

## CTA 18 035 Lake Tahoe West Monitoring Plan

RFP Submitted Questions and Responses

Question	Response
<p>1 The RFP states that the developed monitoring plan should be economically feasible based on existing and/or projected agency contributions. What type of information (e.g., past budgets, monitoring costs, etc.) will the consultant be provided regarding existing budgets and agency contributions to ensure the development of an economically feasible plan?</p>	<p>An inventory of existing monitoring programs will be available (see response #2 below). The consultant will likely need to conduct additional research to estimate appropriate monitoring costs considering existing programs and resources. The Ecological and Socioeconomic Monitoring Plan (ESMP) should first be based on the questions that must be answered to assess overall success and progress towards a resilient landscape, and make recommendations to reconcile any difference between existing programs and additional resource needs.</p>
<p>2 The RFP highlights that the consultant will review multiple existing agency monitoring programs that cover the Lake Tahoe West shore. Will the client send all relevant documents, reports, and program information to the consultant? Do you have an estimate of how many documents this will entail? Would you be able to share either the names of the plans or the plans themselves currently?</p>	<p>The National Forest Foundation (NFF) has prepared a starting inventory spreadsheet compiling existing agency monitoring activities that cover Lake Tahoe West, particularly National Forest activities. The inventory covers more than 150 such activities, some substantial like programs and others very narrow like single indicators, historical information, or one-time studies. It is likely that there are ongoing programs that have not made it to this list. Beyond that inventory, the agencies will help provide all relevant materials.</p>
<p>3 Task 2 also states: "As part of this work, the consultant will necessarily review the large number of existing agency monitoring programs that already cover the west shore, and then analyze.... The National Forest Foundation has prepared an initial inventory of existing monitoring programs, such as the Environmental Improvement Program."</p> <p>Does Conservancy believe that there are monitoring programs that are not included in the NFF inventory?</p> <p>Will this inventory be made available to the chosen consultant once the project has begun?</p>	<p>As discussed in #2 above, NFF has begun an inventory spreadsheet. We believe that it is very comprehensive, though there are a few monitoring programs that are not included. Yes, the Conservancy will definitely provide the inventory to the selected consultant.</p>
<p>4 The Scope of Work references an initial inventory of existing monitoring progress, prepared by the National Forest Foundation. Is that inventory available?</p>	<p>See #2 and #3 above.</p>
<p>5 The RFP notes that the consultant will coordinate throughout the project with the Lake Tahoe West Restoration Partnership (LTW) and other key partners needed, including the Monitoring Team, Science Team, Executive Team, and Stakeholder Science Committee. How many people are on each of these teams?</p>	<p>The Monitoring Team has six members, the Science Team has two coordinators, the Executive Team has six members, and the Science Stakeholder Committee has about ten active members. LTW has overarching facilitation support by NFF that can help align the coordination between these teams.</p>
<p>6 Can you please provide a roster of the make-up of the Monitoring Team (MT), Science Team (ST), Executive Team (ET), and Stakeholder Science Committee (SSC)?</p>	<p>See #5 above, LTW is made of diverse stakeholders with representation from the Tahoe Conservancy, the United States Forest Service's Lake Tahoe Basin Management Unit and Pacific Southwest Research Station, California State Parks, Tahoe Fire and Fuels Team, the Tahoe Regional Planning Agency, and science stakeholders.</p>

<p><b>7</b> Task 2 states: "The consultant will also work with existing facilitation support to facilitate and/or manage portions of the ST, SSC, and ET meetings focused on monitoring."</p> <p>Can you please describe the existing facilitation support – is this an internal Conservancy team or external? Has this support been facilitating LTW work for the duration of the LTW project (i.e., since Phase 1)? What level of involvement do you anticipate this existing support having?</p>	<p>As described in #5, LTW has external facilitation support provided by NFF. Facilitation and note-taking will be provided by the NFF. The National Forest Foundation will work closely with the selected contractor to develop meeting agendas and meeting notes. The facilitation support has been ongoing, but increased in Phase 2, approximately. NFF will help coordinate meetings and align this work with the rest of the LTW project, but otherwise will not be doing research, mediating, or writing.</p>
<p><b>8</b> How many meetings does the Conservancy anticipate conducting with the Monitoring Team (MT), Science Team (ST), Executive Team (ET), and Stakeholder Science Committee (SSC) for the proposed work?</p>	<p>Over the course of the development of the ESMP, we expect monthly half-day or more Monitoring Team meetings, especially at the beginning of the process. Science Team coordination could be a half-dozen calls with the two coordinators plus involvement of the larger science community. Executive Team meetings would be rare, probably three. Science Stakeholder Committee meetings would be probably three to four times. It is up the proposer to determine how to coordinate with the science community and to facilitate with NFF the monitoring portions of regularly scheduled meetings.</p>
<p><b>9</b> How frequently do "ST, SSC, and ET meetings focused on monitoring" occur?</p>	<p>see #8 above</p>
<p><b>10</b> Additionally, for the calls and meetings that the consultant is expected to have with these groups, does the client envision these meetings as virtual or in-person meetings? The RFP also mentions that there is existing facilitation support and that some existing meetings will focus on monitoring – what is the level of existing facilitation support, and does the client have an idea of how many portions of these existing meetings will focus on monitoring?</p>	<p>We expect the communication to be probably half in-person and half virtual/calls . In-person time will be needed, especially at the beginning. Again, LTW has overarching facilitation support, but the proposer would be responsible for facilitating the meetings and/or portions of meetings focused on the monitoring plan. It's difficult to estimate more specifically the portions of meetings at this time, but see #8 for meeting frequency.</p>
<p><b>11</b> Task 1 states: "The consultant will need to integrate this work with the parallel, ongoing development of a proposed action for LTW." • Can you please provide further detail on the referenced proposed action?</p>	<p>The LTW team is developing the Landscape Restoration Strategy which will inform the proposed action that is currently being developed. The proposed action will identify the location and types of treatments that will be applied within the project area, which will include vegetation, riparian, wildlife habitat, and other natural resource treatments that will occur over time. These actions will form an important reference point for determining what needs to be monitored.</p>
<p><b>12</b> Is there a consultant currently working on the Landscape Restoration Strategy? If so, who?</p>	<p>The Landscape Restoration Strategy is being written by the LTW partnership groups, specifically the Interagency Design Team and Science Team.</p>
<p><b>13</b> The Sample Budget has a "profit" line. Do we need to include that in our budget sheet?</p>	<p>No, a profit line is not necessary.</p>

**14** For submitting proposals, the RFP states on pg. 5 that the proposal must be submitted via email; however, in Attachment 2 it states that the Proposal/Proposer Certification Sheet must be signed and returned as an entire package, in duplicate, with original signatures and in a sealed envelope. Can you please clarify the mode of proposal submission – email, hard copy, or both?

Please submit the proposal and all required attachments by email.

**15** In Attachment 4b of the RFP, in the first paragraph there is a reference to Attachment 10b ("Attach to this form an acknowledgement (Attachment 10b) signed by an authorized representative of each named subcontractor acknowledging their proposed use as described herein."); however, the RFP does not contain an Attachment 10b. Is this instead referring to Attachment 4c?

Correct, this should refer to Attachment 4c.

**16** In Attachment 4c, there is no signature line. Does the Disabled Veteran Business Enterprise subcontract need to sign this form (as noted previously in the RFP)?

This form may be submitted without signature.

**17** In Attachment 6, the instructions say to list three professional references; however, the template form provides room for four references. Could you please confirm how many references are needed and allowed?

No references are required, however up to four may be allowed.