

**Request for Proposals  
Literature Review and Cultural Resources Field Survey  
Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project**

Date: October 17, 2024

Request for Proposal Deadline: **3 pm (local time) on November 13, 2024**

The Walla Walla Basin Watershed Council is in need of agreements for **Professional Literature Review and Cultural Resources Field Survey Services for their Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project.**

The agreement will be active until **October 31, 2025.**

This Request for Proposal provides prospective respondents with information to prepare and submit proposals for a professional literature review and cultural resources field survey report for **WWBWC's Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project.**

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## SECTION 1: INTRODUCTION AND BACKGROUND

### 1.1 REQUEST FOR PROPOSALS

This Request for Proposal (RFP) contains instructions for proposals to be submitted and the required content to be eligible for consideration.

Any requests for clarification or additional information regarding submission of this RFP shall be submitted **in writing** via email ([rfp@wwbwc.org](mailto:rfp@wwbwc.org)). Written requests for interpretation, clarification, and/or additional information must be received no later than **3 pm on October 29<sup>th</sup>, 2024**.

### 1.2 SUBMISSION OF PROPOSAL

Respondents are requested to submit:

- ◆ One (1) copy of their technical proposal (electronic is preferred)
- ◆ One (1) copy of their price proposal, utilizing Attachment A as the template

Proposals must be received no later than **3 pm local time, November 13<sup>st</sup>, 2024**, via email ([rfp@wwbwc.org](mailto:rfp@wwbwc.org)) or delivered to 810 S. Main Street, Milton-Freewater, OR 97862. Proposals submitted via email are preferred. Responses must be in the format described below. Proposals shall be addressed as follows:

Walla Walla Basin Watershed Council  
Attention: Tara Patten, Project Manager  
810 S. Main Street  
Milton-Freewater, OR 97862

### 1.3 SUBMITTAL INSTRUCTIONS

1. Proposals may be emailed, mailed or hand-delivered. If the proposal is sent by email, please call the WWBWC to ensure the email was received (541-938-2170). If the proposal is sent by mail, please allow extra time for delivery before the deadline.
2. The proposal must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Proposals become the property of the WWBWC upon receipt of same by the WWBWC. The content of proposals will be kept confidential until an award is made.
4. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall be resubmitted according to the above instructions prior to the submission deadline.

### 1.4 PURPOSE

Provide cultural resource services for the Walla Walla Basin Watershed Council's **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project**. This project is located south of the town of Milton-Freewater, in Umatilla County, Oregon. Project funding comes from the Bonneville Power Administration and the Oregon Watershed Enhancement Board.

The goal of the **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project** is to use low-tech, process-based restoration techniques to improve aquatic habitat and riparian conditions in Couse Creek.

## **1.5 PROJECT LOCATION**

The **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project** is located south of the town of Milton-Freewater, in Umatilla County, Oregon (Attachment D). The 1.5 mile long project reach (from RM 7.5-9) includes the southern half of sections 1, 2, and 3 in Township 4N Range 36E (Taxlots 4N36000000400 and 4N36000000300). Project map is attached.

- Down-gradient end (western edge) of the project area: 45.854067° N, -118.296715° W
- Upper boundary (eastern edge) of the project area: 45.853212° N, -118.267607° W

## **1.6 PROJECT DESCRIPTION**

The project will implement low-tech, process-based restoration (LTPBR) actions throughout 43 acres along 1.5 miles of private property in Couse Creek, a tributary to the Walla Walla River in Oregon. Structures that simulate natural wood accumulations and beaver dams will be installed to create hydraulic and geomorphic diversity, encourage sediment sorting, and expand floodplain connection in key areas of the valley bottom margin.

Couse Creek has been identified as an important spawning stream for an ESA-listed steelhead population. Improving spawning habitat for threatened steelhead is a priority of the WWBWC, and an assessment was conducted in 2020 to identify stream restoration opportunities. Limiting factors of habitat for threatened fish in Couse Creek include stream temperature, sediment homogeneity, low frequency of wood, and reducing duration of seasonal surface flows.

The goal of restoration on RM 7.5-9 of Couse Creek is to create a healthy and resilient river-scape that supports ecological function and provides high quality habitat for a vulnerable steelhead population. The objectives of restoration are to:

1. Increase in-channel complexity by diversifying geomorphic unit assemblages
2. Increase channel floodplain connectivity
3. Increase seasonal duration of surface flow
4. Increase wetland and riparian vegetation extent

### **Implementation:**

Approximately 150 structures will be placed throughout the valley floor within the project reach (see Attachments D and E). Post-assisted log structures (PALS) and beaver dam analogs (BDAs) will be constructed largely by hand. Log staging and placement will include use of a small excavator (<15,000 lbs). Natural wood posts will be used to anchor the log jams and will be installed with a hand-operated hydraulic post pounder or a post pounding attachment on a small

skidsteer (<15,000 lbs). The hydraulic power source for the pounder is mounted on a rolling frame that can be moved between structure locations by a 2-3 people. If access allows, an ATV will be used to transport the hydraulic post driver and power pack between structures during construction. Additional equipment for installation of LTPBR structures (e.g., PALS and BDAs) consist of chainsaws, loppers, shovels, picks, and 5-gallon buckets. A grip hoist will also be used to transport larger wood pieces.

PALS are constructed by placing the wood in the channel and then using the hydraulic post pounder to pound 2-4" diameter untreated wooden posts into the channel to secure the wood. Posts are typically driven in 2-3' into the streambed and cut off at approximately bank-full-height.

BDAs are built using a variety of local materials including willow, cottonwood, and conifer that are woven in between wooden posts driven in the bed in the same manner as PALS. The main difference between BDAs and PALS is that BDAs are always channel spanning and require local fill from the banks or bed to promote ponding of water during low-flow conditions. The fill is typically sourced from the banks and bed upstream of the structure from the area that will be inundated by the pool formed by the BDA. The fill is placed on the upstream side of the BDA to slow water moving through the structure and increase ponding. Fill material will consist of sand, gravel, cobble, and sod. Material will be collected using shovels and picks and moved by hand using 5-gallon buckets.

The landowner has agreed to allow wood harvest onsite from designated stands of dense, uniform-age class conifers in the floodplain and moved using a grip hoist or small machinery. The size of individual wood pieces will vary but are not likely to exceed 18 inches diameter at breast height (DBH) by 30 feet in length since they will be transported and placed by hand or small machinery (e.g., ATV, skidsteer; not to exceed 15,000 lbs.)

