MARIN COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

Sunnyside Flood Detention & Storage (FDS) Basin

Request for Proposal

For

Vegetation Planting, Monitoring, and Adaptive Management

DECEMBER 7, 2023

Mandatory Pre-Proposal Site Visit On

DECEMBER 13, 2023 at 9:30 a.m.

Electronic Proposals Due On

JANUARY 15, 2024 by 4:00 p.m.

Submit Electronic Proposals to Abraham Gebru
agebru@marincounty.org
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1. INTRODUCTION

The Marin County Flood Control and Water Conservation District (District) completed construction of the Sunnyside Flood Detention and Storage (FDS) Basin in Fairfax, California in Spring of 2023. This project is part of the larger San Anselmo Flood Risk Reduction (SAFRR) Project. The SAFRR Project includes: the FDS Basin, Building Bridge #2 (BB2) removal, and BB2 downstream mitigation. The purpose of the offline Sunnyside FDS Basin is to divert and store excess high flow runoff from Fairfax Creek, which reduces peak flow and flooding downstream. Vegetation was planted at the FDS site as part of CEQA (California Environmental Quality Act) and permit mitigation requirements; however, some has subsequently died. Not all of the mitigation and CEQA planting has been installed.

The District seeks proposals from interested contractors for trade/general services to install, maintain, monitor, and adaptively manage several components of vegetation associated with the FDS Basin and its off-site mitigation site permit and CEQA requirements. The off-site mitigation area is within San Geronimo Commons in Woodacre, approximately three miles west of the FDS site. A vicinity and location map for both sites are shown in Attachment 1. The District is requesting proposals to: install plants, irrigation, and a water tank at the off-site mitigation area; install replacement plants at the FDS site; monitor both sites to fulfill permit requirements; and adaptively manage of both sites to comply with permit requirements and provide fire fuel reduction. Work will begin this winter and continue for 5 years (per the permit requirements). Planting is expected to begin within one week of the contract being awarded.

While the vegetation monitoring and adaptive management will continue for 5 years, it is the District’s intent to award this contract with an initial contract term of 2 years. The District reserves the right to extend the contract for up to 3 additional years in one year increments.

Proposals submitted in response to this RFP will be used as a basis for selecting the Contractor for this project. The Contractor’s proposal will be evaluated and ranked according to the criteria provided in Section 5 “Evaluation Criteria,” of this RFP. Evaluation will be performed according to the Contractor’s proposal for the full 5 years anticipated for this project.

Addenda to this RFP, if issued, will be posted on the COUNTY OF MARIN website at: https://www.marincounty.org/depts/pw/bids-and-proposals.

It shall be the Contractor’s responsibility to check the COUNTY OF MARIN website to obtain any addenda that may be issued.

The Contractor’s attention is directed to Section 4 “Proposal Requirements.”
Proposals shall be submitted electronically in PDF format. The complete package shall be emailed to the email address below prior to **4:00 P.M., January 15, 2023**. The email heading shall read “Proposal for Sunnyside Flood Detention Storage (FDS) Basin - Vegetation Planting, Monitoring, and Adaptive Management.”

agebru@marincounty.org

Proposals received after **4:00 P.M., January 15, 2023** will be considered nonresponsive. An acknowledgement email will be sent to you when your proposal has been received. If you do not receive an email indicating “Received” by January 17, 2023, then it is your responsibility to follow-up with the project manager, Abraham Gebru, to confirm receipt. If you do not obtain a “Received” email and also do not follow-up, staff is not required to consider your submission.

The proposal email shall include one PDF, with the firm’s name included in the file name.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Contractor. To be considered, however, the modified proposal must be received prior to 4:00 P.M., January 15, 2023.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Contractor will be considered nonresponsive and rejected.

This RFP does not commit the DISTRICT to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The DISTRICT reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Contractor, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the DISTRICT to do so.

The prospective Contractor is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the DISTRICT.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract. Proposals shall not be shared with other Contractors.

