

SOLANO COUNTY WATER AGENCY



July 5, 2018

REQUEST FOR PROPOSALS FOR Environmental Permit Compliance and Monitoring Services (Responses due 7/31/2018)

I. Introduction and General Information

The Solano County Water Agency (SCWA) is currently accepting proposals for consulting services to perform biological, water quality and storm water pollution prevention plan (SWPPP) monitoring for two habitat restoration and enhancement projects located in Lower Putah Creek, in Winters, CA.

The purpose of this Request for Proposal (RFP) is to solicit proposals and select the company(s) that can best assist SCWA with environmental permit compliance and monitoring requirements.

SCWA is a small government agency that was formed in 1951 by an Act of the State Legislature. SCWA is a wholesale water supply agency providing untreated water to cities and agricultural districts in Solano County from the Federal Solano Project and the North Bay Aqueduct of the State Water Project. SCWA also performs flood management as well as habitat conservation activities. SCWA has a 15-member Board of Directors which consists of all five members of the Solano County Board of Supervisors, all seven mayors of the cities in Solano County, and a Director from each of the three agricultural districts.

Website: www.scwa2.com

II. Description of Projects

Winters Putah Creek Nature Park Channel Realignment – Phase 3 (WPCNP Phase 3):

The project site is owned by the City of Winters and encompasses 13.6 acres of riparian area in Lower Putah Creek, adjacent to Winters, CA. Approximately 1,100 linear feet of meandering design channel will be excavated through the center of the project, and the floodplain will be recontoured to a 1 to 2 percent grade, perpendicular to the channel, beginning approximately 18 inches above water surface elevation. Spawning gravel will be installed at rifle locations within the design channel. The existing low-flow channel will be plugged at the northwest end of the project, and the remaining portion of the channel will serve as backwater area. The existing plug will also function as a pedestrian ramp that connects to an existing bike path along the north embankment. Approximately 37 trees will be removed to facilitate grading. A small off-channel pond near the center of the project area will be filled.

North American Wetlands Conservation Act – 3 (NAWCA-3): The Project Site is owned by the City of Winters and Solano County, and encompasses 6.16 acres of riparian area in Lower Putah Creek, adjacent to Winters, CA. Approximately 580 linear feet of the existing channel will be narrowed, and 550 linear feet of new channel will be created. The floodplain will be recontoured to a 1 to 2 percent grade, perpendicular to the channel, beginning approximately 18 inches above water surface elevation. Spawning gravel will be placed in the new channel. Up to 86 trees will be removed to facilitate floodplain grading.

III. Scope of Services

SCWA desires to retain a consultant(s) that can perform the following tasks required for environmental permit compliance associated with the WPCNP Phase 3 and NAWCA-3 projects:

- A designated biologist* (DB) will provide a mandatory worker environmental awareness training for all construction personnel working at one or both project locations.
- A DB will conduct breeding bird surveys and monitoring at/around both project locations as required for compliance with section 2.10 of LSAA 1600-2015-0130-R3 and sections 2.4, 2.5 and 2.6 of LSAA 1600-2011-0100-R2.
- A DB will conduct a habitat assessment for bats as required for compliance of section 2.12 of LSAA 1600-2015-0130-R3. This assessment requirement also applies to the WPCNP Phase 3 project.
- A DB will conduct a preconstruction survey for western pond turtles as required for compliance with section 2.13 of LSAA 1600-2015-0130-R3. This survey requirement also applies to the WPCNP Phase 3 project.
- A DB shall check daily for stranded aquatic life during dewatering activities as required for compliance with section 2.24 of LSAA 1600-2015-0130-R3. This monitoring requirement also applies to the WPCNP Phase 3 project.
- A DB or their trained biological monitor will monitor the condition of fencing and signage that has been erected to protect vegetation, and aquatic and terrestrial life.
- A DB or their trained biological monitor will be onsite daily during construction work days to monitor vegetation, aquatic and terrestrial life and to perform general wildlife site clearance surveys. The DB and the biological monitor has the authority to stop work to prevent harm to protected aquatic and terrestrial life, in addition to protected vegetation.
- A DB will supervise collection and relocation of fish and turtles during dewatering activities.
- Qualified personnel will conduct water quality monitoring and reporting as required for compliance with sections 6 and 7 of ADDITIONAL TECHNICAL CERTIFICATION CONDITIONS of the 401 Water Quality Certification WDID 5A48CR00105, and section 7 of ADDITIONAL TECHNICALLY CONDITIONED CERTIFICATION CONDITIONS of the 401 Water Quality Certification WDID 5A48CR00128.
- A Qualified SWPPP Practitioner will provide monitoring, reporting, inspections and sampling as outlined in each project's Storm Water Pollution Prevention Plan (SWPPP). Post-construction SWPPP compliance services may be needed through March 2019.