Site access and travel within the valley bottom will be limited to foot and small machinery. Prior to the construction of instream structures, wood and posts will be placed near structure locations by hand or small machinery.

## **1.7 TASKS**

Cultural resource services for the project will include the following tasks:

1. Background research and literature review
2. Pedestrian survey of the right of way and access roads
3. Subsurface testing of high probability areas
4. Transmission line or facility evaluation (if necessary)
5. Historic structure and/or irrigation system evaluation (if necessary)

### **1) Background research, literature review**

Background research will consist of consulting the Oregon State Historic Preservation Office site and survey records, GLO maps, Metsker maps, Sanborn fire insurance maps (as appropriate), etc. Background research should include sites and surveys *one mile* from the area of potential effect (APE). (BPA is responsible for tribal consultation).

2) Intensive pedestrian survey

Conduct an intensive pedestrian survey of the APE. Survey design and fieldwork shall meet the guidelines of OR SHPO, as appropriate.

Electronic data will be generated of the surveyed area along with any sites or isolates. All site and survey locations (point, line or polygon) will be recorded using GPS (Global Positioning System) technology and submitted as GIS files. In instances where surveys cannot be recorded by GPS, all survey areas will be drawn on a USGS Quad map at a scale appropriate to the size of the survey and digitized into a GIS. All submitted GIS shapefiles or feature classes shall contain completed tabular data using predefined domains and values provided by BPA (See Attachment C). A Data Dictionary File (.ddf) is available from BPA for electronic upload into GPS units.

All archaeological site inventory forms and survey reports will meet expectations of the appropriate SHPO office (see web pages for survey and reporting standards). Primary project personnel will meet the Secretary of Interior's standards. Artifacts located on the surface will be analyzed in the field but not collected. To the extent possible, they will be identified as to type, material, function, and cultural and chronological association.

3) Subsurface testing in high probability areas along the project corridor

Following the surface survey, 30-45 shovel test pits (STPs) shall be excavated in high probability areas (HPAs) and/or portions of the project subject to increased intensity of impacts. High probability areas where project-related ground disturbance will occur will be investigated using STPs. HPAs include the stream channel and adjacent floodplains, although no testing is needed in places like gravel bars. If sites are encountered during survey, it is advisable for a few shovel tests to be performed near the edges in order to accurately establish site boundaries so we can buffer and avoid them.). STPs will consist of cylindrical pits 30-centimeters (cm) in diameter that will be excavated to a minimum depth of 50 cm below the surface unless subsurface conditions prevent further excavation, or two sterile soil is encountered for two 10-cm levels below 50 cm. Sediment excavated from the STPs will be screened through one-quarter inch mesh hardware cloth. The STPs will be completely backfilled and their location will be plotted onto a project map. The horizontal provenience of the subsurface probes will be determined by use of a GPS.

4) Transmission Line/Facility, Historic Structure, and Irrigation System Evaluation

WWBWC does not know of structures, transmission lines, or historical irrigation systems within the APE, and it is unlikely a report will be needed regarding architectural history. However, the literature review and site survey should evaluate and document any elements of the built environment within the project area or APE, including structures, transmission lines/facilities, and irrigation systems. Evaluation should provide a rationale why each resource is either eligible or ineligible for inclusion in the National Register based on each of the four criteria as well as a discussion of the resource's integrity.

5) Draft reports of findings based on results of Tasks 1-4

Draft survey report will conform to the OR SHPO standards for archaeological field reporting (see SHPO website for guidelines).

6) Digital final report

Digital copy of the Final Report reflecting all changes recommended by WWBWC and BPA will be provided to WWBWC. This report should include associated maps, figures, and GIS data.

## 1.8 METHODS TO BE USED

\*\*\* The contractor is also responsible for following all state laws or regulations related to survey or testing. This includes all field work authorization permits as well as the “Call Before you Dig Law”. Account for any extra time this may add to your schedule. If the contractor identifies a section of public land that BPA did not identify as needing a permit, please contact WWBWC *prior to* conducting the survey to accommodate any necessary changes to the schedule or survey area.\*\*\*

### *Fieldwork*

The purpose of this is to provide the contractor with an opportunity to address any potential concerns they may have before the commencement of any fieldwork.

The fieldwork will include a thorough search of the ground surface throughout the APE. The entire APE will be surveyed unless the contractor confirms the use of an alternative methodology with WWBWC. The survey will entail archaeologists conducting a pedestrian survey at no greater than 20 meter intervals. All encountered archaeological material will be recorded utilizing appropriate SHPO site and isolate forms. Any previously recorded site within the APE should be examined and evaluated for project impacts to the extent possible based on individual state permitting requirements.

HPAs will be identified based on information collected during the background research related to where archaeological sites have previously been recorded within environmental settings similar to those traversed by the project APE, as well as a consideration of sedimentary and geomorphic settings as assessed during the pedestrian survey. Subsurface testing, shovel test probes (STPs), will be excavated in HPAs where project-related ground disturbance would occur (i.e. pole relocations or engineered structures). STPs will consist of cylindrical pits 30 centimeters (cm) in diameter that will be excavated to a minimum depth of 50 cm below the surface or the depth of disturbance (whichever is greater), or until sterile soil is encountered for two consecutive strata. STPs should be spaced no greater than 30 meters apart. Sediment will be screened through one-quarter inch mesh hardware cloth. The STPs will be completely backfilled and their location will be plotted onto a project map. Artifacts found in STPs will be analyzed in the field but not collected. To the extent possible, they will be identified as to type, material, function, and cultural and chronological association.

All *site and survey* locations will be recorded by GPS (Global Positioning System) and submitted as GIS files. In instances where surveys cannot be recorded by GPS, all *survey* areas will be drawn on a USGS Quad map at a scale appropriate to the size of the survey and digitized into a GIS. All submitted GIS shapefiles or feature classes shall contain completed tabular data using predefined domains and values provided by BPA (See Attachment C). A Data Dictionary File (.ddf) is available from BPA for electronic upload into GPS units. A text data dictionary (.doc) is included in the statement of work. All archaeological site inventory forms and survey reports will meet expectations of the State Historic Preservation Office (see web pages for survey and reporting standards). Personnel will meet the Secretary of Interior standards. Artifacts located on the surface will be analyzed in the field but not collected. To the extent possible, they will be identified as to type, material, function, and cultural and chronological association.

