



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
sfcjpa.org

East Palo Alto, Menlo Park, Palo Alto, San Mateo County Flood Control District, and the Santa Clara Valley Water District

San Francisquito Creek
Flood Protection, Ecosystem Restoration and Recreation Capital Project
Environmental Planning for Improvements between Highway 101 and El Camino Real

REQUEST FOR PROPOSALS

The San Francisquito Creek Joint Powers Authority (SFCJPA) is a government agency serving an approximately 50-square-mile area of San Mateo and Santa Clara Counties, with an emphasis on the cities of East Palo Alto, Menlo Park, and Palo Alto. The SFCJPA is soliciting proposals from qualified individuals or firms (Consultant) to perform Environmental Planning and produce an Initial Study and Environmental Impact Report for capital project elements that provide flood protection, and ecosystem and recreational enhancements along San Francisquito Creek. Additional "optional" tasks being considered for this contract are described within the Scope of Work of this Request for Proposals (RFP).

PROPOSALS MUST BE SUBMITTED BY:

October 9, 2012 at 2:00 pm local time to:

Kevin Murray, Project Manager
San Francisquito Creek Joint Powers Authority
615-B Menlo Avenue
Menlo Park, CA 94025
e-mail: kmurray@sfcjpa.org
phone: 650-324-1972

Please include six hard copies and one electronic copy. The electronic copy may be provided by email or similar electronic transfer, or on a CD submitted with the hard copies. Proposals are to be limited to 25 pages, font size 11, including any supporting materials. Proposal shall be valid for a minimum one hundred and fifty (150) days.

Consultants interested in submitting a proposal for this contract are encouraged to attend a pre-proposal workshop on Monday, **October 1, 2012, from 2:00 to 4:00pm in the Palo Alto City Council Chambers, 250 Hamilton Ave, Palo Alto, CA 94301**. Three-hour free parking is available in the underground parking garage beneath City Hall.

Introduction and Background:

The San Francisquito Creek watershed encompasses a 45-square-mile basin, extending from Skyline Boulevard to San Francisco Bay. The watershed includes public lands and numerous private landowners in the cities of East Palo Alto, Menlo Park, Palo Alto, Portola Valley and Woodside, unincorporated areas of San Mateo and Santa Clara counties, and Stanford University.

The creek represents the boundary between the two counties in the lower watershed. The last relatively unaltered urban creek system in the South Bay, San Francisquito Creek begins at the confluence of Corte Madera Creek and Bear Creek, just below Searsville Dam in Stanford University's

Jasper Ridge Biological Preserve. The mouth of the creek opens to the San Francisco Bay adjacent to the Palo Alto Airport and the Baylands Nature Preserve. The system contains over 71 miles of creek bed; the main stem is 14 miles long.

The lower reach of the creek runs through urbanized areas and bisects an approximately 5-square-mile floodplain that extends from San Francisco Bay to Middlefield Road. In 1998 the creek overbanked, causing \$28 million in documented damage to homes and businesses in Palo Alto, East Palo Alto, and Menlo Park. Other significant flooding and high-flow events have occurred in 1955, 1958, 1982, 2002 and 2005. Through recent hydrologic modeling of the watershed performed by Santa Clara Valley Water District, the 1998 event has been categorized as a 45-year flood flow. The U.S. Army Corps of Engineers (Corps) has estimated that damages from a 100-year flow event on San Francisquito Creek would cause 25-times the financial damages experienced in the 1998 flood, and would pose a far greater threat to lives, property, and regional commerce.

In response to the 1998 event, local jurisdictions formed the San Francisquito Creek Joint Powers Authority in May of 1999 as a new government agency “empowered to protect and maintain San Francisquito Creek and its environs.” Founding members of the SFCJPA are the cities of East Palo Alto, Menlo Park and Palo Alto, the Santa Clara Valley Water District and the San Mateo County Flood Control District.

Project History:

In 2002, the SFCJPA initiated an effort to conduct a localized flood protection project; the initial planning for this project was conducted by the SFCJPA’s Project Management Team made up of local agency representatives, which catalogued previously proposed flood protection project concepts, and developed conceptual reports on the level of protection and estimated costs of each. The final report on the project alternatives was published in 2003 and is available in hard copy upon request. A power point presentation given to the SFCJPA Board on the alternatives is available at: <http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=2676>.

