern (AOC) on four crossings on Little Balsam Creek. The four crossings are located at CTH B, Severson Road, Foxbro-Patzau Road, and on the Gandy Dancer Recreational Trail within the Township of Summit (see map in attached RFP).

Problem Statement:

The St. Louis River Area of Concern has nine beneficial use impairments (BUI), including two related to fish and wildlife: Degraded Fish and Wildlife Populations, and Loss of Fish and Wildlife Habitat. The restoration of hydrologically connected habitat is listed as a part of the BUI Removal Target for Loss of Fish and Wildlife Habitat in the Remedial Action Plan (RAP; MPCA, 2013).

During the development of the Remedial Action Plan, road-stream crossings were identified as likely barriers to fish passage in the Wisconsin portion of the Area of Concern (MPCA, 2013 - http://www.pca.state.mn.us/index.php/view-document.html?gid=19677). Barriers for fish passage were also identified as a high threat to biodiversity health in the Lake Superior Biodiversity Conservation Assessment (LAMP, 2013).

An assessment of all stream crossings in the AOC identified four crossings on Little Balsam Creek as the highest priority fish barriers. Little Balsam Creek is a high quality class I brook trout stream which is designated as an Exceptional Resource Water. The four crossings that were identified as fish barriers are the crossings at County Highway B, Foxboro-Patzau Road, Seversen Road, and on the Gandy Dancer Trail.

Proposed Work:

- Design the replacement or retrofitting for four (4) culvert crossings to allow passage of fish and other organisms within Little Balsam Creek.
    - Design shall include biological connectivity elements
    - Design specifications for road surface, structural components, traffic control and utilities
    - Structures will be designed to bankfull width at a minimum.
    - Every effort will be made to design alternatives to include a single structure or barrel crossing.
- A minimum of two design alternatives for each crossing shall be provided including the following options considered:
    - Culvert replacement/re-design (bottomless arch/structure, box culvert, corrugated culvert, etc.).
    - Fish ladder or step pool system or other fish passage/biological connectivity mechanism
    - This does not include bridge design. If a bridge design is desired, a change order will be requested.
- Design ideas should be well presented and articulated to the project team in enough detail that an alternative can be selected for final design.
- Planning level cost estimates for each alternative will be provided and alternatives shall be presented to the project team. The project team will make a final decision on selected alternative to be fully designed.
- Consultant shall use existing data and conduct the necessary field measurements to proposed design alternatives and a final design. Field measurements for each crossing will include but not be limited to:
    - Surveying of streambed, floodplain and road
        - A minimum of 5 upstream and downstream cross-sections will be surveyed at each crossing
    - Hydrologic and hydraulic modeling to include the 2, 10, and 100 year storm flows. Modelling for a storm flow event greater than a 100 year event may be needed.
    - Floodplain modeling
        - The 100 year will be modeled, but the floodplain mapping is currently zoned A (unstudied), so no floodplain mapping or FEMA permits are anticipated. Designs will be completed so that there will be no increase in backwater during flooding events.
- Final design shall include
    - Construction flow management
        - Stream flow must be maintained throughout construction and contingencies in place for high flows.
    - Traffic control and staging
    - Geotechnical and foundation investigation
        - The consultant shall complete two (2) geotechnical borings at each stream crossing.

    - Access (real estate/ROW/easements etc.)
    - List of any local, state, and federal permits that may be required
- Final design and construction plans will restore passage for fish and other biological organisms. Construction costs will be estimated in a separate document from the plans and specifications.
- Environmental design must consider natural channel processes, natural channel substrate, bankfull channel areas, minimization of bank erosion, passage of large woody debris, water depth minimum, and velocity requirements for Brook Trout.

Based on project completion and satisfactory work, the contract may be extended for construction oversight.

The contractor will provide all labor, tools, supplies and equipment necessary to conduct field investigations and prepare construction plans and specifications. The following information will be provided to the contractor by WDNR:

- LIDAR data gathered in 2016 for the St. Louis River Area of Concern. LIDAR exists for the watershed with 1 square meter cell size.
- Plans and specifications from existing structures if available.
- Plans and specifications from 2013 culvert work at CTH B.
- Bankfull measurements from Little Balsam Creek.
- Culvert inventory final report and data sheets for selected crossings
- Access to the site will be available to the contractor.

The contractor will not be required to complete permits, but may be required to supply design information required for permitting. Environmental permitting will be completed by WDNR.