### *Report and Deliverables*

Deliverables will include a final project report, acceptable by BPA and consistent with the Oregon SHPO and/or THPO guidelines, field notes, site and isolate forms, survey maps on topographic backgrounds, and ESRI compatible files, either shapefiles or feature class provided in electronic format. If survey data is collected using traditional pedestrian methods a projected ESRI shapefile or feature class including completed tabular data is required. Data can be submitted electronically via email ([tara.patten@wwbwc.org](mailto:tara.patten@wwbwc.org)), download link, or thumb drive/memory stick.

All reports and electronic data will be sent to BPA for review, upon acceptance of the reports, BPA personnel will then forward the reports and GIS data to SHPO for section 106 review. If sites are found during the course of the survey, recommendation for eligibility for the NRHP should be made based on available information (eligible, not eligible, further evaluation necessary). Eligibility criteria should follow 36 CFR 60.4.

## **1.9 DELIVERABLES**

- Draft report (electronic) will be submitted to WWBWC who will review and forward to BPA cultural resources staff for review prior to going to SHPO for concurrence
- GIS Data (see attachments for specifications); *GIS data will be considered incomplete if all required fields are not populated.*
- Electronic and hard copies of all historic property inventory forms (see SHPO web pages for survey and inventory standards)
- Electronic version of final report containing appropriate state coversheet, report, maps and any additional attachments.

## **1.10 SCHEDULE**

- Draft report and GIS data submitted by **5:00 pm on January 31, 2025**
- WWBWC and BPA will provide comments within 30 business days after receiving the draft report.
- Final report and deliverables will be submitted within 5 business days of receiving BPA's comments.

## **SECTION 2: ADMINISTRATIVE REQUIREMENTS**

### **2.1 OBJECTIVE OF REQUEST FOR PROPOSAL**

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals for the **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project**. The RFP is not a contractual offer or commitment to purchase products or services.

Information must be legible. Corrections and erasures must be initialized. Each proposal shall be accompanied by a letter signed by an authorized representative of the Respondent. The



contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

## **2.2 ADDENDA TO THE REQUEST FOR PROPOSAL**

If it becomes necessary to revise any part of the RFP, an addendum will be placed online on the WWBWC website ([www.wwbwc.org](http://www.wwbwc.org)) by **3 pm November 5<sup>th</sup>, 2024**. Respondents are responsible to check online prior to submission of their proposal.

## **2.3 ANSWERS TO WRITTEN QUESTIONS**

Answers to written questions about the proposals will be provided by **3 pm November 5<sup>th</sup>, 2024**.

## **2.4 SCOPE OF TERMS AND CONDITIONS**

The general terms and conditions listed in the **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)** shall govern any Agreements ensuing from this RFP.

The WWBWC prefers to use the terms and conditions in our Agreement, but will consider requested changes.

## **2.5 AWARD OF CONTRACT**

Agreements may be negotiated with Respondents whose proposal is determined to be most responsive to the WWBWC's needs and most advantageous to the WWBWC as solely determined by the WWBWC.

Award of an Agreement may be made without discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms of qualifications and technical experience. The WWBWC reserves the right to reject any or all proposals.

## **2.6 AGREEMENT**

The WWBWC does not guarantee that it will request any or all services covered by the Agreement. Issuance of an Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Award of an Agreement does not establish an exclusive agreement with the Respondent. The WWBWC reserves the right to obtain services from other sources.

The WWBWC will request services or assistance and Respondent shall review its resources to verify their availability to satisfy the WWBWC's request. Respondent will provide a written response describing the approach to be taken for performing requested services, estimated cost, key team members and the schedule for completion. Services under the Agreement will be conferred by a Task Order and executed by both parties.

## **2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS**

The WWBWC is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of an Agreement for services prior to the issuance of an Agreement. Respondent is responsible for costs associated with responding to the RFP

including costs related to site visit(s) and estimate preparation(s) for work authorized under the Agreement.

## **2.8 ECONOMY OF PROPOSALS**

Respondent must submit a complete and concise response to the RFP, which will be retained by the WWBWC. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of the RFP.

## **2.9 PROPOSAL BINDING**

Respondents are advised that proposals shall be binding upon the Respondent for sixty (60) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written signed request.

## **2.10 NOTIFICATION**

Each Respondent submitting a proposal will be notified in writing by email as to acceptance or rejection of their proposal. The WWBWC plans to release such letters within fifteen (15) days of the proposal submittal deadline. The WWBWC may delay this action if it is deemed in the best interest of the WWBWC.

## **2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION**

The WWBWC reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all terms in the proposal, if it is deemed in the WWBWC's best interest.

The WWBWC reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of the WWBWC.

# **SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS**

## **3.1 GENERAL SUBMITTAL REQUIREMENTS**

The following submittal requirements must be satisfied for each section of this RFP. The information will be used as the basis for selection.

Proposals made in a superfluous manner where technical sections submitted do not demonstrate discernible strength or potential value to the WWBWC may be disregarded altogether.

## **3.2 PROPOSAL FORMAT**

The proposal format shall be as follows:

**All Sections** – The page limit includes tables, figures, photographs and other graphical representations, all of which must be included within the same contiguous section. Page limits refer to limits of text (i.e. double-sided prints will be counted as two pages).

**Font Size** – The font size for text pages shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered.

**Proposal Presentation** – A table of contents or similar must be utilized to clearly indicate subsequent sections of the proposal.

**Cover Letter** – One (1) page maximum. Page must be 8.5” x 11”.

**Company Background** – One (1) page maximum. Page must be 8.5” x 11”. At a minimum provide information relative to your company including a short description of the company and whether staff are licensed in Oregon, Washington or both.

**Technical Discipline Section** – Two (2) page maximum. Page must be 8.5” x 11”. Please describe your company’s expertise by providing examples of previous projects and their deliverables. See 3.3 for further details.

**Staff Biographies** – Two (2) page maximum. Page must be 8.5” x 11”. Brief personnel sketches or summaries for key team members.

**Price Proposal (Bid)** – Provide a bid for the design work including estimated start and completion dates. The bid value should be determined by the hourly rate and number of hours. See 3.4 for further details.

**Terms and Conditions** – There is no page limit but pages must be 8.5” x 11”. Respondents shall identify questions or suggested changes to the Terms and Conditions of the **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)** should they be chosen by the WWBWC.

### **3.3 TECHNICAL DISCIPLINE SECTION DETAIL**

The technical discipline section shall include the following information:

**Project Experience** – Relevant project experience in the technical discipline area. For previous projects please provide a brief description of the project. You may include photographs, graphs, or other graphics.