In 2004, the U.S. Army Corps of Engineers (Corps) received federal authorization to conduct, in partnership with the SFCJPA, a watershed-wide Flood Damage Reduction and Ecosystem Restoration Project (FDRER) General Investigation. At that time, the SFCJPA Board of Directors elected to put the localized project on hold to concentrate staff time and resources on working with the Corps on a project reconnaissance study that would provide the justification for future federal funding of the Study and potentially construction. The Corps conducted a 12-month Reconnaissance Investigation, and in 2005 issued a 905(b) report confirming federal interest in conducting the Feasibility Study for the FDRER. The 905(b) Final Report is available at: <http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=2682>.

Federal funding for the FDRER is issued on an annual basis through insertion of the item in the annual federal appropriations bill. In the seven years since the Feasibility Study began, federal funding has been inconsistent and inadequate to meet the schedule envisioned by the Corps, and occasionally, the SFCJPA advanced local funds to the Corps to maintain progress.

In 2012, given significant local progress on project design and the securing of local and State funding to construct identified improvements in the downstream most reach of San Francisquito Creek (San Francisco Bay upstream to Highway 101), and in response to new guidance from Corps HQ that directed local Corps Districts to re-scope each of their studies to be completed in 3 years and under \$3 million, the SFCJPA began considering limiting the Corps study to the reach of San Francisquito Creek from Highway 101 upstream to El Camino Real (101-ECR).

Given the inadequate federal funding and pace of Corps activities, the SFCJPA and one of its member agencies, the Santa Clara Valley Water District (SCVWD) have led the Corps’ activities to formulate a plan that is either a Federal project, a local project, or some combination thereof.

Through this process, the SFCJPA has identified several project elements that would:

1) reduce flood risk resultant from the existing identified constriction points in the creek reach between the Highway 101 corridor and El Camino Real, and

2) provide ecosystem restoration and recreational opportunities within the reach.

The SFCJPA and SCVWD have conducted a preliminary analysis to determine the most appropriate project alternatives for the creek reach between the Highway 101 corridor and El Camino Real that is consistent with Corps policies in order to preserve the opportunity for federal support. When implemented, these baseline project elements would provide protection against the 50-year flood event in the Project reach, and they are necessary to implement any of the project alternatives that would provide 1% flood protection to the creek reach between the Highway 101 corridor and El Camino Real. The SCVWD has produced preliminary designs of each of these project elements.

Through the work of this consultant SFCJPA wishes to conduct an Initial Study (IS) and produce an Environmental Impact Report (EIR) for the Highway 101 to El Camino area that will evaluate the project elements that provide the baseline 50-year flood protection at a Project level. Additionally, the SFCJPA wishes to evaluate at a Program level the additional project elements that provide protection against the 100-year flood event.

Project Purpose:

The purpose of the Project is to produce an IS and EIR for the construction elements needed to protect homes, businesses, and other facilities in the cities of Palo Alto, Menlo Park and East Palo Alto that are currently at risk of flooding from Creek overbanking in the reach between the Highway 101 corridor and El Camino Real. The Project elements to be constructed would contain within the channel, or a combination of the channel and water detention facility, the one-percent (1%) flood flow (9,300 cubic feet per second) through the Project reach, and to provide defined ecosystem and recreational enhancements. The final work products of this Project shall be a completed Initial Study and certified Environmental Impact Report.

Compliance with National Environmental Policy Act:

Compliance with National Environmental Policy Act (NEPA) may be required for the project. As early as possible, Consultant, SFCJPA staff and the U.S. Army Corps of Engineers shall determine whether NEPA compliance is necessary, based on the project description and project alternative(s).

If NEPA compliance is required, Consultant shall prepare an Environmental Assessment (EA) that includes sufficient information that the NEPA lead agency can prepare the Finding of No Significant Impacts (FONSI) or Environmental Impact Statement (EIS), as appropriate. Or, if the lead agency prefers, Consultant shall prepare a joint CEQA/NEPA document. As a result, all task elements associated with NEPA compliance shall be considered optional. NEPA tasks are included in the scope of work accompanying this RFP for ease of describing the tasks and shall not be pursued unless authorized by the SFCJPA.

Project Schedule:

This project is expected to begin with contract execution in November 2012 and be completed over a period not to exceed 18 months.

