

Request for Proposals

PREPARATION OF A HABITAT CONSERVATION PLAN FOR THE UPPER SANTA ANA RIVER WASH LAND MANAGEMENT PLAN

San Bernardino Valley Water Conservation District

**Filing Deadline:
April 20, 2009 – Noon.**

**San Bernardino Valley Water Conservation District
Attn: Randy Scott, Wash Plan Project Manager
(909) 793-2503**

**Mailing Address:
P.O. Box 1839
Redlands, CA 92373-0581**

**Street Address:
1630 W. Redlands Blvd., Ste. A
Redlands, CA 92373**

INTRODUCTION

Project Description

This Request for Proposals (RFP) is for the preparation of a Habitat Conservation Plan (HCP) that meets the requirements of the U.S. Fish and Wildlife Service (FWS) and the California Department of Fish and Game (DFG) as part of the application requirements for a Section 10(a)(1)(B) Incidental Take Permit pursuant to the Federal Endangered Species Act (FESA) and a 2080.1 Consistency Review pursuant to the California Endangered Species Act (CESA). The San Bernardino Valley Water Conservation District (District) is serving as the contracting agent for the project.

The District has recently adopted the Upper Santa Ana River Wash Land Management Plan (Wash Plan) and certified a Final Environmental Impact Report (EIR). The District, in cooperation with the Bureau of Land Management (BLM), has also prepared a final administrative Draft Environmental Impact Statement (EIS) for a land exchange that will assist in implementing the Wash Plan. The Draft EIS is anticipated to be released for public review in early May, 2009. The Wash Plan is intended to allow the continued use of land and mineral resources while maintaining the biological and hydrological resources of the Planning Area. The Wash Plan is designed to coordinate and manage the present and future activities in the Wash, which are in multiple jurisdictions and under multiple ownerships. The goal of the Wash Plan is to balance the ground-disturbing activities of aggregate mining, water conservation, and other public services, including recreational activities, with conservation of quality, natural habitat for endangered, threatened, and sensitive species.

The purpose of this RFP is to seek a qualified consultant to prepare an HCP that satisfies the requirements of the FWS HCP Handbook, as amended, and provides sufficient information to enable the DFG to make a determination of consistency with CESA under the provisions of 2080.1 of the Act. The selected consultant will be serving as a sub-consultant to the lead consulting firm of URS Corporation (URS). URS has completed the administrative Draft EIS and is preparing a draft Biological Assessment (BA) on behalf of the BLM as partial fulfillment of the Section 7 Consultation requirements of FESA with regards to the federal action involving the land exchange. Based on URS experience with NEPA, its completion of the administrative Draft EIS and the BA, URS will be responsible for preparing an Environmental Assessment as the NEPA compliance document for the HCP.

The Wash Plan is located at the east end of the San Bernardino Valley, generally east of Alabama Street, south of Fifth Street/Green Spot Road, west of the mouth of the Santa Ana River and the confluence of Mill Creek and the River and northerly of the communities of Redlands and Mentone. The Planning Area is shown on Attachment 1.

Project Schedule

Extensive data, project description, and environmental assessment information has been compiled on the project to date, including a preliminary draft HCP prepared by Dudek and Associates, which will be provided with this RFP. The preliminary draft HCP was determined to be insufficient with regards to methodology for the project at hand, thus leading to the need for a new document. Based on the extensive body of work that is available, including substantial coordination with FWS and DFG on the Wash Plan project, the anticipated schedule for completing the Draft HCP is aggressive.

Habitat Conservation Plan Schedule

Target Date	Task
5/06/09	Contract Awarded - HCP Consultant
09/30/09	Admin Draft HCP
10/30/09	Pub. Review Draft HCP & EA
11/15/09	Draft Implementing Agreement
12/30/09	Final HCP & Implementing Agreement

Project Budget

Due to the extensive data and background information that is available for the Wash Plan project and the level of involvement and coordination that has occurred with the FWS and DFG, the anticipated budget for this component of the Wash Plan program is approximately \$100,000 (one hundred thousand dollars).

PROPOSAL

The proposal schedule is as follows:

Proposal Schedule

Date	Event
4/11/09	Release of Request for Proposal
4/20/09	Deadline for Receipt of Proposals
4/22/09	Notice of Interviews (if necessary)
4/24/09	Interviews (if necessary)
5/06/09	SBVWCD Board of Directors Approval
5/07/09	Notice to Proceed

Submittal Requirements

The proposal is expected to be concise, direct, and without excessive support material, such as generic company SOQs or extensive curriculum vitae. The proposal should focus on the salient issues identified below relating to specific experience, technical qualifications, schedule and cost. Specified submittal requirements are listed below.