**Staff Location** – Location(s) of the office(s) where project services will be performed, including the main project office location where the project team (potential project manager) will be based.

### **3.4 PRICE PROPOSAL**

Provide Respondent Company’s billing structure, including labor rate structures by staff categories and other non-labor rates utilizing **PRICE PROPOSAL FORM (Attachment A)** template or similar format. This template includes a table showing the company’s rates for the Agreement period. The rate table must provide information on all proposed mark-ups and fees, and will be incorporated into the selected company’s **AGREEMENT FOR PROFESSIONAL SERVICES (Attachment B)**.

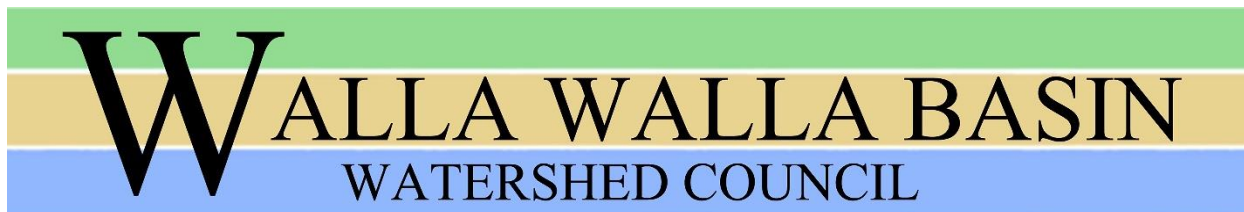
### **3.5 SELECTION PROCESS**

Professional companies will be evaluated on the Respondents' relative experience, project staff and the price proposal.

### **3.6 REQUEST FOR PROPOSAL SCHEDULE**

The RFP Schedule is tentatively set as follows:

Publish Request for Proposals	October 17, 2024
Written Questions Due	3 pm on October 29, 2024
Addendum to RFP (if needed)	3 pm on November 5, 2024
Responses to Questions	3 pm on November 5, 2024
Proposals Due	3 pm on November 13, 2024
Notification of Bid Award	Within 15 days of the proposal due date



## ATTACHMENT A – PRICE PROPOSAL FORM

Company Name: \_\_\_\_\_

Project Name: **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project**

Position Title	Hour Rate

\*All position titles to be used on Task Order Assignments must be shown

\*\*All costs must be included in the hourly rates. No additional project costs will be allowed.

Administrative expenses, including, but not limited to, the following should be incorporated into labor rates and shall not be billed as a separate charge:

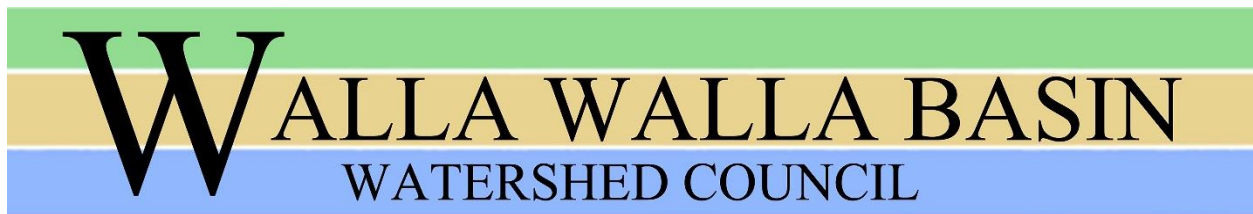
- ◆ Telephone charges
- ◆ Postage and delivery
- ◆ Technology costs (computer usage, office equipment, etc.)
- ◆ Accounting
- ◆ Marketing

If your company is proposing reimbursement for travels costs, describe your travel policy (i.e. limits on meals, mileage rate and personnel hourly rate during travel time).

Please list applicable equipment charges and fees in the table below.

Applicable Fees/Equipment	Cost

**TOTAL BID AMOUNT:** \_\_\_\_\_



## ATTACHMENT B – AGREEMENT FOR PROFESSIONAL SERVICES

Date:

Project Name: **Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project**

Walla Walla Basin Watershed Council, of 810 South Main Street, Milton-Freewater, OR (**CLIENT**) and CONSULTING FIRM/COMPANY NAME, of ADDRESS (**CONSULTANT**) hereby agrees as follows:

**CONSULTING SERVICES:** The CLIENT agrees to secure the services of the CONSULTANT and the CONSULTANT agrees to provide CLIENT with a Professional **Literature Review and Cultural Resources Field Survey for the Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project.**

**PROJECT NAME:** Professional Literature Review and Cultural Resources Field Survey Services for Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project

**SCOPE OF CONSULTANT SERVICES:** The CONSULTANT shall provide cultural resource services for the Walla Walla Basin Watershed Council's Couse Creek RM 8 Floodplain & Aquatic Habitat Restoration Project. This project is located south of the town of Milton-Freewater in Umatilla County, Oregon.

**CLIENT REQUIREMENTS:** The CLIENT shall provide all information available on the project and direction in the work to be performed.

**PERFORMANCE SCHEDULE:** The schedule shall be as follows with survey work being performed at a time mutually agreeable to both parties.

- Draft report and GIS data submitted by **5:00 pm on January 31, 2025**
- WWBWC and BPA will provide comments within 30 business days after receiving the draft report.
- Final report and deliverables will be submitted within 5 business days of receiving BPA's comments.

**PAYMENT TERMS:** The WWBWC shall reimburse **CONSULTANT** according to the following terms, which amount is limited to a maximum of **\$CONTRACT AMOUNT.**

## **PAYMENT PROCEDURES:**

A. CONSULTANT shall submit monthly invoices for reimbursement and the final invoice within fifteen (15) days of project completion.

B. Invoices must conspicuously indicate they are for **Couse Creek RM 8 Cultural Resources Services.**

C. Invoices must clearly state the dates of services that are being billed. Reimbursement will not be made for any work performed outside the project dates stated in this contract. **PROJECT START DATE** and **PROJECT END DATE.**

D. Invoices must itemize costs as shown in their project proposal.

E. CONSULTANT must provide documentation they have complied with all **FEDERAL/STATE** prevailing wage requirements.

F. CONSULTANT must submit an original vendor invoice along with the CONSULTANT invoice for all items listed under capital equipment and project materials for reimbursement. CONSULTANT invoice reimbursement shall not exceed contracted cost.