Proposal Requirements:

Each proposal should contain the following:

- a cover letter with contact information;
- title page and table of contents
- executive summary;
- organizational chart of the project team;

- a workplan that addresses each task of carrying out the scope of services described in this RFP, and any suggested modifications to the Project Tasks;
- project team qualifications and experience
- project schedule;
- itemized fee schedule;
- list of team members that will be assigned to the project, their role on the project, and experience in their area of expertise.
- description of previously completed projects of similar scope, and two references (per individual) regarding those experiences.
- list of any subcontractors, their role, and personnel assigned to the project
- description of any pending litigation or litigation against the firm, or any of its proposed sub-consultants that is active or has been settled in the past three (3) years.
- client references
- acceptance of Consultant Agreement and Insurance Requirements
- Non-Collusion Declaration
- Conflict of Interest Statement

SFCJPA staff and staff from its member agencies will evaluate the proposals provided in response to this RFP based on the following criteria:

- quality and completeness of proposal;
- quality of the solution, goods and/or services to be provided;
- experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- project cost to the SFCJPA;
- ability to perform the work within the time specified;
- proposer's record of compliance with applicable laws, regulations, policies, guidelines and orders governing prior or existing contracts performed by the contractor.

The SFCJPA's Standard Agreement template will available on October 1st at the pre-submittal workshop listed below or at www.sfcjpa.org, or by request from the Project Manager. Potential applicants should consider their ability to comply with the provisions contained within the SFCJPA Standard Agreement prior to submitting a proposal.

Anticipated Selection Process Timeline:

RFP issuance	September 19, 2012
Pre-submittal workshop	October 1, 2012 at 2:00 p.m., City of Palo Alto Council Chambers
Proposals Due	October 9, 2012 at 2:00 p.m.
Interviews	October 23, 2012
Consultant selection	October 29, 2012
Contract negotiations	November 1-2, 2012
Contract execution	November 2012

Proposed Project Elements

The proposed project consists of different elements. Some of the elements are well developed and will move into the design phase in the near term. These elements will be analyzed at the *project* level in the EIR. Other elements are less developed and are still being analyzed for technical feasibility. These elements will be analyzed at the *program* level in the EIR.

50-year Flood Protection Baseline Project Elements:

The following project elements, when constructed, would provide for conveyance of the approximately 50-year flow event within San Francisquito Creek along the Project reach. These elements represent the “baseline project” and are a needed part of any project alternative being contemplated to achieve protection from the 100-year flow event, and will be analyzed in the EIR at the project level.

Pope-Chaucer Streets Bridge

The bridge where Pope and Chaucer Streets meet over the creek will be replaced with a new bridge capable of passing flows up to the 1% event; however bridge conveyance will be temporarily limited by the minimum downstream channel capacity to avoid new downstream flooding. Because the channel downstream from the Pope-Chaucer bridge includes less than 1% channel capacity, conveyance at the bridge will be limited via temporary flow constrictors until downstream floodwalls or other channel improvements are constructed as part of a future flood control project.

Middlefield Road Bridge

Modifications will be made at the Middlefield Road Bridge so that 1% flows can be accommodated.

In Stream Channel Widening

Channel widening at several “bottleneck” locations between Highway 101 and Interstate 280.

100-year Flood Protection Project Elements:

Additional project elements are still being developed, and one or more of these would be implemented in conjunction with the bridge and bottleneck elements mentioned above to provide protection from the 100-year flow event along the Project reach. The environmental impacts of these elements would be evaluated in the EIR at the program level. These elements include:

- Flood walls from approximately Highway 101 to the Pope-Chaucer Bridge,
- An underground bypass culvert that would extend from University Avenue to the creek at Highway 101 or near the Bay,
- Floodwater detention basin(s) on land in the upper watershed.

Project Alternatives

Project elements can be grouped together in different combinations to form project alternatives. The SFCJPA has identified four alternatives to evaluate in the EIR. Each alternative includes a combination of two or more project elements. Project elements include constructing flood control structures (i.e. flood walls, bypass culverts, and retaining walls) and environmental enhancement features (i.e. channel widening, removal of invasive species, etc).