Deliverables:

- A concise preliminary report shall be provided that discusses each stream crossing. The report shall include
    - Results of field investigations and a summary of available site data used in the design
    - Presentation and summary briefing of conceptual design alternatives including rough cost estimates in enough detail that an alternative can be selected for final design.
- Attendance at project team meetings as necessary. Two (2) meetings are anticipated.
- Final design report for each stream crossing that includes
    - Construction flow management
    - Traffic control and staging
    - Geotechnical and foundation investigation
    - Specifications for the road surface
    - Structural components of each crossing
    - Utilities
    - List local, state, and federal permits that may be required to carry out the project
    - Electronic and two hard copies shall be provided
    - Final construction plans and specifications adequate for bid and construction. Electronic and two hard copies provided.

- Detailed construction cost estimate.
- Access (R.O.W. or access easements).

Timeframe:

Project duration: January 1, 2018 through June 30, 2018

Design contractor SOW completed	January 2018
Field surveys and modeling	January-March 2018
Develop design alternatives for crossings	January-March 2018
Present alternatives to project team	March 2018
Construction designs for preferred alternative	March – June 1, 2018
Cost Estimate	June 1, 2018
Project team review of final design	June 2018
Final design report, all deliverables due	June 30, 2018

Quarterly reporting and invoicing will be due on April 15, July 15, October 15 and January 15 of each year of the contract.

***Reporting*:**

Quarterly reporting for grant requirements will be completed by WDNR. The selected vendor will be required to provide the following information for quarterly reporting:

- Project budget and amount of the funds expended to date (this can be approximate if an invoice is not yet available);
- Activities completed this quarter, for example: meetings held, progress made on deliverables, etc.;
- Problems/Issues: Note any issues or concerns for completing the project on time or within budget; problems encountered; other concerns. State whether the project is on track for completion by the end date; and,
- Activities planned for next quarter.

Quarterly reporting and invoicing will be due on April 15, July 15, October 15 and January 15 of each year of the contract.

Invoices:

Pay request formats shall detail, by task, the hours and costs of each staff level. All invoices detailing the Consultant's work and subcontracted work shall be attached. Copies of all staff time sheets or summary time data used to invoice pay requests should be attached to the invoice. Unless the WDNR directs otherwise, all receipts for equipment, materials, and other expenses shall be attached to the pay request.

Project Budget:

See attached proposal from SEH dated December 8, 2017 for budget details.

Request for Proposals (RFP)
RFQ #18-088-08

Designing Fish Passage for Little Balsam Creek Road Crossings

Wisconsin DNR – Office of Great Waters

December 8, 2017

inter·fluve

SEH

Building a Better World for All of Us®

Engineers | Architects | Planners | Scientists

Building a Better World for All of Us®

December 8, 2017

RE: Request for Proposals (RFP)
Designing Fish Passage for Little Balsam Creek Road Crossings
Wisconsin DNR – Office of Great Waters
SEH No. P-WIDNR 144155

Richard Straub, WDNR Purchasing Agent
GEF-2 WDNR Central Office
101 S. Webster Street
Madison, WI 53707-7921

Dear Mr. Straub and Members of the Selection Committee:

Short Elliott Hendrickson Inc. (SEH®), and Inter-Fluve are pleased to provide this response to your Request for Proposal (RFQ #18-088-08) for designing fish passage for Little Balsam Creek Road crossings dated November 20, 2017. After review of the RFQ and RFP, we believe our team has a thorough understanding of the project goals and requirements, and believe our firms and project team are highly qualified to successfully complete the Little Balsam Creek Fish Passage design project in accordance with the stated schedule.

The SEH team will comply with all of the requirements stated in the RFP, including proposed project meetings, use of existing data provided by WDNR, performing the surveying, modeling, design, design report, final construction plans, specifications, and permit identification.

The SEH project team is committed to providing WDNR with the quality designs that meet or exceed your project goals. These designs will be presented in a straightforward format so permits can be more easily attained, and contractors can build the systems easily and efficiently. Our team will meet all required schedule requirements as identified in the RFP, and exceed the WDNR's project expectations.

Thank you for your consideration of our team's proposal. We look forward to the opportunity to work on this exciting project.

Respectfully submitted,

Heidi Kennedy

Heidi Kennedy, Natural Resources Scientist
Project Manager

M. Mickelson

Mark Mickelson, PE
Principal

Request for Proposals (RFP)

Designing Fish Passage for Little Balsam Creek Road Crossings
Wisconsin DNR – Office of Great Waters
November 20, 2017

Prepared by:
Short Elliott Hendrickson Inc.
501 Maple Avenue
Delafield, WI 53018-9351
262.646.6855
Heidi Kennedy, Natural Resource Scientist/Project Manager
hkennedy@sehinc.com

Submitted December 8, 2017

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4.1 Proposed Methodology

As noted in our response to the RFQ, SEH has teamed with Inter-Fluve of Madison, Wisconsin to provide a team with exceptional qualifications and experience related to the project requirements. Inter-Fluve specializes in river and stream-related design, and has successfully completed numerous fish passage projects throughout the United States and internationally. Together, SEH and Inter-Fluve will provide unrivaled capability and service to WDNR for a successful and sustainable project.