G. Invoices must be complete and accurate to qualify for reimbursement.

H. The WWBWC will reimburse the CONSULTANT for correctly submitted invoices within thirty-five (35) days of receipt.

I. Invoices needing correction will be reimbursed within thirty-five (35) days of receipt of the corrected invoice.

J. Payment on disputed invoices will be delayed until the dispute has been resolved to the satisfaction of WWBWC and their funders.

## **APPROVED BY:**

### **CLIENT:**

Walla Walla Basin Watershed Council  
810 South Main Street  
Milton-Freewater, OR 97862

TITLE:

Executive Director

SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: 541-938-2170

FAX: 541-938-2170

EMAIL: [Troy.baker@wwbwc.org](mailto:Troy.baker@wwbwc.org)

### **CONSULTANT:**

**COMPANY NAME**

**COMPANY ADDRESS**

**COMPANY ADDRESS**

TITLE:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: **COMPANY PHONE #**

FAX: **COMPANY FAX #**

EMAIL: \_\_\_\_\_

**General Conditions:**

1. Labor fees shall be as noted under 'CONSULTANT COMPENSATION SHALL BE.' or on an attached Rate Schedule. Expenses shall be reimbursed at cost and vehicle mileage expenses will be reimbursed at the federal mileage rate. Other out of pocket expenses such as permit, application, advertising, filing fees, sales tax and other services will be charged at cost.
2. Invoices will be issued to the client within fifteen (15) days of the submission to client of the final report and deliverables.
3. The CONSULTANT agrees, during the term of this agreement, to keep in full force statutory workers' compensation insurance, including employer's liability insurance of its employees. In addition, the will maintain comprehensive general liability insurance covering bodily injuries in the amount of \$1,000,000 and property in the amount of \$1,000,000 per occurrence, with a non-cumulative annual aggregate of \$1,000,000 for bodily injury and \$1,000,000 for property damage. The CONSULTANT agrees to maintain a minimum of \$50,000 of professional liability insurance during the term of this agreement.
4. The CLIENT or CONSULTANT may terminate this agreement upon seven (7) days written notice. CONSULTANT shall submit an invoice for services performed up to the effective date of termination and the CLIENT shall pay CONSULTANT all outstanding invoices within thirty (60) days.



## ATTACHMENT C – GIS DATA DICTIONARY FOR CULTURAL RESOURCE SITES AND SURVEYS

Please use projection WGS 1984 for all GIS data. Fields marked \* are required.

An .xml file of the database schema is available upon request. Contact Melanie Wadsworth at (503) 230-5143 or

[mlwadsworth@bpa.gov](mailto:mlwadsworth@bpa.gov)

**Site (point, line, and polygon)** Sites should be recorded as polygons whenever possible.

Field Name	Field Definition and Values
1. Site name*	Known site name or temporary site name
2. Length*	Length in meters
3. Width*	Width in meters
4. Depth	Depth in centimeters
5. Landform	<i>Choices:</i> Alluvial Fan, Beach, Bedrock, Bench, Bluff, Butte, Canyon, Cliff, Draw, Flat, Floodplain, Hill, Island, Knoll, Mountain, Outcrop, Ridge, Rim, Saddle, Slope, Talus Slope, Terrace, Valley, Undulating, Other
6. Date*	Date of field inspection (mm/dd/yyyy)
7. Company Name*	Name (or initials) of company doing the survey
8. Surveyor Name	Name of Individual
9. Smithsonian Number	Smithsonian number if applicable
10. National Register Status	<i>Choices:</i> Eligible, Listed, Not Eligible, Unevaluated
11. Site Type*	<i>Choices:</i> Burial, Grave, Cemetery, Camp, Feature, Quarry, Rock Shelter, Scatter, Village, Historic, Homestead, Structure, Unknown, Other
12. Cultural Period*	<i>Choices:</i> Unknown, Paleo, Archaic, Early, Middle or Late Archaic, Contact, Historic, 19th Century, Early 20th Century (1900-1930), WWII (1929-1950), Recent (post 1950), Multicomponent, Prehistoric (undetermined)
13. Artifact Type	<i>Choices:</i> Other, Bone, Wood, Knapped Stone, Ground Stone, Cobble Tool, Metal Tool, Shell Tool, Floral Remains, Faunal Remains, Skeletal Remains, Fire Cracked Rock, Projectile Point, Debitage, Ceramics, Textiles, Cans, Bottles, Brick, Glass
14. Site Condition	<i>Choices:</i> Excellent, Good, Fair, Poor, Destroyed
15. Impact	<i>Choices:</i> Erosion, Recreation, Reservoir Erosion, Undisturbed, Vandalized, Other
16. GPS	GPS or Digitized
17. Elevation	Elevation if applicable
18. Previous Condition	<i>Choices:</i> Excellent, Good, Fair, Poor, Destroyed
19. Land Manager	<i>Choices:</i> Federal, Tribal, Private, State
20. BPA Project Number*	BPA Number (ex. OR2013001)
21. Comments	Comments as needed

**Survey (point, line, and polygon)**

Field Names	Field Definitions and Values
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1.	Company Name*	Name (or initials) of companying doing survey
2.	Quad	Quadrangle name
3.	Result*	Positive or Negative
4.	Surveyor's Name	Name of individual
5.	BPA Project Number*	Project Number (ex. WA2013001)
6.	County	County name
7.	Date*	Date of survey (mm/dd/yyyy)
8.	Comments	Comments as needed