1. Experience preparing formal HCPs associated with Incidental Take Permits Applications

Provide a list of past HCP projects in a concise description. Identify: a) the entity/lead agency for whom the plan was prepared, date of plan and include entity or agency contact person; b) the species and habitats involved; c) size of project area and whether it was a “low-effect”, regional, or sub-regional plan; d) whether a 10a Permit was issued; e) duration of contract, i.e. time required to prepare HCP; f) the role that your firm played in the preparation, i.e. lead or supporting including technical biologist support; g) firm’s project lead author and lead biologist (if applicable), and identify the office location from which the project was managed.

2. Specific experience with San Bernardino kangaroo rat, Santa Ana woollystar, and slender-horned spineflower, as well as work in Riversidean Alluvial Fan Sage Scrub habitat

Provide a list of HCPs, Section 7 consultations or other conservation projects involving the focus species for the Wash Plan HCP. Briefly describe the nature of the work and the name of the firm’s lead staff person on the project.

3. Project Team

List the names of the individual(s) and identify their role and responsibility in the project. Provide a brief description of their qualifications.

4. Meetings

Consultant is responsible for budgeting all of the meeting time necessary to complete this project. Include the number of anticipated meetings and meeting budget.

5. Project Schedule

The proposal shall include a detailed, project schedule which shows the project tasks. The schedule will be reviewed and finalized by the Wash Plan Project Manager and the Consultant prior to start of the project.

Once the schedule has been finalized, no extension will be allowed unless the extension has been requested, in writing, and approved by the District before a submittal deadline. Failure to submit required work by scheduled deadlines may result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will become property of the Agencies.

6. Required Information

The following information is required in the Proposal:

Table of Contents.

Project Understanding. A clear statement of the project.

Project Approach. The project approach shall include a detailed description of all the tasks needed for successful completion of the project and shall follow the outline provided in the Scope of Services section above.

Organizational Chart. Provide a chart illustrating the individuals who will actually work on the project complete with names, firm names, addresses, telephone numbers, FAX numbers, email addresses and chain of responsibility.

Qualifications. Summarize licenses, certificates, and brief resumes for all persons, including sub-consultants that will actually work on the project. Please limit individual experience to similar projects.

Similar Experience. Provide a description of this consulting team's experience on similar projects, of the size and type, including current photograph(s) and reference(s). For each project described, identify the name(s) and specific roles and responsibilities of each individual on the project team for this proposal. The projects must have been completed by one, or more, of the individuals on the team.

Project Schedule. Include all major tasks with specific completion dates. Identify all anticipated meetings with proposed meeting date.

Fee Schedule. Fee schedule shall be generally organized to follow the tasks as they are broken down on the Scope of Services section above. Services outlined in each proposal shall be intended to comply with all requirements set forth in this RFP. The costs shall include a supported breakdown of services, hourly rates, and hours to complete each task, including sub-consultants hourly rates and hours, and any other costs for a complete project. The level of effort and associated costs are to be easily understood by the District. The District accepts no responsibility for costs incurred by any individual or firm submitting a proposal pursuant to this RFP. The proposal must include a complete and fixed price. If the scope of services requires modification during the course of the work, the District will determine whether to amend the current agreement or to issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 30 days following the proposal submission date. All proposals become property of the District and will not be returned.

Other Information. Provide any other information that may assist the District in making their determination in the selection process. This information can be amended to the basic proposal, but must be presented in a concise manner.

Proposal. Four (4) hard copies and one (1) electronic copy of the proposal must be submitted. The electronic copy must be received by the filing deadline. Hard copies will be accepted the following day. Please submit proposals to:

San Bernardino Valley Water Conservation District

**Randy Scott, Wash Plan Project Manager
(909) 793-2503**

**Mailing Address:
P.O. Box 1839
Redlands, CA 92373-0581**

**Street Address:
1630 W. Redlands Blvd., Ste. A
Redlands, CA 92373**

7. Questions And Answers

Questions concerning this RFP shall be submitted to Randy Scott, Wash Plan Project Manager via e-mail at: rscott@sbvwcd.dst.ca.us

8. Interview

Interviews may be scheduled with select firms following initial review of the proposals and will take place on the date specified in the proposal schedule. Interview must be attended by the actual team members that will work on the project including all sub-consultants. The interview will consist of a 20-minute presentation by the project team followed by a 20-minute question and answer period.

9. Evaluation Process and Criteria

Evaluation of proposals shall be based upon a competitive selection process. Review and evaluation of the submitted proposals will be based upon the following criteria:

- i. Experience on similar projects and/or projects of similar complexity and size
- ii. Demonstrated ability to perform tasks efficiently and produce a document that is acceptable to the FWS and DFG

- iii. Demonstrated success in preparing HCPs that have resulted in issuance of 10a Permits from the FWS and 2081 Permits or 2080.1 Consistency Reviews from the DFG
- iv. Submittal of a Proposed Schedule that is similar to that identified for the HCP project or where there is substantial variance, sound rationale for a longer schedule
- v. Submittal of a Cost Proposal that is close to that estimated by the District, or where there is substantial variance, sound rationale for a longer schedule
- vi. Interview presentation, should interviews be conducted.