SEH's project team includes Heidi Kennedy, who will serve as project manager, and lead the overall project. Ms. Kennedy has a strong working relationship with WDNR, and has extensive project management experience on water resources projects throughout the Midwest. Other SEH team members will include Matt Bolf (design engineer), Bill Kasch (hydraulic modeling), Mark Mickelson (project Qa/Qc, permitting), and Rick Hodowanic (survey). Additional SEH personnel can be provided from our nearby offices located in Duluth. Inter-Fluve team members will include Marty Melchior (fish passage designer), Ben Lee (water resources engineer), and Ben Swanson (geomorphologist).

4.2 Project Understanding and Approach

The Little Balsam Creek Road Crossings Fish Passage project is focused on developing up to four stream crossing designs that will allow brook trout passage at noted upstream of CTH B. This effort will address management actions detailed in the St. Louis River Area of Concern Remedial Action Plan.

We understand that WDNR staff will provide:

- LIDAR data from 2016 for the St. Louis Area of Concern.
- Plans and specifications from existing structures, if available.
- Plans and specifications from 2013 culvert work at CTH B.
- Culvert inventory final report and data sheets for selected crossings.
- Access to the site will be made available.

Project Approach

Our specific project approach to address all of the elements and requirements listed in the RFP, is detailed as follows.

Kick Off Meeting

To start the project, the SEH-Inter-Fluve team will conduct a project kick-off meeting with WDNR staff. At this point we will discuss the staff's knowledge, experience, and gathered data in detail for each project site. This meeting could be conducted via Skype, with WDNR Staff.

SEH and Inter-Fluve will then meet internally to discuss the existing information and the opportunities and constraints for each crossing. We will then coordinate our schedules and detail responsibilities for each crossing.

Surveying

Our surveying staff will begin by researching the project sites, including review of the provided WDNR data, and obtaining all relevant section corners and benchmark data. Diggers Hotline will be immediately contacted so that the utilities are marked before we visit. We will also contact the WDNR Parks & Recreation Specialist assigned to the Gandy Dancer Trail and obtain permission to access the structure on the Trail for surveying and inspection services. Our surveyors must also research and obtain all necessary surveys, existing easements, and right-of-way widths for each project site. We will coordinate these efforts with WDNR staff.

Our field crews will utilize survey-grade GPS equipment to locate the relevant control and calibrate their instrument for the various stream sections. Our crew will survey a minimum of five upstream and downstream cross-sections, stream profiles, existing culvert data, existing road or driveway profiles, and demarcated utility lines, as well as tie into any local property corners to aid in establishing the right-of-way. Benchmarks and control will be set at each project site to aid in future construction.

Our primary concern will be weather related, as any deep snow and ice will certainly affect crew efficiency and safety, and also inhibit their ability to locate necessary features at each site. It is anticipated that an additional site visit will be necessary in the spring thaw to verify the survey work and fill in any additional information.

A base map of each of the four project crossings will be produced from WDNR's digital data, Douglas County GIS mapping information, and the field topography, to provide the engineers with the necessary cadastral, topographic, and soils information to begin their design. The surveyors will also provide a right-of-way map for each site and any legal descriptions and exhibits for private easements, when needed.

Field Assessment

Coincident to our field survey, our team will conduct a site reconnaissance of the stream reaches up- and downstream of the existing structures. We will collect data relevant to channel stability, bed character, base flow, reference conditions, and sediment transport. Additionally, meander migration will be analyzed based on historic and current aerial photos. This step is crucial to develop a stream crossing suitable to existing stream conditions, and one that is sustainable if the channel is actively adjusting.

Design

Following the kickoff meeting, our engineering design team will immediately begin defining and evaluating the contributing watersheds for the crossings, utilizing the WDNR's LIDAR data. Establishing the hydrology of the streams will be crucial in evaluating the culvert size options and stream velocities and shear stresses. Depending on the watershed size, we will evaluate the flows utilizing NRCS TR-55 methodology, or utilize the USGS flood frequency equations for Wisconsin. Both methods are acceptable in the WDOT FDM (Sec. 13.10.5) for determining peak runoff events. TR-55 tends to overestimate flows for larger, more complex watersheds. The hydrologic data will be provided for 1%, 50%, and 100% rain events at each project site.

As soon as the field data arrives, plan/profiles and cross-sections will be prepared for the sites. The design team will utilize HEC-RAS and Fish Xing software to prepare a model for each culvert site. The software allows for the evaluation of hydraulic parameters, such as water surface level, velocity, and shears for varying culvert sizes and materials. It also allows for embedded culverts to be analyzed with the associated variable manning's (n) roughness coefficient.