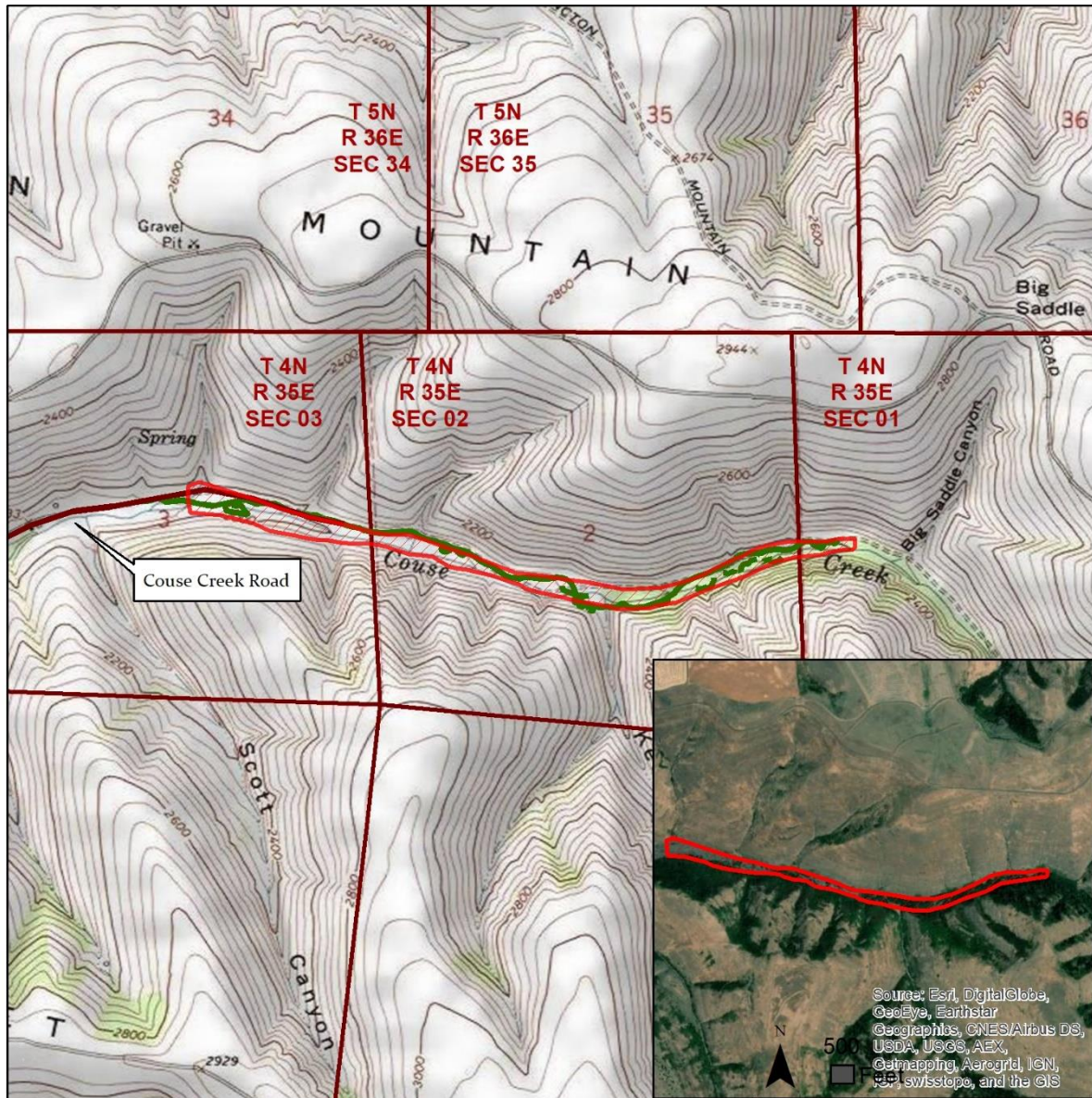
### Isolate (point)

Field Names	Field Definitions and Values
1. Temporary Number*	Field ID
2. Isolate Name	Field name
3. Land Manager	<i>Choices:</i> Federal, Tribal, Private, State
4. Landform	<i>Choices:</i> Alluvial Fan, Beach, Bedrock, Bench, Bluff, Butte, Canyon, Cliff, Draw, Flat, Floodplain, Hill, Island, Knoll, Mountain, Outcrop, Ridge, Rim, Saddle, Slope, Talus Slope, Terrace, Valley, Undulating, Other
5. BPA Number*	BPA project number (ex. OR2013001)
6. Date*	Date of survey (dd/mm/yyyy)
7. Cultural Period*	<i>Choices:</i> Paleo, Archaic, Contact, Historic, 19 <sup>th</sup> century, 20 <sup>th</sup> century, WWII, Recent, Multicomponent, Prehistoric
8. Surveyor Name*	Name (or initials) of contracting company
9. Comments	Comments as needed

### STP (point)

Field Names	Field Definitions and Values
1. BPA Project Number*	Project Number (ex. OR2013001)
2. Company Name*	Name (or initials) of company conducting survey
3. Name	Individual name
4. STP Number	STP Number
5. Total Depth*	Depth (in centimeters)
6. Results*	N or P
7. Comments	Comments

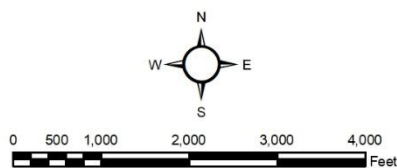
## ATTACHMENT D: PROJECT AREA MAP



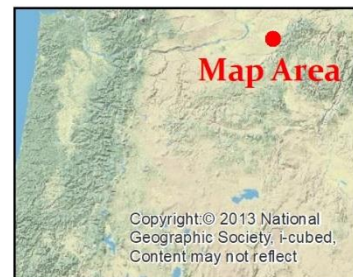
### Couse Creek RM 7.5 - 9 Project

Area of Potential Effect Map  
Umatilla County, OR  
Weston Mountain Quadrangle

- Area of Potential Effect
- Access Road
- Staging and Fueling Areas
- PLSS Section