The anticipated contractor selection schedule is as follows:
Sunnyside Flood Detention & Storage Basin

### Timeline of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>December 7, 2023</td>
</tr>
<tr>
<td>Mandatory pre-proposal site visit</td>
<td>Wednesday, December 13, 2023, at 9:30 AM Pacific Time</td>
</tr>
<tr>
<td>Deadline to submit Questions.</td>
<td>December 14, 2023 – No Later than 4:00 PM Pacific Time</td>
</tr>
<tr>
<td>Responses to Questions</td>
<td>December 15, 2023</td>
</tr>
<tr>
<td>Proposal Submission Deadline</td>
<td>Monday, January 15, 2023 – No Later than 2:00 PM Pacific Time</td>
</tr>
<tr>
<td>Evaluations and Identification of Apparent Winner</td>
<td>Thursday, January 18, 2023 (Tentative)</td>
</tr>
<tr>
<td>Tentative Board Award Date</td>
<td>February 6, 2023</td>
</tr>
<tr>
<td>Tentative Contract Start Date</td>
<td>February 13, 2023</td>
</tr>
</tbody>
</table>

Any questions related to this RFP shall be submitted in writing to the attention of Abraham Gebru via email at agebru@marincounty.org.

No oral questions or inquiries about this RFP shall be accepted.

**Pre-Proposal Site Visit**

The location of the mandatory pre-proposal site visit will start at the FDS Basin site (3000 Sir Francis Drake Blvd, Fairfax) and end at the off-site mitigation area at San Geronimo Commons, Woodacre. Attendees are expected to provide their own vehicle transportation between the two sites. The purpose of the site visit is to acquaint prospective bidders with the existing conditions of each site, the layout and access of each site, and the surrounding area, which could affect the cost of the bid. The site visit should last around 1.5 hours. **Only bids from bidders who attend the site visit will be accepted.**
2. BACKGROUND

The San Anselmo Flood Risk Reduction (SAFRR) Project includes several components of the Marin County Flood Control and Water Conservation District’s (District) 10-year working plan to mitigate for 25-year flood events in the Ross Valley. This RFP includes two sites associated with the SAFRR project: (1) the Sunnyside Flood Detention and Storage (FDS) Basin in Fairfax; and (2) an off-site mitigation area approximately three miles from the FDS site, as shown in Attachment 1. Both sites are remote (see descriptions below) and both do not have any restroom facilities.

The SAFRR project has a California Department of Fish and Wildlife (CDFW) Stream Alteration Agreement permit (No. 1600-2020-0146-R3; Attachment 3), a San Francisco Bay Regional Water Quality Control Board (RWQCB) permit (place ID 866970; Attachment 4), two U.S. Army Corps of Engineers (USACE) Nationwide Permits (#13 and #43; Attachment 5), and a USFWS Letter of Concurrence (Attachment 6). Both the CDFW and RWQCB permits have specific vegetation requirements that must be met for the next five years (see the previously mentioned permits and the monitoring plan, Attachment 7). There is also an Environmental Impact Report (EIR) associated with the project, found here: https://www.marincounty.org/depts/cd/divisions/environmental-planning/current-eir-projects/san-anselmo-flood-risk-reduction-project.

FDS Site

The FDS Basin is located at 3000 Sir Francis Drake Boulevard in unincorporated Marin County and just outside the town limits of Fairfax. The site is located adjacent to Fairfax Creek and is owned by the District.

The FDS site consists of a constructed detention basin for flood control that was created in 2022. The basin covers approximately two acres and consists of a basin surrounded by a perimeter embankment, a side weir and auxiliary weir and outfall pipes that drain the basin. In total, the FDS site covers around 5 acres.

Within the riparian area, 273 trees or willow cuttings were planted. The upland areas west and east of the basin have been planted with 160 trees and 1,151 shrubs and herbaceous native plants. The entire basin, slopes, and upland areas were hydroseeded in the fall of 2022. The articulated blocks of the side weir were also hydroseeded. The planting and seeding areas are shown in Attachment 11. More plants and more diversity of plants were planted than the initial plans included. All trees planted have been marked with a tag (starting at number 4000) and their geographic locations have been GPS’d and entered into the District’s tree monitoring database. This database will be shared with the contractor to use to locate and monitor the trees (see Attachment 9 as an example of the required fields).