The channel geometry, crossing-opening, and bed material along the stream crossing will be designed in accordance with the U.S. Forest Service Stream Simulation design method. This task will involve developing a gradation of sediment that mimics natural alluvial sorting while providing spatial heterogeneity and provide stability for design flows established by the hydrological analysis. Channel geometry will be designed to maintain conditions found in adjacent reaches, if possible.

The probability of fish passage will be estimated utilizing the results of the hydraulic modeling and the velocity and water depth requirements for brook trout documented in the Fish Xing software and other sources. The percentage of time and period of the year that fish passage is necessary will be established during the project kick-off meeting with the WDNR.

It appears that all four crossings have unstudied floodplains (FEMA Zone A). Thus, floodplain modeling should not be required, but our designs will be completed so that there will be no increase in backwater during flooding events.

It is understood that we will provide 2 design alternatives for each crossing and a brief report or presentation to describe each option and accompanying planning level cost estimates. Every effort will be made to design alternatives to include a single structure or barrel crossing. Precast concrete box sections and large arched corrugated metal pipes, embedded to allow for a natural stone bottom will also be, as will prefabricated clear span bridges, which are recently more available. Roadway cover and loadings, utility conflicts, road safety and budget will enter into the alternatives analysis. The environmental design will include natural channel processes, natural channel substrate, bankfull channel areas, minimization of erosion, water depth minimum and velocity requirements for brook trout.

The northerly three road crossings appear to be relatively straight forward, with two existing barrel sections at each. The Gandy Dancer State Trail looks to be a much more complex crossing and challenging design. We have budgeted for a structural engineer to inspect the existing concrete structure so we can better understand its condition and what the options might be for its modification or removal. A minimum of 2 geotechnical borings at each site will be conducted to understand the soil and substrate conditions.

Following WDNR review and concurrence with the proposed design, we will complete plans for each project. These plans will include hydrologic and hydraulic calculations, right-of-way and utility information, and an outline of the design constraints. All required plan elements including profiles, cross-sections, disturbed areas, and erosion control will be addressed. Coordination with utilities will also be conducted by providing them with the 60% plans for their information. Detailed construction sequencing and erosion control will be added to make the plans ready for WDOT/WDNR/ACOE permitting, so that staff can begin that important process. At this stage, the 90% plans will be available and the associated reports and plan detail will be sufficient for the permitting authorities to review. Local municipalities can also be contacted for review. It is anticipated that the local township, Douglas County Highway Dept., and WDNR Parks & Recreation Program will need to be included for permitting or approvals. Once again, the utilities will be sent the plans for their information. The easements can also be delineated at this point, and the private owners contacted for that approval process. Traffic control plans will also be incorporated. Every effort will be made to design solutions that will allow at least one lane of traffic to be open at all times for emergency and local traffic. In addition the final hydraulic computations will be conducted to document that the flood profiles will not be negatively impacted.

The final design will incorporate all design review comments from the permitting authorities, making the plans bid- or construction-ready. Specifications will be provided to make the project bid ready. A final cost estimate will be produced for staff. A final step will be the design reports for each project, to aid WDNR staff in documenting that the projects meet design goals, according to the grant requirements. Both digital/hard copy plan sets will be provided for the final designs.

Bid Price Sheet

Bids are due by December 8 at 4:00 p.m. Bids shall be sent by e-mail. A signed Bid Price Sheet must be included for the bid package to be considered for this work.

Road Crossing on Little Balsam Creek, Douglas County, WI	Project Management	Field Survey & Modeling	Designs & Specifications
CTH B	$ 3,360	$ 4,580	$ 24,100
Severson Rd.	$ 3,630	$ 4,580	$ 24,100
Foxbro-Patzau Rd.	$ 3,630	$ 4,580	$ 24,100
Gandy Dancer Trail	$ 3,630	$ 4,580	$ 28,100

NAME OF BIDDER: SEH

CONTACT NAME: Mark Mickelson

ADDRESS: 501 Maple Ave.

CITY, STATE, ZIP: Delafield, WI 53018

PHONE NUMBER: 414-949-8947

CELL NUMBER: 414-550-1300

FAX NUMBER: 888-908-8166

E-MAIL ADDRESS: mmickelson@sehinc.com

SIGNATURE OF ABOVE INDIVIDUAL: M. Mickelson

Request for Proposals (RFP)
Designing Fish Passage for Little Balsam Creek Road Crossings
Wisconsin DNR – Office of Great Waters
November 20, 2017

INTRODUCTION

The Office of Great Waters (OGW) at the Wisconsin Department of Natural Resources (WDNR) is seeking Proposals from qualified consultants for environmental repair engineering services to design up to four (4) road-stream crossings that allow fish and other organisms adequate passage at existing culverts that are considered a barrier within Little Balsam Creek, Douglas County, WI (Map 1). The designs must allow for adequate passage to fulfil management action 9.17 of the St Louis River Area of Concern Remedial Action Plan and the Loss of Fish and Wildlife Habitat Beneficial Use Impairment.

