To: Bay Area and Northern California Environmental Firms  
From: East Contra Costa County Habitat Conservancy  
Date: January 6, 2017  
Subject: Knightsen Wetland Restoration and Flood Protection Project (planning and design)

The East Contra Costa County Habitat Conservancy is looking for a firm (or firms) to assist with the completion of tasks related to the development of designs for the Knightsen Wetland and Flood Protection Project.

Firms interested in providing the services described further in the enclosed Request for Proposals (RFP) must submit their proposals electronically in PDF format by 5pm on February 9 to both email addresses listed within the RFP. Selected firms may be invited to interview and present their firm’s proposal. Please see the RFP for additional information regarding the proposal submission and selection process.

Questions about the RFP should be directed to:

Abby Fateman at: abigail.fateman@dcd.cccounty.us / (925) 674-7820
Date Issued: January 6, 2017
Response Due Date: February 9, 2017 by 5:00pm
Contact: Abby Fateman
Email/Phone: Abigail.Fateman@dcd.cccounty.us / (925) 674-7820

Email Submission of Proposal to both email addresses:
abigail.fateman@dcd.cccounty.us
maureen.parkes@dcd.cccounty.us
Introduction

The East Contra Costa County Habitat Conservancy (the Conservancy), in its role implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (the Plan), is soliciting proposals from firms interested in leading the Knightsen Wetland and Flood Protection Project funded through a Proposition 1 grant award administered by the California Department of Fish and Wildlife. The Conservancy may select and contract with multiple firms to provide these services. The division of tasks will be determined by the Conservancy on the basis of expertise and other practical considerations.

Project Background

The Knightsen Wetland Restoration and Flood Protection Project is a multi-objective effort on a 645-acre parcel to attenuate flooding in the community of Knightsen, restore a mosaic of wetland and upland habitats for special status species, provide water quality benefits, and provide recreation and Delta access. This project will conduct planning that will contribute to the conservation goals of the East Contra Costa County Habitat Conservation Plan / Natural Community Conservation Plan (HCP/NCCP).

Background materials including feasibility studies, history on flooding in the community and a KMZ of the subject parcel for this project are available for download from this dropbox link: https://www.dropbox.com/sh/np9eop37p83z4mo/AABfnlSAxQ_7jr84dJA2r56Qa?dl=0

This project is ready to start work in March 2017 and must be concluded July 2019 (at the latest). It is possible, and preferable to complete this work on a more compressed timeline.

Project Objectives

This is a planning project that will include site specific assessments and studies to inform project design.

Specific objectives of this project are to:

- Develop a comprehensive understanding of the biological resources on the site and in the surrounding impacted areas, and establish baseline conditions;
- Develop a comprehensive understanding of the hydrologic system onsite and in the nearby areas and establish baseline conditions;
- Engage the public and other stakeholders during the planning process; and
- Develop conceptual alternatives for project site restoration and enhancement that will address habitat needs for special status species targeted by the HCP/NCCP (giant garter snake, listed amphibians and crustaceans, plants, etc.) and enable the area to function to provide flood protection for the community.
**Services to be provided and tasks**

Firm shall demonstrate that it employs or will sub-contract with personnel that are trained and skilled in conducting the tasks identified below:

1) **Public Participation:** Conduct Stakeholder Meetings (with assistance from ECCC Habitat Conservancy staff) at least three times throughout the duration of the project to describe the goals, objectives, and progress of the project and to receive comments and suggestions from public agencies, affected entities, and interested persons. In addition to stakeholder meetings, this task will also involve interviews with local residents who are familiar with past land use of the parcel.

2) **Assessments and Studies:** Develop a comprehensive understanding of the biological resources and hydrology on site and in the area surrounding the site that is likely to be affected by project construction.

Assessments and studies shall produce data to inform initial development of project alternatives and the next phase of planning, (not part of this RFP), which includes preparation of CEQA documents and construction/engineering plans.

**Assessments and Studies Plan**

Prepare an Assessments and Studies Plan (Plan). The Plan shall include but is not limited to: plans for proposed assessments and studies, including objectives, spatial and temporal scope, a detailed description of all protocols to be used, and maps indicating location of the assessments and studies.

The Plan shall address the following assessment and study types:

- Biological Resources, including but not limited to: vegetation and habitat mapping; surveys for special status species and invasive species; and soil sampling.