10. Contract

The selected consultant will work with URS to establish a sub-consulting agreement that is acceptable to both parties.

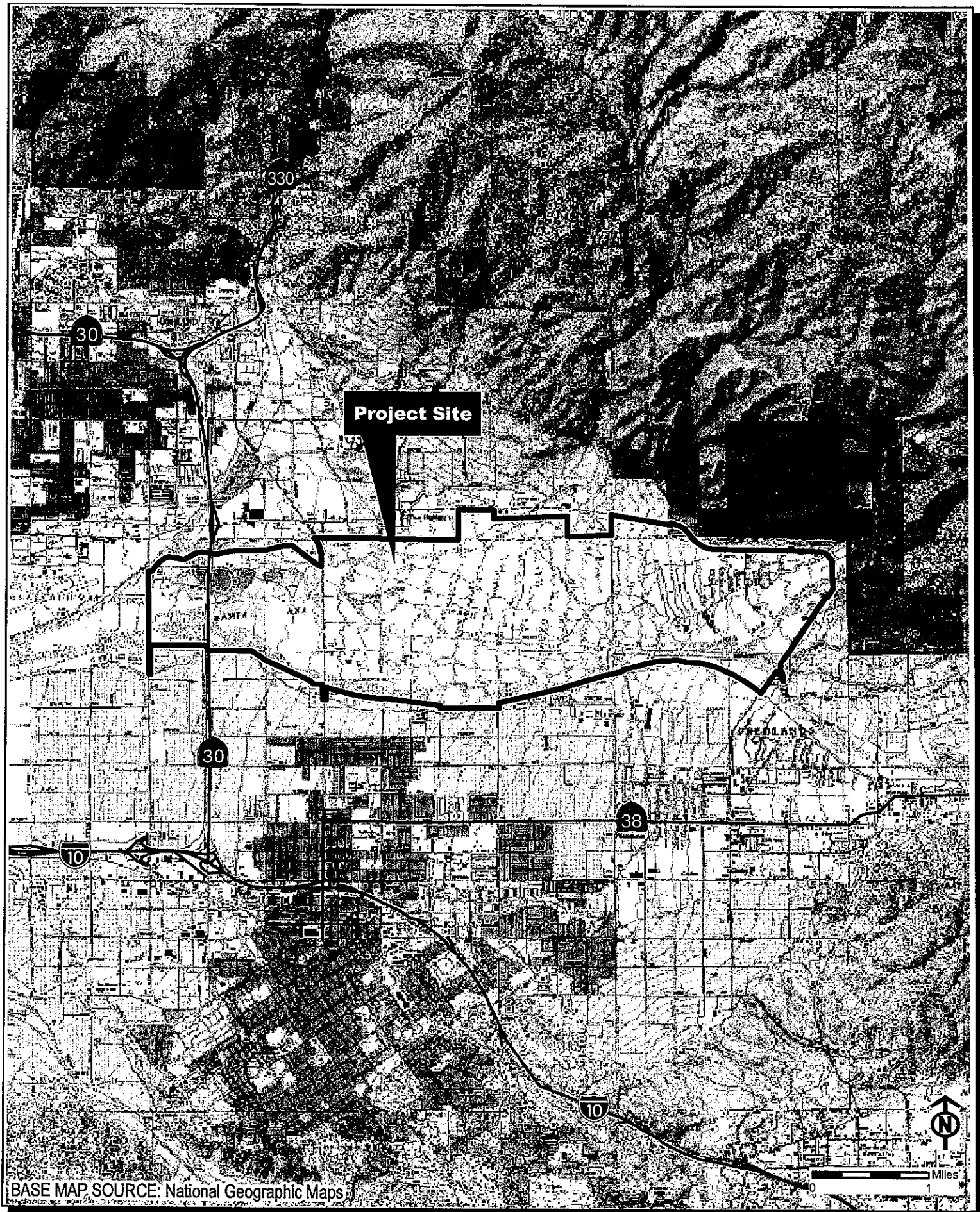
11. Distribution

This RPP has been provided to the following consulting firms:

ICF Jones & Stokes; Jean Carr, contact person.

PBS&J; Tom McGill, contact person.

URS Corporation; Jeff Rice, contact person.



Upper Santa Ana River Wash Land Management and Habitat Conservation Plan
Vicinity Map

FIGURE
2