Almost all of the plantings have irrigation. About 12 trees are not reached by any irrigation method (overhead sprayer or bubbler). The contractor shall determine the best way to keep these 12 trees alive. The irrigation at the FDS site is supplied by a service line with
a water meter at 3000 Sir Francis Drake Boulevard and controlled by an irrigation regulation control system (Attachment 12). Water bills will be paid by the District and bills will come directly to the District.

**Off-Site Mitigation Area**

The off-site mitigation will be located approximately three miles west of the FDS site, at San Geronimo Commons. The site is currently owned by the Trust for Public Lands (TPL). A license agreement has been signed by TPL and was approved by the District’s Board of Supervisors on September 19, 2023. The specific location is upstream of Roy’s Pools, adjacent to San Geronimo Creek and next to a SPAWN restoration site (see Attachment 1). This site has not yet been initiated, with expected implementation in winter 2023/2024.

The site will be creating approximately 0.10 acres of riparian habitat, converted from degraded upland habitat. The riparian area will also include riparian tree replacement that were unable to be planted on-site at the FDS site. In addition, CEQA mitigation measures for upland trees (that were removed at the FDS site) will be completed here (24 trees). The site is located along San Geronimo Creek near a restoration area, so care will need to be taken to avoid the restoration site maintained by the Salmon Protection and Watershed Network (SPAWN). Irrigation from the site will tie into the existing irrigation from the restoration site (currently maintained by SPAWN). The irrigation plans will have to be approved by both the District, TPL, and SPAWN. The existing pumping system and groundwater well is uphill of the planting areas and is also maintained by SPAWN. The contractor is expected to meet with SPAWN to work on an irrigation schedule. A Memorandum of Understanding (MOU) outlining the roles and responsibilities of each organization should be executed by responsible agents of each organization prior to connecting any irrigation lines.
3. SCOPE OF WORK

General:

The DISTRICT is interested in contracting for trade/general services related to vegetation installation, maintenance, and adaptive management. The Contractor shall comply with all insurance requirements of the DISTRICT, included in the sample contract in Attachment 2.

Services to be Provided:

This Scope of Services is to install, monitor, maintain, and adaptively manage vegetation associated with the FDS Basin and its off-site mitigation site, in compliance with applicable environmental permits for the Project. The Contractor selected shall provide all goods and services to complete the Project. This scope of services includes the following tasks:

1. Planting
2. Monitoring and Adaptive Management
3. Project Management

TASK 1: PLANTING

This task includes installation of: (1) replacement trees at the FDS site; (2) a water tank, irrigation, and plants (trees, shrubs, herbs, and seed mix) at the off-site mitigation area; and (3) additional replacement shrubs not required by environmental permits.

Task 1.1 - FDS Site Planting
The FDS site was monitored in 2023 and 173 trees require replacement. Trees have been purchased by the District and will be delivered to the FDS site in the Winter 2023/2024. To prevent another large tree die-off, the new trees should be planted with holes twice the size of the pot and with raised mounds to keep the tree from being completely submerged in wet years.

All trees are located within the basin (Attachment 11). All newly planted trees will need deer/exclusion cages (current deer cages can be re-used but are available for about half of the trees), new tree tags (provided by the District), the location mapped with GPS, and data recorded using the District's GIS data schema (see Attachment 9 for an example of the required fields). All permits, CEQA mitigation measures, and Best Management Practices (BMPs) will need to be followed during the installation. The contractor will be responsible for removing all debris at the end of construction. Planting pots will be given to the District to return to the nursery.

Specific Tasks:
1. Remove dead trees and tree tags.
2. Plant 173 trees in the FDS basin (plants provided by the District and grown at The Watershed Nursery).
3. Place deer/exclusion cages around all newly planted trees.
4. Tag and map the location of the 173 trees. Use the District’s GIS data schema (see Attachment 9 for an example of the data fields).
5. Return empty plant pots to District.

Task 1.2 – Off-Site Mitigation Planting
The contractor is expected to meet with SPAWN to work on an irrigation schedule. A Memorandum of Understanding (MOU) or email outlining the roles and responsibilities of each organization should be established prior to connecting any irrigation lines.