Alternative 1: Modify bridges and widen bottle-necks (Figure 1)

This alternative would provide a level of flood protection to the project area approximately equal to the 50-year flow event. Under this alternative, bridges and channel constrictions or “bottlenecks” would be widened to improve channel conveyance and reduce water surface elevations during peak flow events.

Bridge crossings at Newell Road, University Avenue, Pope/Chaucer Street, and Middlefield Road would be modified to convey up to the 100-year flow event, however, conveyance would be limited to the maximum downstream channel flow capacity (50-year event) by temporary structural measures. Removal of these structural measures would be included as part of a future 100-year project that would also include downstream improvements.

The project area includes 6 channel constrictions, or bottlenecks. These bottle-necks reduce channel flow area and effectively back water up to increase local water surface elevations. Under this option, 5 of the bottle-necks would be widened to improve channel hydraulics and effectively reduce water surface elevations.

Alternative 2: Modify bridges, widen bottle-necks and construct floodwalls (Figure 2)

This alternative would provide 100-year flood protection to the project area. In addition to the bridge modifications and channel-widening described for Alternative 1, this alternative would include one and a half miles of new floodwalls extending from approximately 1,000 feet upstream from Highway 101 to approximately 1,500 feet downstream from Pope/Chaucer Street.

Alternative 3: Modify bridges, widen bottle-necks and construct bypass culvert (Figure 3)

This alternative would provide 100-year flood protection to the project area. Under this alternative, a bypass inlet located a few hundred feet upstream from University Avenue would divert high flows to a double box culvert beneath Woodland Avenue. The double box culvert (approximately 30 feet wide and 10 feet deep) would follow Woodland Avenue in the downstream direction for approximately three quarters of a mile to an outlet structure where high flows would be returned to the creek.

Bridge and channel widening improvements would be similar to those described for Alternative 1, however; the crossings at University Avenue and Newell Road would not be modified. Floodwall improvements at locations upstream from the bypass culvert inlet would be similar to those described for Alternative 2. Reduced channel flows, resulting from the bypass culvert, would eliminate the need for new floodwalls between the Newell Road and University Avenue crossings.

Alternative 4: Modify bridges, widen bottle-necks and construct detention basin (Figure 4)

This alternative would provide 100-year flood protection to the project area. In addition to the bridge modifications and channel-widening described for Alternative 1, this option would construct one or more detention basins in the upper watershed to reduce peak flows where existing bridge and channel capacities are insufficient. Constructing detention basins and reducing peak flows would reduce the height and length of floodwalls in the project area. Potential sites for detention basins include Searsville Lake, Felt Lake, Lake Lagunita, the Stanford Golf Course, and Stanford lands located upstream from Interstate 280 identified by a previous SFCJPA consultant.

Ecosystem Restoration and Recreational Enhancements

Within each of the alternatives, project elements will be included that provide for ecosystem restoration and recreational enhancements when possible. These elements will likely include bank stabilization and revegetation of riparian habitat, fish passage barrier removal/modification, bike and pedestrian trails, and interpretive signage. Impacts from these activities shall be evaluated in the EIR.

Other related projects

Bay to 101 flood protection project

The SFCJPA is in the process of designing a flood protection, ecosystem restoration and recreation project for the reach of San Francisquito Creek downstream of Highway 101 consisting primarily of new levee construction and floodwalls. The completed project will provide for conveyance of the 1% fluvial event concurrent with a 1% tide, an additional 26 inches of projected Sea Level Rise over the next 50 years, plus additional freeboard as required by FEMA. The 90% design level plans have been completed and a DEIR was released for public review on July 30, 2012.

Highway 101 bridge replacement

Caltrans (and Federal Highway Administration) will be replacing the Highway 101 and frontage road bridges over San Francisquito Creek. Caltrans released a draft Initial Study/Environmental Assessment in March 2011. The replacement bridge will accommodate the 1% creek flow concurrent with a 1% tide and 26 inches of Sea Level Rise. The SFCJPA is working closely with Caltrans to ensure the projects' designs are compatible.

Newell Road Crossing

The City of Palo Alto received a Caltrans grant to replace the vehicular crossing at Newell Road. Although the grant is for replacement of aging bridge structures, Palo Alto will increase the capacity of the bridge to be compatible with the SFCJPA's comprehensive project. Palo Alto is the lead agency for its replacement and will conduct its own CEQA analysis.