The four crossings on Little Balsam Creek are located at CTH B, Severson Road, Foxbro-Patzau Road, and on the Gandy Dancer Recreational Trail within the Township of Summit.

SCOPE OF SERVICES

The purpose of this project is to design replacement or retrofitting for four (4) culvert crossings to allow for fish and other organisms to pass the crossing within Little Balsam Creek. Along with designing biological connectivity elements, design specifications will be required for the road surface, structural components, traffic control and utilities if required.

The selected vendor will propose a minimum of two design alternatives for each crossing. Alternatives may include but are not limited to culvert replacement/re-design (bottomless arch/structure, box culvert, corrugated culvert, etc.), bridge, fish ladder or step pool system, or other fish passage/biological connectivity mechanism. The selected vendor will be responsible for using existing data or collecting the necessary field measurement to propose design alternatives and a final design. This information may include, but is not limited to: surveying, hydrologic and hydraulic modeling, and floodplain modeling. The final design must also include construction flow management, traffic control and staging, geotechnical and foundation investigation, access (real estate/ROW/easements etc.) and a list of any local, state, and federal permits that may be required to carry out the project.

The selected vendor will provide all labor, tools, supplies and equipment necessary to conduct field investigations and prepare construction plans and specifications. The following information will be provided to the selected contractor.

- LIDAR data gathered in 2016 for the St. Louis River Area of Concern. LIDAR exists for the watershed with 1 square meter cell size.
- Plans and specifications from existing structures if available.
- Plans and specifications from 2013 culvert work at CTH B.
- Bankfull measurements from Little Balsam Creek.
- Culvert inventory final report and data sheets for selected crossings
- Access to the site will be available to selected contractor.

Environmental design at these crossings must take into consideration natural channel processes, natural channel substrate, bankfull channel areas, minimization of bank erosion, water depth minimum and velocity requirements for Brook Trout.

Construction staging must be carefully planned. The stream is a perennial stream which requires that flow be maintained throughout construction and contingencies in place for high flows.

The selected firm will not be required to complete permits, but may be required to supply design information required for permitting. Environmental permitting will be completed by the Department.

General Specifications:

At each selected stream crossing:

1. Conduct field investigations necessary to develop design plans. These may include:
    a. Streambed, floodplain and road surveys
    b. Hydraulic and hydrologic modeling
    c. Floodplain modeling (if required)

2. Analyze site data and present at least 2 design ideas (number, placement and location of culvert, bridge, or other fish passage concept) at each crossing to determine the appropriate structure for fish passage. Design ideas do not need to be formally prepared in a design report, but should be well presented and articulated to the project team. Planning level cost estimates for each alternative should be prepared. The project team will make a final decision on selected alternative to be fully designed.

3. For the selected alternative, prepare a final design report and a set of construction plans and specifications adequate for bid and construction. Final design and construction plans will restore fish and other biological passage. Construction costs will be estimated in a separate document from the plans and specifications. Final design report will include construction flow management, traffic control and staging, geotechnical and foundation investigation specifications for the road surface, structural components, traffic control, utilities, access (real estate/ROW/easements etc.), and a list of any local, state, and federal permits that may be required to carry out the project.

Final deliverables:

Deliverables are required for each stream crossing, but can be combined into one report:

- Concise report with results of any field investigations and a summary of available site data used in design.
- Attendance at project team meetings as necessary (2 total meetings anticipated)
- Presentation and summary briefing of conceptual design alternatives including rough cost estimates. (single project team meeting for all four crossings)
- Final design report to include construction flow management, traffic control and staging, geotechnical and foundation investigation, specifications for the road surface, structural components, traffic control, utilities and a list of any local, state, and federal permits that may be required to carry out the project. Electronic and two hard copies provided.
- Final construction plans and specifications adequate for bid and construction. Electronic and two hard copies provided.
- Detailed construction cost estimate.

Timeframe:

Project duration: January 1, 2018 through June 30, 2018

Design contractor SOW completed	January 2018
Field surveys and modeling	January-March 2018
Develop design alternatives for crossings	January-March 2018
Present alternatives to project team	March 2018
Construction designs for preferred alternative	March – June 1, 2018
Project team review of final design	June 2018
Final design report, all deliverables due	June 30, 2018

Reporting:

Quarterly reporting for grant requirements will be completed by WDNR. The selected vendor will be required to provide the following information for quarterly reporting:

- Project budget and amount of the funds expended to date (this can be approximate if an invoice is not yet available);
- Activities completed this quarter, for example: meetings held, progress made on deliverables, etc.;
- Problems/Issues: Note any issues or concerns for completing the project on time or within budget; problems encountered; other concerns. State whether the project is on track for completion by the end date; and,
- Activities planned for next quarter.