Following the approved planting plans, two separate habitats will be planted at the off-site mitigation area (Attachment 8). Not all the areas on the planting plans will be planted at this time. Only Site 2, Group A, B, and C (4,334 square feet) and both oak upland (3,532 square feet) planting areas will be planted. This includes 466 trees, shrubs, perennial herbs, and grasses in the riparian area and 36 upland trees. The other areas in the plans (all of Site 1 and Site 2, Group D and E) will be a future project if it becomes necessary to plant all the areas.

The site will need to be prepared before planting begins. A 5,000-gallon tank, purchased by the contractor, will also need to be installed per the plans. Prior to ordering the tank, the manufacturer’s specifications sheet shall be submitted to the District for review and approval. Plants have been purchased and are expected to be delivered to the off-site mitigation area in the winter of 2023/2024. All other materials referenced in the plans will need to be purchased. Each planted tree will also need to be tagged (tags provided by the District), the location mapped with GPS, and data recorded using the District’s GIS data schema (see Attachment 9 for an example of the required fields). The GIS data schema will be provided.

This off-site mitigation area is expected to create 0.03 acres of riparian habitat, 191 LF of riparian habitat, and have 80% survival of trees, at the riparian and upland sites, at the end of five years. All permits, California Environmental Quality Act (CEQA) mitigation measures, and Best Management Practices (BMPs) will need to be followed during the installation. The contractor will be responsible for removing all debris at the end of construction. Planting pots will be given to the District to return to the nursery.

Below is a summary of some of the tasks required in the planting plans. For a complete list of the tasks, see Attachment 8:

- Flag woody plant locations for approval.
- Provide browse and shade protection to plants per plans.
- Submit irrigation design plans for approval.
- Install 5,000-gallon water tank. Submit final plans for approval.
- Install irrigation lines.
• Install temporary protection fencing around each planting site.
• Provide as-built drawings and data (e.g., GIS or CAD) following the District’s guidelines (Attachment 10).

There are some variations in the planting plants (Attachment 8) that are required in this RFP:

• Plant 466 plants per plans (provided by the District and grown by The Watershed Nursery). This includes the oak upland areas (Site 1 and 2) and Site 2, Group A, B, and C.
• Tag (provided by the District) and map the location (GPS) of each tree. Use the District’s GIS data schema (see Attachment 9 for an example of the data fields).
• Return empty plant pots to the District.
• Annual reports due by November 15th (unless otherwise agreed upon) for District approval. The District will be submitting the final annual reports to the regulatory agencies (part of the vegetation monitoring and adaptive management below). Annual reports should be ADA compliant.

Task 1.3 – Additional Non-Permit Planting
Nine (9) plantings along Sir Francis Drake Bouvard that were planted to block the view of the street after a large tree was cut down. These plants should also be maintained at 100% survival. There currently (October 2023) are four dead plants (California wax myrtle, Morella californica) that will need to be replaced and purchased by the contractor (i.e., those plants are not provided by the District). Each plant has a bubbler to it that should be maintained to achieve 100% survivorship during the five years.

Specific Tasks:
• Purchase and plant shrubs to replace those that died, to achieve a total of 9 shrubs.
• Maintain 100% survivorship of the 9 shrubs for five years.
• Maintain irrigation to the 9 shrubs.
• Remove irrigation lines after it is determined the plants can survive without irrigation or when the other irrigation lines to the FDS site are removed.
• Provide water to the 9 shrubs if the irrigation lines to the FDS site are removed before the plants can survive on their own without irrigation. This would only be during the five years of the contract.

TASK 2: MONITORING AND ADAPTIVE MANAGEMENT
The goal of this task is to meet all permit requirements (Attachments 3, 4, 5, and 6) and the Habitat Restoration and Monitoring Plan (Attachment 7) in order for the project to be signed off by the regulatory agencies after five years of monitoring. Below are some highlights from the above-mentioned permits and monitoring plan. These highlights are
not all encompassing and potential bidders should be sure to carefully read the permits and monitoring plan to ensure they understand the requirements and goals.