Scope of Work

Major tasks for this project include: project administration; review of existing information; environmental investigations and studies; project description, draft and final Environmental Impact Report/Environmental Impact Statement joint document, including public scoping and noticing, and optional tasks.

Quality Management

The San Francisquito Creek Joint Powers Authority (SFCJPA) shall be responsible for ensuring that all deliverables are met. Close coordination between Consultant, SFCJPA, and other designated SFCJPA member agencies throughout the course of the project is required. This will ensure that critical information for environmental analysis is available to the appropriate project team members in a timely manner. The Santa Clara Valley Water District (District) is responsible for technical support, reviews, and quality assurance/quality control for work products associated with the environmental planning and review process. The documents shall adhere to District CEQA guidelines and formats.

The first version ("draft") of each deliverable will be submitted to SFCJPA for review and comment. The SFCJPA will provide consolidated comments to Consultant, and these consolidated comments shall serve as the basis for the final version of the document. For technical memoranda and other deliverables, the SFCJPA review period will be two to three weeks. For larger deliverables, such as an EIR or other lengthy documents, the SFCJPA review period will be four to six weeks.

CONSULTANT RESPONSIBILITIES

1. The Consultant is responsible for performing this Scope of Services in compliance with all applicable federal, state, and local laws, regulations, standards, and guidelines.
2. The Consultant will submit draft deliverables in electronic format and final deliverables in both electronic and hardcopy format unless otherwise agreed to by SFCJPA Project Manager.
3. The Consultant will prepare documents in accordance with District and CEQA guidelines and formats, and District GIS standards for data and metadata
4. The Consultant will provide documented Quality Control/Quality Assurance (QC/QA) on all services performed by Consultant. Consultant is expected to work closely with the SFCJPA and District throughout the course of the Project in order to ensure critical information used for design and environmental analysis is available to the appropriate Project Team member in a timely manner.
5. All documents produced by the Consultant will be well written in standard, proper English, generally conforming to a widely accepted style manual consistent with the product. Should the Consultant submit a draft or final product or products with extensive errors or which is substantially incomplete, the product or products may be returned to the Consultant without complete reviews for the Consultant to make corrections and revisions and resubmit the product or products, at no additional cost to the SFCJPA.
6. Consultant will ensure the technical level of writing be such that the material is fully understandable by a person without specific training in the field at hand but without compromising its value to the target audience. The target audience includes technical, managerial, executive, and senior scientist personnel in various regulatory and related government agencies. The work products will be used for regulatory, permitting, policy and related issues as well as possible follow-up research. Jargon specific to various fields will either be clearly explained in the text or defined in a glossary.

OPTIONAL TASKS DEFINED

Tasks identified in this scope of services as optional or contingent shall not be conducted without specific written authorization from the SFCJPA prior to commencement of services. Optional tasks are those tasks that the Project team may elect to have Consultant perform, but are not dependent upon specific Project characteristics or outcomes of previous tasks for inclusion. Contingent tasks are those that the Project team may elect to have Consultant perform that are dependent upon specific Project outcomes of previous tasks for inclusion.

TASKS

This Preliminary Scope of Service (PSOS) as presented herein is to aid the Consultant in understanding the Project environmental service requirements. Consultants shall use this PSOS as a guide only to develop their own Scope of Services (SOS) as they deem appropriate, and include the approach in their proposal. The Consultant will perform the following Tasks in the execution and completion of this Project:

The Consultant will perform the tasks listed below and followed by a preliminary scope of services for the proposed work. The scope has been separated into seven major tasks, and one optional task:

Task 1.0 – Project Administration

Task 2.0 – Review Existing Background Information

Task 3.0 – Project Description

Task 4.0 – Environmental Investigation and Studies

Task 5.0 – Draft Environmental Impact Report/Environmental Impact Statement

Task 6.0 – CEQA Public Noticing and Participation Requirements

Task 7.0 – Final Environmental Impact Report/Environmental Impact Statement

Task 8.0 – Additional Optional Services

Task 1.0 Project Administration

Consultant will provide project administration services during the term of the Agreement. Consultant's project manager will be responsible for providing any needed subcontractors, managing Consultant team, providing the resources to complete the job, monitoring the project budgets and schedules, providing status reports and maintaining an efficient, effective document tracking system. Key project staff should be available for telephone consultation and team meetings throughout the duration of the Agreement on any significant issues (or potential deviations) related to the project schedule, work plan, or fees.