Bid Price Sheet

Bids are due by December 8 at 4:00 p.m. Bids shall be sent by e-mail. A signed Bid Price Sheet must be included for the bid package to be considered for this work.

Road Crossing on Little Balsam Creek, Douglas County, WI	**Project Management**	**Field Survey & Modeling**	**Designs & Specifications**
CTH B	$	$_____	$_____
Severson Rd.	$	$	$
Foxbro-Patzau Rd.	$	$	$
Gandy Dancer Trail	$	$	$

NAME OF BIDDER: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

CELL NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE OF ABOVE INDIVIDUAL: _____

CONTRACT REQUIREMENTS

Each selected consultant will be provided with a copy of DNR's standard Professional Services Contract (Attachment 1). If the firm cannot agree with DNR's contract provisions, DNR may choose to select another consultant. DNR will not negotiate contract language.

Eligible Program Costs

The consultants that submit their qualifications to the DNR under this RFP do so recognizing the following specific contract requirements.

Copyrighted Material

No documents or information that is developed and paid for under this initiative for the DNR may be copyrighted by any environmental consultant.

Utilization of Small, Minority and Women's Business Enterprises

The Bidder shall make every effort to award a minimum of 5% of the work to minority business enterprises. The Bidder will be required to submit a report to the Department which will identify the minority business enterprises to whom the work was awarded and the value of said work. A current list of minority business enterprises may be obtained from:

The State of Wisconsin Department of Administration Minority (MBE) and Disabled Veteran Owned Business (DVB) Certification Program
Minority Business Certification Program
101 E Wilson St, 6th Floor
PO Box 7970
Madison, WI 53707
Tel: (608) 267-9550
Fax: (608) 267-0600
or at the following web link:
http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program

Minority Business Enterprise (MBE) means: "a sole proprietorship, partnership, joint venture, or corporation which is certified by the Wisconsin Department of Development to be 51% owned, controlled and actively managed by a Black, Hispanic, American Indian, Eskimo, Aleut, Native Hawaiian, Asian Indian, or a person of Asian-Pacific origin. The business must also be currently performing a useful business function."

CONTRACTOR SELECTION PROCESS

WDNR is seeking proposals from firms to evaluate their ability to perform the services outlined above. Bidder qualifications have been evaluated based on the Request for Qualifications #18-088-08. Selected firms have been invited to submit a proposal for the design work.

BID PROPOSAL SUBMITTAL FORMAT

In order to simplify the DNR's review process and to obtain the maximum degree of comparability, Bid Packages should be submitted in the following sequence/format. The submittal should be in 11 point, Arial font. Failure to comply with these requirements may be cause for the proposal to be considered nonresponsive and not receive further consideration.

1. LETTER OF TRANSMITTAL (maximum of 1 page)

This letter should be signed by the proposed Project Manager and one Principal, and should state concisely the proposer's understanding of the work to be performed, and the ability of the firm to perform the work within the proposed project schedule for the DNR.

2. TITLE PAGE (1 page)

The title page should state that it pertains to:

Request for Proposals (RFP)
Designing Fish Passage for Little Balsam Creek Road Crossings
Wisconsin DNR – Office of Great Waters
***DATE*, 2017**

It must include the name of the proposing firm, address, telephone number, name and email address of the proposed Project Manager, and the submittal date.

3. TABLE OF CONTENTS

The table of contents should identify the material by section, the beginning and ending page numbers of each section, and all appendices.

4. APPENDICES

4.1 Description of Proposed Methodology and Scope of Services

In this section, proposers shall describe the specific services that the firm will provide for this project. Services should be itemized for each crossing and include deliverables and timeline.

4.2 Bid Price Sheet

Completed and signed Bid Price Sheet.

BID PROPOSAL SUBMITTAL REQUIREMENTS

Contractors must submit their completed bid packages by email in a single .pdf document to Richard Straub, WDNR Purchasing Agent, at richard.straub@wisconsin.gov. Bids must be submitted by close of business on Friday, December 8, 2017 to be considered. Late or incomplete bid packages will be rejected.

AWARD CRITERIA

Review of proposals will be conducted by the DNR based on the objectives of this DNR initiative as laid out in this RFP.

OTHER

1. Proposers are specifically directed not to contact any DNR or OGW staff for questions, meetings, conferences or technical discussions that are related to this RFP. Unauthorized contact with any DNR personnel will be cause for rejection of the proposal.

2. RFP Questions: The deadline for submitting written questions regarding this RFP is no later than December 1, 2017. Questions are to be submitted to Richard Straub, WDNR Purchasing

Agent, at richard.straub@wisconsin.gov via e-mail. Questions submitted by telephone will not be accepted. WDNR will provide answers to the written questions submitted via email.