Contractors will be required to track and submit documents to District staff for review. Additionally, adaptive management may be required if targets are not met. Contractors should be familiar with the conditions and general practices to recommend alternatives for District staff to review.

Monitoring will be done by a qualified biologist, botanist, ecologist, environmental scientist, or person with at least three years of implementing restoration plans that can identify native and non-native plants to species. Staff must include someone knowledgeable with the California Invasive Plant Council list of invasive species.

Monitoring includes the following:

- Minimum riparian acreages and linear feet are created.
- Maintain minimum tree survivorship.
- Ensure vegetation cover requirements are met.
- Manage non-native species per agency requirements. District staff must be alerted if new invasives become established.
- Adjust irrigation schedules seasonally and to balance survival with water conservation.
- Annual photos are taken from established photopoints.
- Establish and conduct vegetation transect and quadrat monitoring on a yearly basis.
- Prepare reports and data for District staff review per the requirements of the regulatory agencies.
- Alert District staff to changing conditions and identify adaptive management options, if needed.
- Update California EcoAtlas on a yearly basis.

Maintenance should follow monitoring recommendations to help meet success criteria and fire fuel reduction. All removed vegetation should be properly disposed and treated in a manner that would not promote the spread of any invasive species. All irrigation materials will have to be removed from the site once specific goals have been met or at least by the end of five years. All irrigation material will be properly disposed at the end of the monitoring period.

**Task 2.1 – FDS Site Monitoring and Adaptive Management**

The FDS site should be monitored/maintained (to maintain weeds/invasive plants, check on the irrigation, etc.) twice a month in Years 1 and 2, every other month in Years 3 and 4, and quarterly in Year 5. An example of a monthly monitoring and maintenance report form is provided in **Attachment 15**.

A summary of the Year Five permit requirements and other general permit requirements is below and should guide the monitoring and adaptive management plan but does not
include all requirements outlined in the permits and monitoring plan.

1. Monitoring and adaptive management must be performed to meet the below criteria (per permits) to be deemed complete after 5 years:
   a. Maintain 80% survival of trees after 5 years.
   b. Maintain 60% cover of willows planting areas after 5 years.
   c. Achieve vegetation cover of 70% after 5 years in bare hydroteed areas.
   d. Achieve vegetation cover of 18% in articulated concrete block-protected slopes.
   e. No more than 5% yearly increase in invasive plant (Cal-IPC high-rated) cover over project area (based on quadrat and transect data).
   f. Weed site for fire fuel reduction and for plant success.
   g. Check and maintain irrigation. Leaks must be dealt with immediately. Report leaks to the Project Manager. Water conservation is a goal, irrigation should maximize conservation and plant success. All excessive costs associated with irrigation leaks (e.g., above average monthly bills) will be the responsibility of the contractor.

2. Establish and take yearly photopoints.

3. Establish fixed transect and quadrat locations per the Monitoring Plan (Attachment 7, Section 3.3.6) and conduct annually.

4. Enter any observed special-status wildlife and/or plants into CNDDB (California Natural Diversity Database).

5. Monitor for health and vigor of all plantings.

6. Update the California EcoAtlas on a yearly basis.

In addition, the District requires the below tasks to help us meet the permit requirements:

- Provide the GPS'ed transect points to the District (see Attachment 10 for guidelines on providing the data).
- Remove trash from the site. This will include the irrigation lines when they are no longer required. Any trash that accumulates within the planting or seeding areas (e.g., from wind) should be removed. Trash will be disposed properly.
- Monitor trees using the District’s tree database (see Attachment 9 for an example of the information required). Update accordingly and yearly.
- Annual reports due by November 30th (unless otherwise agreed upon) for District approval. The District will submit the final annual report to the regulatory agencies. Annual reports should be ADA compliant.
- Project management, which shall include progress updates and invoices. Timing of the progress updates will be determined by the contractor and approved by the District.
- Contingency: During the term of this contract, the selected firm may have the opportunity to submit proposals for various unforeseen projects/tasks. This will include on-call for additional maintenance if a new invasive species or severe weather affects the project (i.e., plant die-off). This does not apply to work due to Contractor negligence. On-call maintenance tasks will require District approval. Task order forms will establish the individual project scope, schedule, deliverables, and cost for each task and must be signed by the District Assistant Director before
work begins. Execution of the contract by a firm and the submission of proposals for task orders do not guarantee the award of any task orders.

