



THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

AGENDA: APRIL 23, 2002

April 11, 2002

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: REQUEST FOR PROPOSALS FOR ENVIRONMENTAL CONSULTING SERVICES FOR PREPARATION OF THE ROAD CROSSING AND SALMONID PASSAGE ASSESSMENT PROJECT FOR THE COUNTY OF SANTA CRUZ DEPARTMENT OF PUBLIC WORKS

Members of the Board:

On June 5, 2001, your Board authorized the submittal of a proposal to the California Department of Fish and Game's SB 271 Fishery Restoration Grant Program for a Road Crossing and Salmonid Passage Assessment Project for the County of Santa Cruz. This proposal has been approved in the amount of \$91,766.

This project consists of three phases. Phase I includes identification and initial assessment of approximately 150 county road stream crossings; this phase will be completed by the County of Santa Cruz. Phase II, the subject of this Request for Proposal, will (1) conduct preliminary passage ranking for approximately 100 county road stream crossings based on field visits; (2) evaluate passage conditions at approximately 70 stream crossings using FishXing software, and (3) rank these sites for mitigation. In Phase III, which will be performed under a separate contract, a consultant will design and prepare construction estimates for the two highest priority sites.

Attached for your consideration and approval is a copy of the proposed Request for Proposals to be distributed to environmental consultants for Phase II of this grant proposal. The selected firm(s) will be contacted for interviews with the Public Works staff, and when the final ranking of the consultants is complete, we will begin negotiations on Final Scope of Work and compensation. A final agreement will be presented to the Board of Supervisors in June 2002 upon successful completion of negotiations.

It is therefore recommended that the Board of Supervisors take the following action:

1. Authorize the Department of Public Works to begin distribution of the Request for Proposals for Environmental Consulting Services for preparation of the Road Crossing and Salmonid Passage Assessment Project.
2. Direct Public Works to return on or before June 25, 2002, with contracts for consideration by your Board.

Yours truly,

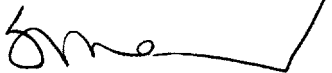


THOMAS L. BOLICH
Director of Public Works

JES:mg

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works



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DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR PROPOSALS FOR ENVIRONMENTAL CONSULTING SERVICES FOR PREPARATION OF THE ROAD CROSSING AND SALMONID PASSAGE ASSESSMENT PROJECT FOR THE COUNTY OF SANTA CRUZ DEPARTMENT OF PUBLIC WORKS

PROJECT OVERVIEW

The County of Santa Cruz Public Works Department is seeking proposals from qualified consultants for environmental consulting services for preparation of the Road Crossing and Salmonid Passage Assessment Project. This project will identify, evaluate, and rank barriers to fish passages that lie within County of Santa Cruz road rights-of-way in four small watersheds (San Lorenzo, Arana, Soquel and Aptos) tributaries to Monterey Bay, and two small sub-basins of the Pajaro River (Corralitos and Salsipuedes). The initial assessment will include bridges, but the detailed assessment will focus on culvert crossings.

This project is funded through a California Department of Fish and Game (CDFG) Fishery Restoration Grant Program. It is anticipated that the project will be conducted in three phases. The project tasks have been modeled on the methods that are presented in the April 2001 Draft of the Fish Passage Evaluation Chapter of the *CDFG California Salmonid Stream Habitat Restoration Manual*, (Taylor and Associates).

Phase I includes identification and initial assessment of approximately 150 county road stream crossings; this phase will be completed by the County of Santa Cruz. Phase II, the subject of this Request for Proposal, will (1) conduct preliminary passage ranking for approximately 100 county road stream crossings based on field visits; (2) evaluate passage conditions at approximately 70 stream crossings using FishXing software, and (3) rank these sites for mitigation. In Phase III, which will be performed under a separate contract, a consultant will design and prepare construction estimates for the top two highest priority sites.

CONSULTANT QUALIFICATIONS

- The consultant must demonstrate experience in evaluating salmonid passage conditions at road crossings and knowledge of prioritizing sites for mitigation.
- The consultant must demonstrate knowledge of methods described in the CDFG California Salmonid Stream Habitat Restoration Manual: Fish Passage Evaluation at Stream Crossings (Draft).