- Hydrological Resources, including but not limited to: assessment of ground water level, drainage patterns, flood water capacity, and baseline water quality.

**Assessments and Studies Implementation and Reporting**

Conduct assessments and studies according to the Plan and Produce an Assessments and Studies Report. The Report shall include, but is not limited to: methods, results, maps, and recommendations for site management and restoration.

3) **Development of Site Alternatives:** Develop multiple alternatives for site restoration based on the information gained through public participation, biological and hydrological data, including information from the public.

**Conceptual Alternatives Report**
Develop a Conceptual Alternatives Report (Report). The Report shall include objectives for site restoration, including target natural resources, ecological functions and flood reduction functions; discussion of the advantages and disadvantages of project alternatives; and, how well each alternative supports the project objectives.

The Conceptual Alternatives Report shall include the following maps and figures:
- Baseline conditions, including vegetation cover, soils, hydrological features, wetlands, species-specific habitats present, and physical or ecological barriers to target special status species occupying the area.
- Historical habitats (from East Contra Costa Historical Ecology Report).
- Multiple alternatives for habitat enhancement / restoration, identifying habitats and hydrological features that would support project objectives.

Proposal
For a proposal to be complete and considered it must include the following information and not exceed the page limitations indicated below.

Minimum Submittal Requirements:

Cover Letter (2 page max): A letter describing the firm’s interest in this project. The person authorized by the firm to negotiate a contract with the Conservancy shall sign the cover letter. Include the name, phone number and email of a contact person for the contracting process.

Contact Person: The name of a single contact person for the selection process; may be different from the person who signs the cover letter. Include phone number(s), address, and e-mail address.

Project Team: A description of key personnel and sub-consultants that will be assigned to this project. Please provide resumes and hourly rates of all key staff. In addition, please make a distinction between the key personnel and sub-consultants used for completing the services. If proposing to use sub-consultants, indicate any mark-up rate for sub-consultants.

Experience: Describe firm’s experience in conducting similar assessment and design services. Indicate experience with designing projects for flood control, special status species and habitat restoration. List experience in San Joaquin Sacramento River delta area, tidal areas, and work with levee breaching and reinforcement.

Location: The address of the office(s) where the project manager(s) will reside.

References: Provide contact information for a minimum of three (3) references for all key staff or sub consultants for recent work performed on projects similar to the proposed projects.
Approach: Provide details or examples of how your firm would approach the key tasks listed above and indicate how this approach will be effective and cost-effective.

Cost Estimate/Budget: Provide cost estimates for each task. Note that the Prop 1 grant award contract is included as background materials in the dropbox link. Provide a bid based on what it will cost to complete the necessary work, not on the award of the grant. The grant award is provided as background material.

Conflict of Interest: Provide a list of and brief explanation for any existing projects within the East Contra Costa County HCP/NCCP planning area which may affect, or be perceived to affect, your firm’s objectivity when working with the Conservancy, and how your firm would propose to address those situations.

Other Restrictions/Requirements

1. Excluding the cover letter (maximum of 2 pages), and resumes of key members, and a one page budget, the proposals shall be a maximum of 5 pages. The proposal must address all minimum submittal requirements listed above.
2. Questions and communication regarding the project described in this RFQ shall be directed solely to Abby Fateman:
   abigail.fateman@dcd.cccounty.us / 925-674-7820

Submit

Please submit a PDF copy by email to both:
abigail.fateman@dcd.cccounty.us and maureen.parkes@dcd.cccounty.us

Firms selected for an interview may be requested to submit three (3) hard copies to:
East Contra Costa County Habitat Conservancy
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Electronic submittals must be received in full by February 9, 2017 at 5pm. This is a firm deadline and no proposals will be accepted after this time.

Selection Criteria

Proposals will be evaluated based upon the following criteria.

- Qualifications and specific experience of the project manager and the project team members including recent experience with projects similar to those described in this Request for Proposals.
• Satisfaction of previous clients
• Cost effectiveness
• Ability to work within timeline.

Schedule
The selection process will be conducted on the following tentative schedule.

Requests for Proposals Issued: January 6, 2017
RFP Response submittal deadline: February 9, 2017
Selected Firms Interviewed: Week of February 13, 2017
Contract(s) to be considered by Conservancy Board: Anticipated week of February 27 2017