Task 2.2 – Off-Site Monitoring and Adaptive Management
The off-site mitigation area should be monitored/maintained (to control weeds/invasive plants, turn-on/check the irrigation, etc.) twice a week during the first two months (after irrigation is turned, around April), weekly during Years 1 and 2, twice a month in Year 3, and monthly in Years 4 and 5.

A summary of the Year Five permit requirements and other general permit requirements is below and should guide the monitoring and adaptive management plan but does not include all requirements outlined in the permits and monitoring plan.

1. Monitoring and adaptive management must be performed to meet the below criteria (per permits) to be deemed complete after 5 years:
   a. Maintain 80% survival of trees after 5 years.
   b. Achieve vegetation cover of 70% after 5 years.
   c. No more than 5% yearly increase in invasive plant (Cal-IPC high-rated) cover over project area (based on quadrat and transect data)
   d. Weed site for fire fuel reduction and for plant success
   e. Check and maintain irrigation. Leaks must be dealt with immediately. Report leaks to the Project Manager. Water conservation is a goal, irrigation should maximize conservation and plant success.
2. Establish and take yearly photopoints.
3. Establish fixed transect and quadrat locations per the Monitoring Plan (Attachment 7, Section 3.3.6) and conduct annually.
4. Enter any observed special-status wildlife and/or plants into CNDDB (California Natural Diversity Database).
5. Monitor for health and vigor of all plantings.
6. Update the California EcoAtlas on a yearly basis.

In addition, the District requires the below tasks to help us meet the permit requirements:
- Remove trash from the site. This will include the irrigation lines when they are no longer required. Any trash that accumulates within the planting or seeding areas (e.g., from wind) should be removed. Trash will be disposed properly.
- Monitor trees using the District’s tree database (see Attachment 9 for an example of the information required). Update accordingly and yearly.
- Annual reports due by November 30th (unless otherwise agreed upon) for District approval. The District will be submitting the final annual report to the regulatory agencies. Annual reports should be ADA compliant.
- Project management, which shall include progress updates and invoices. Timing of the progress updates will be determined by the contractor and approved by the District.
- Provide the GPS’ed transect points to the District (see Attachment 10 for guidelines on providing the data).
Contingency: During the term of this contract, the selected firm may have the opportunity to submit proposals for various unforeseen projects/tasks. This will include on-call for additional maintenance if a new invasive species or severe weather affects the project (i.e., plant die-off). This does not apply to work due to Contractor negligence. On-call maintenance tasks will require District approval. Task order forms will establish the individual project scope, schedule, deliverables, and cost for each task and must be signed by the District Assistant Director before work begins. Execution of the contract by a firm and the submission of proposals for task orders do not guarantee the award of any task orders. A list of potential personnel and their rate (Exhibit A) should be included.

**TASK 3: PROJECT MANAGEMENT**

The Contractor shall provide project management and coordination necessary to complete the scope of work. This shall include the following:

- Routine Coordination
- Monthly Invoicing

**Routine Coordination** – The Contractor will perform routine coordination with District staff, subcontractors (if needed), and its internal team to complete the scope of work in compliance with all environmental permits and CEQA compliance. Regular progress updates will be provided to the District project manager throughout the project. The frequency of these updates will be monthly, at a minimum. The Contractor will communicate: the work items performed since the prior update; budget, schedule, and work progress; and a discussion of upcoming activities scheduled to occur in the subsequent work period.

**Monthly Invoicing** - At the end of each month, a monthly invoice will be provided, which will include billing for the month, project billing total to date, remaining budget, and the monthly reporting form in Attachment 15. Regular coordination with District accounting and other staff, as appropriate, is included as a part of this task.

- **Deliverable:** Meeting Agendas, Meeting Notes, and Monthly Invoices
4. PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of proposals by all bidders. The intent of these guidelines is to assist Contractors in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in an electronic PDF file.