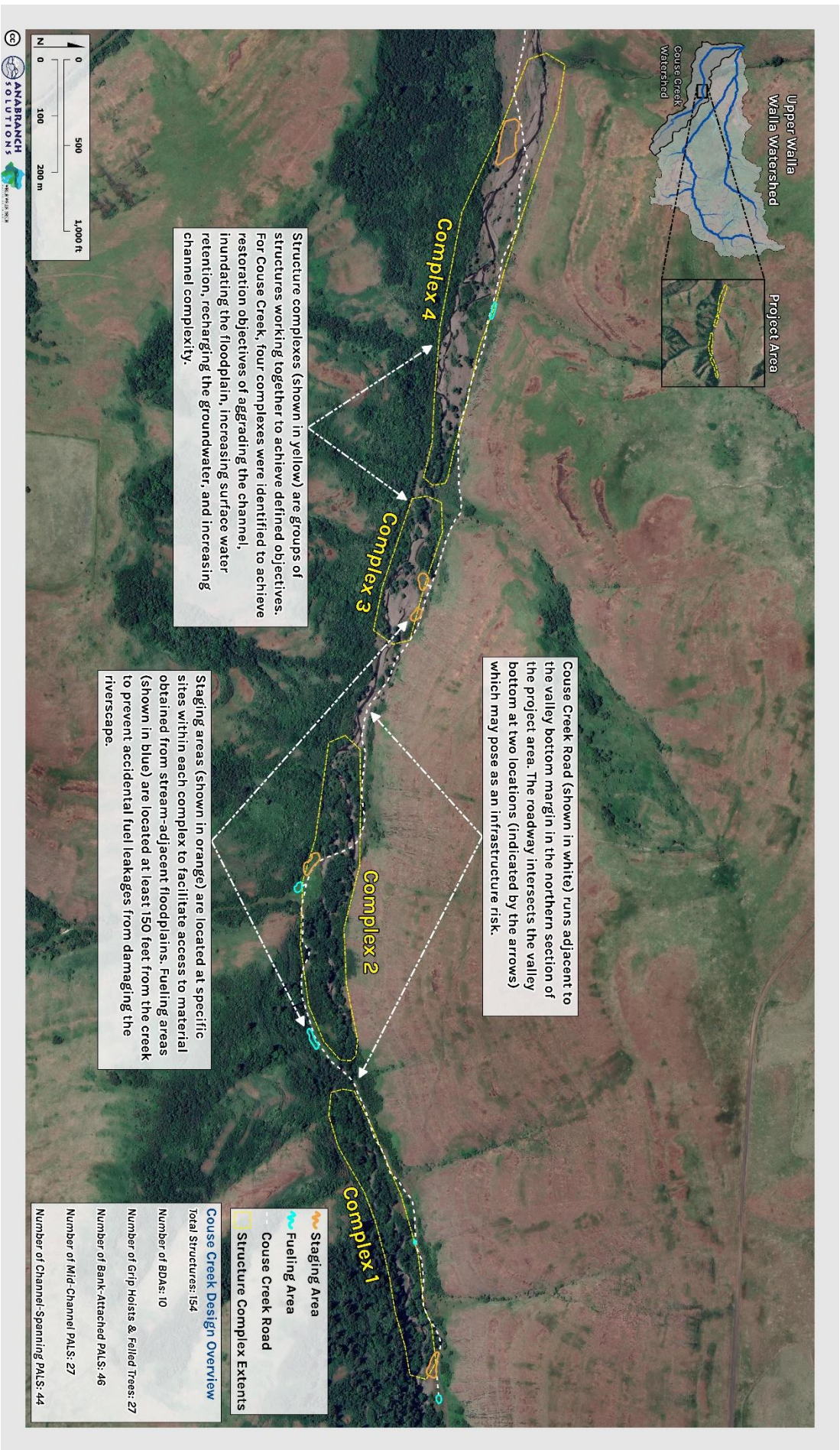
September 3, 2024



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## **ATTACHMENT E: CONCEPTUAL PROJECT DESIGNS**





Overview of 4 Complexes, access, staging, and fueling areas





### Complex 1 Objectives

1. Increase Geomorphic Complexity
2. Force Hydraulic Variance
3. Force Overbank Flows (floodplain connection)
4. Channel Widening and Aggradation

### Structure Types

Bank-attached PALS and mid-channel PALS to promote sinuosity, side-channel connection, and bar development. Graphting and direct felling to promote and sustain future recruitment of wood inputs. Channel-spanning PALS and BDAs to deposit sediment, pond water, and create distribution of flow patterns that may increase temporal extent of seasonal runoff.

### Conceptual Design



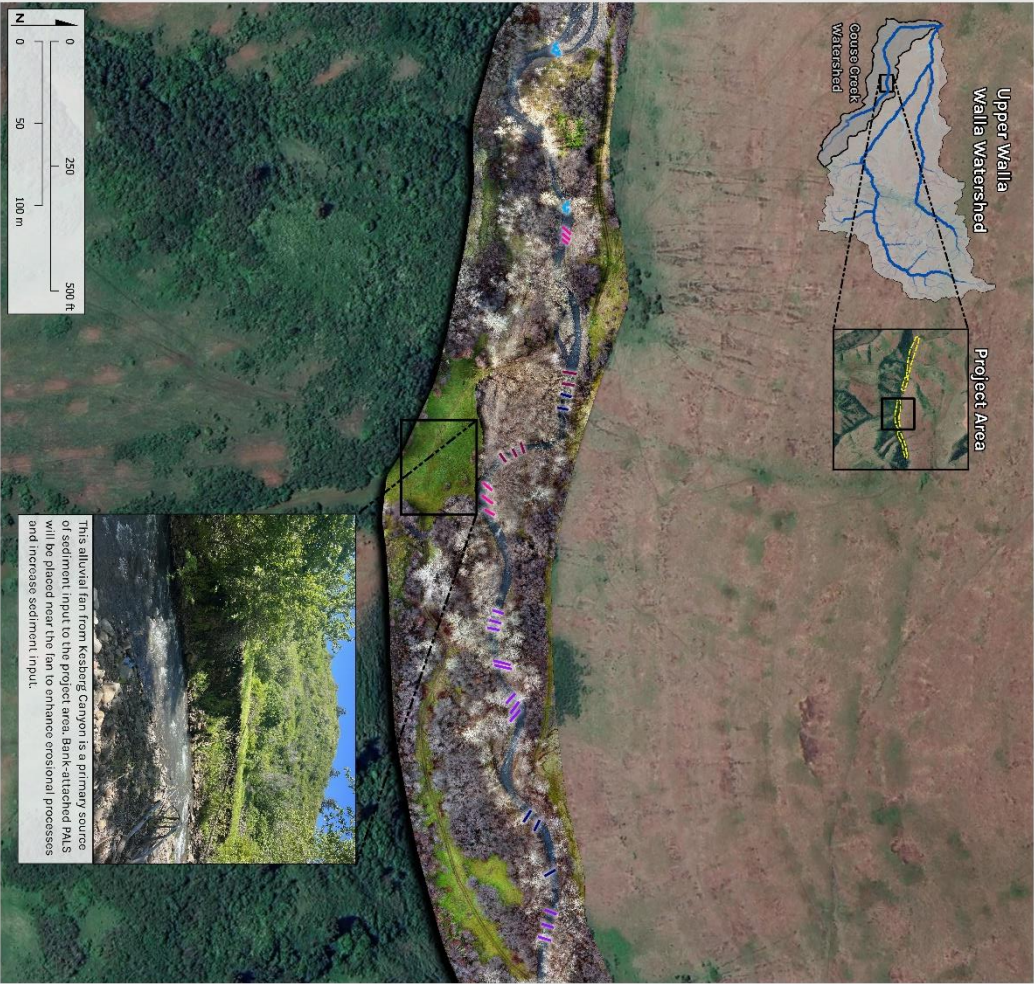
### LT-PBR Statistics

- Total Structures: 48
- Number of BDAs: 10
- Number of Grip Hoists & Felled Trees: 11
- Number of Bank-Attached PALS: 17
- Number of Mid-Channel PALS: 3
- Number of Channel-Spanning PALS: 7



Complex 1





This alluvial fan from Kestberg Canyon is a primary source of sediment input to the project area. Bank-attached PALS will be placed near the fan to enhance erosional processes and increase sediment input.