3. **Incurred Costs:** Those vendors submitting a proposal do so entirely at their own expense. There is no expressed or implied obligation by the DNR to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the DNR, or for attending and/or participating in any follow-up interviews and negotiation sessions.

4. **Confidential Matters: Vendor Data:** If any information submitted in the proposal is considered confidential or proprietary, the proposer must identify this information by completing and including the Designation of Confidential and Proprietary Information form attached below, with their proposal, in accordance with statutory requirements.

5. **Assignment:** The proposer may not reassign any portion of the work that is awarded as a result of this RFP, without prior written consent from the DNR.

PROCUREMENT SCHEDULE AND PROCEDURES-

- Week of November 13, 2017 – Selection of qualifying firms to submit SOW proposals
- Request for proposals issued by November 20, 2017
- Proposals due December 8, 2017
- December 12 & 13, 2017 – Proposer follow-up interviews
- December 13, 2017– Selection of preferred consultant
- By December 22, 2017 – Completion of Contract and SOW
- By January, 2018 – Contract award

* ALL dates are subject to change except for question submittal and RFP due date.

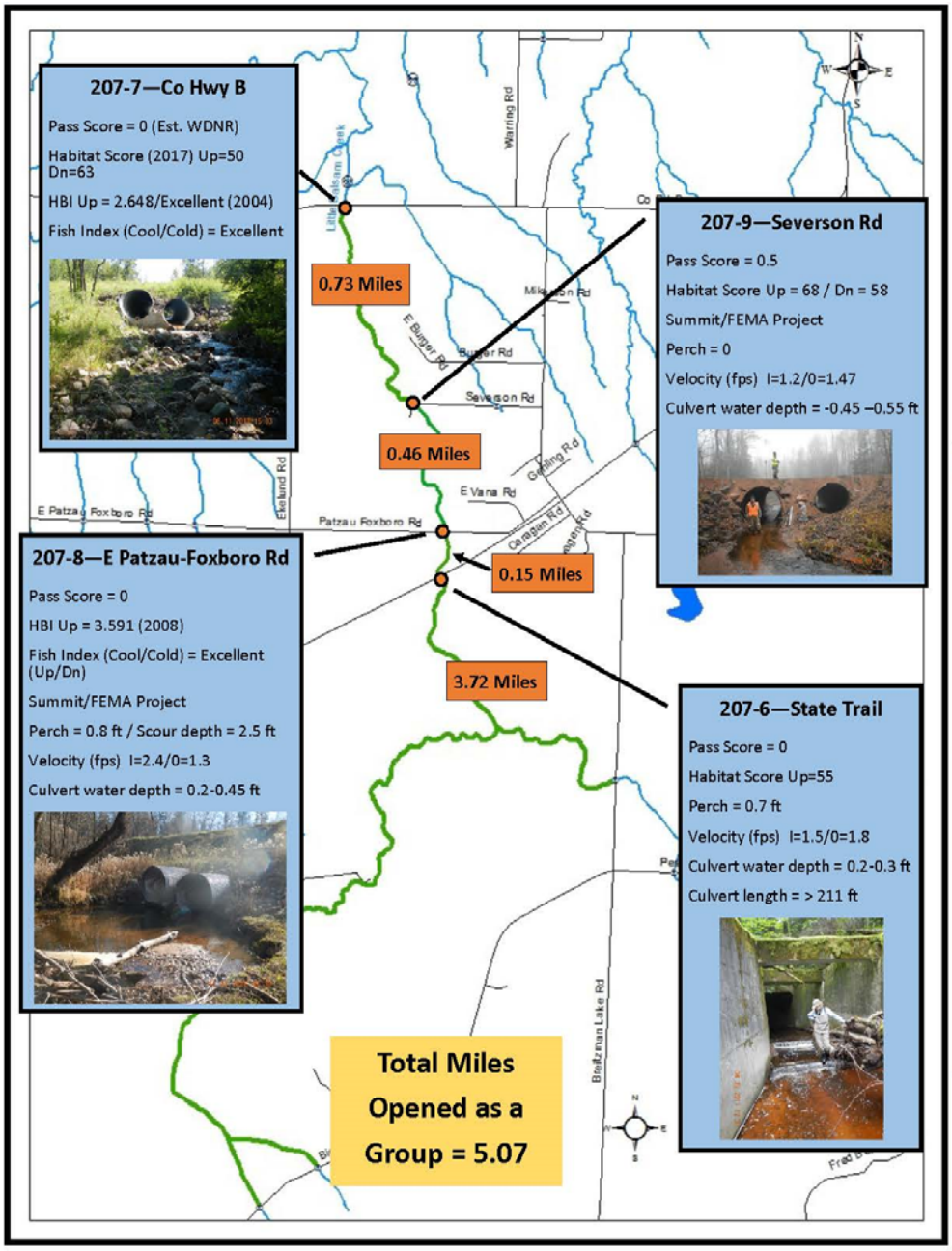
Follow-up Interviews: Follow-up phone or in person interviews may be included in the RFP process. The purpose of the interviews is to gather additional information to evaluate proposers on their abilities to provide the environmental consulting services requested by this RFP. Proposers must be available, in person or on the phone, for these follow-up interviews at DNR facilities in Superior on specific dates and times. **The interviews will be held either December 12th or 13th 1-3pm. The contractor's PM and up to two additional representatives must be present during these times.**