*The DB must be approved by CDFW as stipulated in section 2.8 of LSAA 1600-2015-0130-R3.

Note: The projects SWPPPs, construction plans, maps and permits are available on SCWA's website at the following link: <http://www.scwa2.com/about-us/publications>

IV. Deliverables

The Consultant will provide SCWA with the following:

- The results of every survey, inspection, assessment, and collected sample, will be submitted to SCWA in a report format that is acceptable to the primary regulatory agency that will receive the report from SCWA. The results will be submitted to SCWA electronically in both Adobe PDF and Microsoft Word formats. The reports will be submitted to SCWA within three working days after the date the data is collected, unless otherwise agreed in writing by SCWA.
- Daily monitoring observations will be submitted electronically in writing to SCWA in an electronic letter format each week, for the previous week's observations.
- Same day notifications, via phone or email, of any deficiencies or possible deficiencies that are observed by the QSP, DB, or biological monitor.
- Information collected for compliance with the SWPPP, such as weather forecasts, will be provided to SCWA.

V. Schedule

All proposals in response to this RFP are due no later than 5 P.M. (Pacific Standard Time) July 31, 2018.

Evaluation of proposals will be conducted in August 2018. The contract is anticipated to be awarded on or about September 13, 2018.

Both projects are expected to commence in September or October 2018. They may occur concurrently or overlap in time. Each project is anticipated to require 30 to 45 construction days to complete. Construction work may occur Monday through Saturday, 7 A.M – 7 P.M (Pacific Standard Time).

VI. Proposal Format

There is no page limit for the proposal; however, it should be focused and concise, without extraneous material. Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to SCWA. The proposal should be divided into sections as outlined below:

A. Description of Services

Identify those services that will be provided by the consultant.

B. Project Approach

Provide a detailed discussion of the project as your firm understands it, indicating the critical factors for success.

C. Team

Identify consulting team and the role they will each play, office location, and hourly rates. If the firm intends to use any sub-consultants, it must be clearly stated in the proposal, include the

name and description of the organization being contracted and their role, office location, and hourly rates.

D. Budget

Provide an estimated maximum, not to exceed fee amount for the Scope of Services and Deliverables detailed in section III and IV. This estimate should include materials, professional services, travel, and all other costs and expenses for the service. The estimate should provide the following detail:

- Hourly billing rates for each staff member proposed by position title and work task
- Summary of task and budgeted hours for each staff member
- Travel time charges
- Maximum charge time
- List of reimbursable expenses and any mark-up factors

If the contractor submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

E. References

Provide three references with contact information.

VII. Evaluation Criteria

Proposals will be evaluated based on the criteria below:

- Approach and understanding of project scope and potential issues
- Coordination of consultants, subcontractors and others
- Experience and qualifications of consulting team in working with similar entities and on similar projects
- Commitment of firm with staff and resources
- Cost for the scope of services requested
- Responsiveness to the RFP

VIII. Selection Process

The top two or three consultants may be selected for interviews to determine the most qualified consultant. The most qualified consultant will be selected by SCWA to negotiate an agreement. A sample form of Professional Services Agreement that will be used for this project will be available at <http://www.scwa2.com/about-us/publications>. Note insurance requirements.

All responders will be notified if they have or have not been selected for the interview process.

IX. Time Considerations and Requirements

RFP submittal deadline: July 31, 2018

Submittal options:

A. E-mail an electronic copy (Microsoft Word or Adobe PDF formats acceptable) to msnyder@scwa2.com. If attachment is over 3 MB you may need to divide up the attachment and send multiple emails.

B. An electronic copy (Microsoft Word or Adobe PDF formats acceptable) can be uploaded to SCWA's FTP site. Please contact SCWA for log-in information.

If you have any questions, please contact:

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