



**EAST CONTRA
COSTA COUNTY
HABITAT
CONSERVANCY**

City of Brentwood

City of Clayton

City of Oakley

City of Pittsburg

Contra Costa County

To: Bay Area and Northern California Environmental Firms

From: East Contra Costa County Habitat Conservancy

Date: August 29, 2023

Subject: On-Call Conservation Planning, Permitting, and Preserve Establishment and Management Services for the East Contra Costa County Habitat Conservancy

The East Contra Costa County Habitat Conservancy is soliciting proposals from firms interested in providing a range of services related to implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan. We anticipate hiring a number of firms to cover the breadth of tasks and provide on-call services. The Conservancy may also release subsequent RFPs for additional specific tasks.

The Conservancy staff is looking for firms to assist them in a variety of tasks. They can best be summarized into two areas: (a) general support for Plan administration and incidental take permit issuance; and (b) support with preserve establishment, restoration/creation, and resource management.

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 November 20, 2023 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 process.

Questions about the RFP should be directed to:

Abby Fateman at:

abigail.fateman@dcd.cccounty.us / (925) 655-2908



East Contra Costa County Habitat Conservancy

On-Call Conservation Planning and Biological Services

Request for Proposals



Date Issued: August 29, 2023

Response Due Date: November 20, 2023 by 5:00 pm

Contact: Abby Fateman, Executive Director

Email/Phone: Abigail.Fateman@dcd.cccounty.us / (925) 655-2908

Regular Mail, Express Mail, Hand Delivery: East Contra Costa County Habitat Conservancy
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Email Submittal: 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 providing on-call services to implement key requirements of the Plan. The firms may be considered for **all tasks** or may **clearly indicate selected tasks** for which they would like to be considered. The Conservancy will 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.

Executive Summary of the Plan

The East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP or Plan) is intended to provide an effective framework to protect natural resources in eastern Contra Costa County, while improving and streamlining the environmental permitting process for impacts on endangered species and wetland resources. The Plan allows the Cities of Brentwood, Clayton, Oakley, and Pittsburg, Contra Costa County (County), the Contra Costa County Flood Control and Water Conservation District (County Flood Control District), the East Bay Regional Park District (EBRPD), and the Conservancy (collectively, the Permittees) to control endangered species permitting for activities and projects in the region that they perform or approve. The Plan provides for comprehensive species, wetlands, and ecosystem conservation and contributes to the recovery of endangered species in northern California. The Plan avoids project by project permitting that is generally costly and time-consuming for applicants and often results in uncoordinated and biologically ineffective mitigation.

The U.S. Fish and Wildlife Service (USFWS) issued a 30-year permit that authorizes incidental take of covered species under the federal Endangered Species Act (ESA). The California Department of Fish and Wildlife (CDFW) issued a 30-year permit that authorizes take of covered species under the Natural Community Conservation Planning Act (NCCPA). The local jurisdictions use those permits to extend take authorization to development and other activities that meet the terms of the Plan.

The Plan is also intended to serve as the basis for applications for regional wetlands permits and other permit programs currently in development. In 2013 the U.S. Army Corps of Engineers issued a 5-year Regional General Permit that is linked to the HCP/NCCP. The Conservancy is pursuing additional regional permitting approaches with other wetland regulatory agencies, including certification of the Regional General Permit by the Water Boards.

** “Plan” documents that are referenced in this RFP can be found at www.cocohcp.org.*

Services

The range of on-call services that are needed by the Conservancy are included on the following page. Firm shall demonstrate that it employs or will sub-contract with personnel that are trained and

skilled in conducting the on-call functions for which they would like to be considered. The on-call services include the following functions:

A. Preserve Establishment, Restoration and Management

1. Prepare pre-acquisition survey reports and baseline reports for properties that are being considered for acquisition in fee or by conservation easement.
2. Develop Preserve Management Plans and Preserve Monitoring Plans that meet the requirements of the Plan as described in Chapter 5 and Chapter 7.
3. Identify potential wetland restoration/creation sites and prepare reports documenting the type of restoration possible, feasibility of restoration and preliminary restoration plans.
4. Design and help implement wetland restoration/creation projects. This task involves the assessment and analysis of site constraints, development of design alternatives, development of a complete construction bid package that includes construction plans and specifications, permit applications, post-construction success monitoring and management plan, construction oversight, and as-built report.
5. Adaptive management: Provide input on adaptive management strategies for preserve properties and restoration projects including: exotic plant control, erosion control, and grazing management. When needed, provide permitting support for management activities.
6. Monitor constructed restoration projects in accordance with the project monitoring plans. Produce annual monitoring reports, and when appropriate, final monitoring reports.
7. Monitor Preserve in accordance with the Monitoring Plan. Features to be inventoried on all properties include land cover features and covered plant populations. Other monitoring tasks include status and trends monitoring of vegetation and covered species monitoring.
8. Conduct other preserve establishment, restoration and management tasks as requested.

B. General support to the Conservancy in the administration of the HCP/NCCP and the issuance of take authorization

1. Provide general advice and support to the Conservancy on implementation of the Plan.
2. Assist the Conservancy with its role in facilitating the take authorization application and review procedures described in Chapters 6.2 and 8.7.1 of the Plan.
3. Assist the Conservancy with its responsibilities related to facilitating the completion of the Planning Survey Reports by proponents of covered activities (see Chapter 6.3 of the Plan).
4. Assist the Conservancy with reviewing applications for take authorization from Participating Special Entities (Chapter 8.4 of the Plan), co-permittees, and development applications ultimately processed by co-permittees.
5. Assist the Conservancy in developing policy clarification on plan implementation related to unanticipated projects or changed circumstances.
6. Assist Conservancy staff in preparing documents to meet the annual reporting requirements of the Plan, including production of annual report and management of and technical support with database management.
7. Assist the Conservancy with securing additional integration of the Plan with wetlands permitting.
8. Assist the Conservancy with preparing grant applications and administering awarded grants from public agencies and private foundations.
9. Assist the Conservancy with organizational development and administration.
10. Conduct other HCP/NCCP administrative tasks as requested.

Proposal Requirements

Minimum Submittal Requirements:

Cover Letter: A letter describing the firm's interest in providing on-call and/or preserve establishment and management services for the Plan. The letter should clearly indicate which tasks the firm is interested in providing. The person authorized by the firm to negotiate a contract with the Conservancy shall sign the cover letter. Include the name and phone number of a contact person for the proposal 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 above. If proposing to use sub-consultants, indicate any mark-up rate for sub-consultants.
- Experience:** Describe firm's experience in conducting the services described above. Indicate what (if any) U.S. Fish and Wildlife Service (USFWS) 10(a)1(a) permits are held by staff (or proposed subs) for Plan covered species.
- 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.
- 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, the proposals shall be a maximum of **10** pages. The proposal must address all minimum submittal requirements listed above and should clearly indicate the tasks for which your firm is qualified to provide services.
2. Questions and communication regarding the tasks described in this RFQ shall be directed to Abby Fateman: abigail.fateman@dcd.cccounty.us / 925-655-2908

Submittal

All proposals must be received by November 20, 2023 at 5pm. This is a firm deadline, and no proposals will be accepted after this time. Proposals will be accepted electronically or by hard copy.

Electronic submission of proposals: Please submit proposals electronically (in PDF format) **by email to both:** Abigail.Fateman@dcd.cccounty.us **and** Maureen.Parkes@dcd.cccounty.us .

Hard copies of proposals must be received by the deadline (postmarks will not count as meeting the deadline). Hard copies should be mailed to:

East Contra Costa County Habitat Conservancy
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Attn: Maureen Parkes

Proposal Review and Selection Process

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.
- The firm's experience in conducting on-call services to meet the needs of the Conservancy to implement the Plan as described above.
- Satisfaction of previous clients

Schedule

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

Requests for Proposals issued:	August 29, 2023
RFP response submittal deadline:	November 20, 2023
Conservancy review of proposals, reference checks and potential interviews:	November 20 – December 8, 2023
Contract(s) awards to be considered by the Conservancy Board:	December 18, 2023

Questions and communication regarding the project described in this RFP shall be directed to Abby Fateman: Abigail.Fateman@dcd.cccounty.us/ 925-655-2908

East Contra Costa County Habitat Conservancy Preserve System as of 03/07/2022