Conceptual Design

Complex 2 Objectives

- 1. Diversify Geomorphic Unit Assemblages
- 2. Force Hydraulic Variance
- 3. Aggradation and Ponding

Large wood inputs via gripholting and direct tree felling to encourage geomorphic diversity through creation of pools and bars. Mid-channel PALS to promote bar formation via varied flow distributions. Channel-spanning PALS to slow temporal flows and encourage sediment deposition. BDAs to deposit sediment, pond water, and distribute flow patterns that may increase temporal extent of seasonal runoff.

Structure Types



BDA

Fell Tree

Grip Hoist Tree



Channel-Spanning PALS

Bank-Attached PALS

Mid-Channel PALS

LT-PBR Statistics

Total Structures: 33

Number of BDAs: 0

Number of Grip Hoists & Felled Trees: 16

Number of Bank-Attached PALS: 6

Number of Mid-Channel PALS: 6

Number of Channel-Spanning PALS: 5



Complex 2





### Conceptual Design

#### Complex 3 Objectives

1. Diversify Geomorphic Unit Assemblages
2. Increase Fine Sediment Deposition
3. Lateral Exchange

Bank-attached and mid-channel PALS to increase sinuosity and braiding, lateral channel migration, and diversified flow paths. Channel-spanning PALS to encourage sediment deposition by slowing and ponding temporal flows.

#### Structure Types



BDA



Fell Tree



Grip Hoist Tree



Channel-Spanning PALS



Bank-Attached PALS



Mid-Channel PALS

#### LT-PBR Statistics

Total Structures: 15

Number of BDAs: 0

Number of Grip Hoists & Felled Trees: 0

Number of Bank-Attached PALS: 5

Number of Mid-Channel PALS: 4

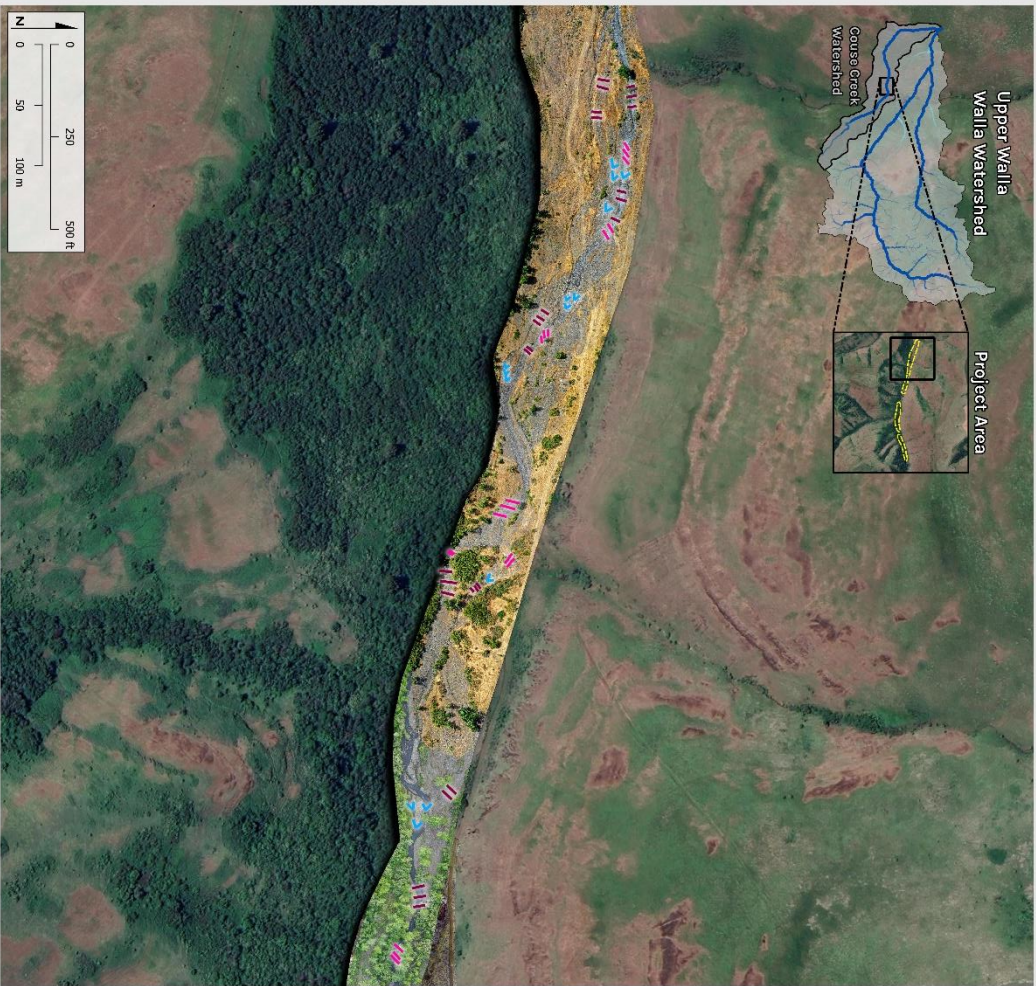
Number of Channel-Spanning PALS: 6

#### Partners



Complex 3





### Complex 4 Objectives

1. Increase Fine Sediment Deposition and Aggradation
2. Lateral Exchange
3. Force Hydraulic Variance

### Conceptual Design

Bank attached and mid channel PALS to increase sinuosity and braiding, lateral channel migration, and diversified flow paths. Channel-spanning PALS to encourage sediment deposition by slowing and ponding temporal flows.

### Structure Types



BDA



Fell Tree



Grip Hoist Tree



Channel-Spanning PALS



Bank-Attached PALS



Mid-Channel PALS

### LT-PBR Statistics

Total Structures: 58

Number of BDAs: 0

Number of Grip Hoists & Felled Trees: 0

Number of Bank-Attached PALS: 18

Number of Mid-Channel PALS: 14

Number of Channel-Spanning PALS: 26

### Partners



Complex 4