Negotiations: After interviews and final evaluations are completed, the DNR may at its sole option open work scope and cost negotiations with two or more of the top-ranked proposers prior to award. The DNR also reserves the right to open negotiations with one or more alternate proposers if negotiations with one or more of the previously selected proposers are not successful. The DNR will not negotiate contract terms and conditions.

Rejection: The DNR reserves the right to reject any and all proposals, to waive any informality in the proposals that are received, to accept or reject any or all items in the proposal, and to award a contract to an environmental consulting firm in whole or in part. Moreover, the DNR reserves the right to make no selection if the proposals are deemed to be outside the fiscal constraint or not in the best interests of the DNR.

Award: The DNR will select the respondents whose proposals best meet the DNR's needs as defined in this RFP. Contractual commitments are contingent upon the availability of funds, and the requirements of the site. All contracts are subject to the approval of the DNR's legal counsel, and the DNR Secretary's office prior to execution. Once awarded, the contract will be the final

expression of the agreement between the parties and may not be altered, changed or amended except by mutual agreement, in writing.



Field Notes/Comments:

*Tributary inlet above RR trestle s/be investigated

*Severson Rd: Culvert too short/Severe embankment erosion. Disaster damage.

*Foxbor-Patzau Rd: Severe deposition. Disaster damage

*State Trail: Archaic structure ~300'; multiple benches; 5" brook trout in pool at outlet; water in structure too shallow for passage; if culvert cannot be replaced, consider adding features to allow passage

Date/Location	Species
13-Aug-09 /HWY B Dn (RR TRESTLE)	RAINBOW TROUT BROOK TROUT CENTRAL MUDMINNOW NORTHERN REDBELLY DACE FATHEAD MINNOW WESTERN BLACKNOSE DACE LONGNOSE DACE CREEK CHUB SLIMY SCULPIN
31-Jul-08 /PATZAU-FOXBORO Up	RAINBOW TROUT BROOK TROUT MOTTLED SCULPIN
13-Aug-09 /PATZAU-FOXBORO Dn	RAINBOW TROUT BROWN TROUT BROOK TROUT SLIMY SCULPIN
1-Sep-04 /HWY B Up	RAINBOW TROUT BROOK TROUT WESTERN BLACKNOSE DACE LONGNOSE DACE MOTTLED SCULPIN

Culvert Passability Score

0 = Not passable by most species at most flows

0.5 = Not passable by some species/life stages at most flows

0.9 = Not passable at high flows

1 = Passable by most species/life stages at most flows

Stream Habitat Score	
Excellent	> 75
Good	50-74
Fair	25-49
Poor	< 25

Hilsenhoff Biotic Index Score (Hilsenhoff, 1987)		
0.00 – 3.50	Excellent	No apparent organic pollution
3.51 – 4.50	Very good	Possible slight organic pollution
4.51 – 5.50	Good	Some organic pollution
5.51 – 6.50	Fair	Fairly significant organic pollution
6.51 – 7.50	Fairly poor	Significant organic pollution
7.51 – 8.50	Poor	Very significant organic pollution
8.51 – 10.00	Very poor	Severe organic pollution

WDNR Overview (http://dnr.wi.gov/water/waterDetail)

- Trout Water—Class I
- Exceptional Resource Water
- Supports a reproducing brook and brown trout fishery along its 5-mile length until it empties into Balsam Creek
- Historically, some rainbow trout occurred, likely from Lake Superior
- Most of the stream flows through steep ravines and it experiences annual damaging floods
- Majority of streambed is sand, gravel and boulders

A. Eliot/UWS-LSRI

- Historically, the major in-stream spawning areas have been south of the town road bridge west of the village of Patzau
- Two rare macroinvertebrate species found in the river with overall taxa richness moderate (5 to 24 species) (Epstein 1997)

Watershed and Road Context

- 46% Open Lands*
- Flood Haz Zone* —Entire Length
- Road priorities at 207-8/207-9

**Source: http://douglascowi.wgxtreme.com/*

MAP 1: Map of Little Balsam Creek with selected stream crossing barriers to be replaced/retrofitted.