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Abraham Gebru  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94913

The letter shall be on Contractor's letterhead and include the Contractor's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Contractor's: understanding of the services being requested; key reasons for why they should be selected; and any other pertinent information the Contractor believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed by the individual authorized to bind the Contractor to the proposal.

2. Executive Summary

The executive summary should concisely state the Contractor's case for selection as it relates to the stated evaluation criteria, per Section 5.

3. Qualifications & Experience

1. Summary of Qualifications – This summary should include up to a one two-page narrative as to supplier’s interests, particular abilities and qualifications related to this solicitation.
   a. Include examples: knowledge, expertise and/or experience with other related work.
   b. Must meet minimum qualifications, including having a qualified botanist, biologist, ecologist, environmental scientist, or person with at least 3 years of experience implementing restoration plans to oversee and monitor implement of the monitoring plan.
   c. Must have experience working with the regulatory agencies, including meeting permit requirements and writing annual reports (e.g., USACE, CDFW, and RWQCB).
2. **Project Descriptions and References** - Please show three examples of successful completion of projects that have been completed in the last five years and three references from work completed in the last five years. The District will only consider submittals from Contractors that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a description of a minimum of three (3) projects within the past five (5) years, which include the following information:

- Contracting agency
- Contracting agency Project Manager
- Contracting agency contact information
- Contract amount
- Date of contract
- Date of completion
- Contractor Project Manager and contact information
- Project Objective
- Project Description
- Project Outcome

3. **Resumes** - Provide resumes for key team members. Resumes shall show relevant experience, for the Project’s Scope of Work, as well as the length of employment with the proposing team. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for its duration.

4. **Organization and Approach**

1. **Organization Chart** - Describe the roles and organization of your proposed team for this project in an organization chart. Indicate the composition of subcontractors and number of project staff and facilities available, as it relates to this project. Indicate the main point of contact.

2. **Scope of Work** - Include a detailed Scope of Work describing all goods and services to be provided. Describe project deliverables for each phase of your work. Assume this proposed Scope of Work would be included in the contract, if awarded.

3. **Schedule of Work** – Provide a detailed schedule for all phases and tasks of the project, including time for reviews.

4. **Maintenance Frequency** - Complete **Attachment 14** to indicate the proposed maintenance frequency by site and year.

5. **Cost**

It is the District’s intent to award this contract to the contractor that presents the best value. Prices and rates quoted in the proposal fee schedules shall be firm and fixed through the contract term and shall not exceed the specified amount indicated unless mutually agreed upon through a contract amendment. The contract as well as
amendments beyond 10% contingency are expected to need to be approved by the Marin County Flood Control & Water Conservation District Board of Supervisors. Documentation of proposed cost shall include:

- **Cost Proposal** – The cost proposal shall be provided by the Contractor for the stated Scope of Work. The Schedule of Proposed Fees template can be used, or the cost breakdown can be provided in another format.

- **Hourly Wages and Rates** - Complete Attachment 13 to indicate hourly wages and rates.

6. **Required Forms**

Complete required forms for “Offer” and “Debarment and Suspension Certification” provided in Attachment 16. Optional forms for “Local Business Preference Certification” and “Workforce Preference Certification” are provided in Attachment 16.

7. **Conflict of Interest Statement**

The proposing Contractor shall disclose any financial, business, or other relationship with the COUNTY OF MARIN or the DISTRICT that may have an impact upon the outcome of the contract or the construction project. The Contractor shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Contractor shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

8. **Litigation**

Indicate if the proposing Contractor was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

9. **Contract Agreement**

Indicate if the proposing Contractor has any issues or needs changes to the proposed contract agreement (Attachment 2) or general provisions (Attachment 16). The DISTRICT reserves the right to reject any proposal that provides changes to the contract agreement not acceptable to the DISTRICT. If the attached contract agreement has been revised by the DISTRICT, the Contractor accepts all terms and conditions of the revised contract agreement.

The Contractor shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.
5. EVALUATION CRITERIA

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<td>Completeness of Response</td>
<td>Pass/Fail</td>
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<td>Qualifications &amp; Experience</td>
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<td>5</td>
<td>Conflict of Interest Statement</td>
<td>Pass/Fail</td>
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Subtotal: 100