- e The consultant must be familiar with all current State and Federal regulations. Knowledge of up-to-date requirements, technical information, and safety regulations will be required as well.
- The consultant must be insured to provide the full range of services necessary for all aspects of the project.

DESCRIPTION OF CONSULTANT WORK AND SERVICES

The County Road Crossing and Salmonid Passage Assessment and Prioritization will include the following:

Field Visits and Initial Passage Ranking for Approximately 100 County Road Stream Crossings

- The County will provide to the selected consultant the locations and initial assessment of approximately 100 county road stream crossings.
- Consultant will conduct field visits and perform initial passage rankings for these 100 sites, based on CDFG Fish Passage Assessment protocols.
- Information collected will be recorded in a standardized Fish Passage Inventory Data Sheet.
- Data collected will include channel width measures and longitudinal surveys to measure elevation of culvert inlet, culvert outlet, maximum pool depth within five feet of culvert, outlet pool control, and ordinary high water mark.
- Photographs and site sketches should be completed at each site.
- Stream crossings will be ranked on level of impact on the fishery:

<u>Ranking Category</u>	<u>Definition</u>	<u>Potential Impacts</u>
<u>Green</u> –	Crossing probably passes all species and life stages	None
<u>Gray</u> –	Crossing may be: <u>partial barrier</u> – impassable to some fish at all times <u>or</u>	Exclusion of certain species and life stages from portions of a watershed
	<u>Temporal barrier</u> - impassable to all fish some of the time	Delay in movement beyond the barrier for some period of time
<u>Red</u> –	Crossing is most likely a total barrier - impassable to all fish at all times	Exclusion of all species from portions of watershed

Analyze Stream Crossings Ranked as Partial or Total Barriers at Approximately 70 Crossings

- A hydrological assessment of Gray stream crossings will be analyzed by the consultant using the software FishXing to confirm and quantify the degree of impact on juvenile and

adult fish. For Gray crossings that are identified as barriers, and all Red crossings, habitat will be evaluated by the consultant for its value to salmonid populations. Where available, existing information on habitat will be used. County staff will assist with the compilation of existing habitat information or the collection of new habitat information. Flow gage records will be employed in the analysis when available.

Develop Priority List for Mitigation

- A priority ranking matrix should be developed to cross-reference barrier condition, hydrologic, and habitat information to rank the stream crossings. Department of Public Works staff and local fish and game biologists will participate in a final ranking of sites to incorporate other factors (economic, social and political). This ranking will be incorporated in a final report and will serve as a guide to implementing treatments at high-priority sites with future project funding.

Produce Draft Report

- It is anticipated that the draft report and the ranked list of barriers will be reviewed by Department of Public Works, CDFG and NMFS biologists, and local fisheries experts.
- Written review comments on the draft report and ranked list of barriers will be provided to the consultant for production of the Final Report.

Produce Final Report

- The Final Report will be provided to the Department of Public Works and Planning and presented to the County of Santa Cruz Board of Supervisors. It is anticipated that the final report and the ranked list of barriers will be used by the Department of Public Works to identify projects and implement treatments at high-priority sites to provide unimpeded passage for juvenile and adult fish.

PROJECT SCHEDULE

The County expects this project to begin upon contract execution. The proposed schedule is as follows:

- April-June 2002 - Preliminary Project Scoping to identify the number and location of road crossings – conducted by Planning and Public Works staff
- July-September 2002 – Initial site visits, gathering of site-specific information, preliminary passage evaluation and ranking
- October 2002 – November 2002 – Hydrologic study, analysis of passage data and biological and habitat information, development of final ranking of barrier sites
- December 2002 - January 2003 – Draft and Final Report

PROPOSAL REQUIREMENTS

The proposal packet shall be limited to ten (10) pages, excluding resumes of participating personnel, and shall include the following information:

- A. Proposed schedule for completing the various tasks including: review of existing maps and data, field data collection and analysis, preparation of priority matrix and supporting documentation, and development of draft and final reports.
- B. Specific personnel who will be assigned to work on this project, and their education and experience which qualifies them to do this work.
- C. Demonstrated understanding of the scope of work.
- D. Past performance in similar projects related to cost control, quality of work and communication.
- E. Present workload of the consultant.
- F. Relevant experience and qualifications using CDFG Fish Passage Assessment Protocols.
- G. Experience working with public agencies.
- H. A statement indicating whether your firm presently carries the types and limits of insurance required by the County, as explained on the attached sheet.
- I. A separate sealed envelope marked “estimated fee” and indicating the name of the firm. The estimated fee proposal shall include an hourly rate for each staff person working on the project as well as an approximate amount for the complete project. **Proposals should not exceed \$41,693.**

SELECTION CRITERIA

All proposals received will be reviewed by a selection committee, and will be ranked on the following criteria:

- A. Understanding of the proposed project.
- B. Soundness of proposed project approach.
- C. Recognition of potential problems.
- D. Reasonableness of the estimated time to complete each task.
- E. Past record of performance on similar jobs with respect to quality of work, control of cost, and adherence to schedules.
- F. Qualifications of project personnel.
- G. Ability to meet all Consultant Qualifications outlined in Section 11 of this document.

- H. Ability to meet the County's insurance requirements (See Attachment).
- J. The fee proposals will be opened after the proposals are ranked for comparative purposes. Contract negotiations will be conducted with the **firm** deemed most qualified. If an agreement on the scope of services and compensation cannot be reached, negotiations with the first ranked **firm** are closed and negotiations with the second ranked firm are opened. Minority owned business enterprises (MBE), women owned business enterprises (WBE) and disabled owned business enterprises (DBE) are encouraged to submit proposals.

SUBMITTAL REQUIREMENTS AND INFORMATION

Interested parties should submit the items in 'Proposal Requirements' by noon on May 17, 2002, to John Swenson, County of Santa Cruz, Road Crossings and Salmonid Passage Assessment Project, County of Santa Cruz Department of Public Works, 701 Ocean Street, Room 410, Santa Cruz, CA 95060.

Questions should be directed to John Swenson, Public Works Department (831) 454-2802.

The following attachment is included in this Request for Proposals:

County of Santa Cruz Insurance Requirements

INSURANCE

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Following are types of insurance that will be required. Please review these and comment on your firm's ability to provide the required coverage.

- A. Workers Compensation Insurance and Employer's Liability Insurance in compliance with the laws of the State of California.
- B. Automobile Liability Insurance in the minimum amount of \$500,000 combined single limit per accident for bodily injury and property damage.
- C. Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including bodily injury, personal injury and property damage. Such insurance coverage shall include, without limitation:
 - 1. Contractual Liability coverage adequate to meet the indemnification obligations under this contract;
 - 2. Full Body and Personal Injury coverage;
 - 3. Broad Form Property Damage Coverage; and
 - 4. A cross-liability clause in favor of the COUNTY.
- D. Professional Liability Insurance (including coverage for errors and omissions) in the minimum amount of \$1,000,000 combined single limit. Please note that the professional Liability limit may be raised at the discretion of the Department of Public Works in accordance with and in relationship to the projects proposed in any given one year contract.
- E. All required insurance under this contract shall contain the following clauses:

"The County of Santa Cruz is hereby added as an additional insured as respects the operations of the named insured."

"It is agreed that this insurance shall not be canceled nor the coverage reduced until thirty (30) days after the COUNTY shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to the COUNTY as evidenced by properly validated return receipt. Such notice shall be sent to Department of Public Works, Operations Division, Attention: John Swenson, 701 Ocean Street, Room 410, Santa Cruz, CA 95060."

Consultants must provide proof of insurance (umbrella or individual) meeting the above requirements for all sub-consultants and contractors working on behalf of the consultant in conjunction with any tasks or projects relating to the County of Santa Cruz Road Crossing and Salmonid Passage Assessment contract described herein.

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