1.1 Prepare Schedule and Work Plan. Consultant will prepare a draft Project schedule in Microsoft Project or other compatible schedule software. Consultant will refine the project schedule based on SFCJPA comments, which may produce a need for refining the detailed project work plan. Consultant will meet with the SFCJPA Project Team to finalize the revised scope of services, budget and baseline for the project schedule.

Consultant will update the project schedule monthly and e-mail the update to the SFCJPA Project Manager. Throughout the project, Consultant will coordinate with SFCJPA and District Project Managers on all aspects of the work.

Consultant will develop a master list of project deliverables, in collaboration with the SFCJPA and District Project Managers. This list will map out the timing of each deliverable; including submittal, review and finalization, as well as identifying critical paths.

Deliverables:

1. Detailed Project Work Plan, Schedule and Scope. Electronic copy in Microsoft Project (other electronic format can be used if approved by District Project Manager).
2. Master List of List of Deliverables

1.2 *Prepare Progress Reports and Scheduling Revisions.* Consultant will submit monthly invoices, status reports, and project schedule reports. These documents will be prepared in an agreed upon format and content between Consultant, SFCJPA and District.

Deliverables:

1. Monthly invoices, status reports, and project schedule updates (electronic and paper copies).

1.3 *Attend Project Management Related Meetings.* Consultant will attend monthly Project team meetings. Consultant will prepare the meeting agendas, action items, and meeting notes in consultation with the SFCJPA Project Manager. These meetings will be conducted at the SFCJPA office in Menlo Park or District Headquarters in San Jose. Conference calls may be substituted for in-person meetings at the discretion of the SFCJPA Project Manager.

Deliverables:

1. Meeting preparation materials
2. Meeting agendas
3. Meeting summary notes

Task 2.0 Review Existing Background Information

2.1 *Review Background Information* Consultant will work with SFCJPA to identify any relevant and readily available existing environmental data. Consultant will then gather existing environmental documents, memos, data, plans and policies and other information relevant to the project. Such information may include, but is not limited to: additional hazards and hazardous materials assessments of the property(ies) involved; CEQA / NEPA documents for similar facilities in the vicinity and/or other projects on the property(ies) involved; biological, or cultural resource studies, data and report information specific to the project vicinity; engineering reports for the project area; other mapping, reports and documentation of special status species in the vicinity of the project site; planning documents by the affected jurisdiction(s), including relevant General Plans, Project Plans and/or Master Plans; and other relevant materials.

Assumptions:

SFCJPA will provide Consultant with:

- Project goals and objectives;
- Environmental Setting Report (prepared by Army Corps of Engineers)
- Biological Resources Report (prepared by Army Corps of Engineers)
- Initial Cultural Resources Investigation (prepared by Far Western Anthropological Research Group for Santa Clara Valley Water District and Army Corps of Engineers)
- Hazardous Toxic Radioactive Waste (HTRW) Report (prepared by Santa Clara Valley Water District for Army Corps of Engineers)

Deliverables:

1. List of references of existing information
2. Environmental data and documents collected

Task 3.0 Project Description

3.1 Project Description. Consultant will work with the Project Team to produce a draft detailed Project Description for use in the CEQA/NEPA process. The project description is subject to SFCJPA and District review, and may require two (2) drafts prior to completion of the final project description.

Deliverables:

1. Draft Project Description
2. Revised Project Description
3. Final Project Description

Task 4.0 Environmental Investigations and Studies

The Environmental Investigations task includes assessments needed to evaluate environmental impacts of the project as required by CEQA/NEPA and other applicable laws and regulations. Completion of Task 4.0 Environmental Investigations and Studies require expertise in all areas related to CEQA/NEPA.

Assumptions:

Additional cultural resource investigations may be needed within the project reach.

4.1 Summarize Environmental Conditions Based on Existing Data. Consultant will review existing reports, plans and policies and other information relevant to the project, as identified in subtask 2.1. Consultant will analyze the environmental conditions, based on existing data, focusing on relevant environmental statutes and regulations that include, but are not limited to CEQA, NEPA, the Migratory Bird Treaty Act, state and federal Endangered Species Acts, Clean Air Act, Clean Water Act, Porter Cologne Act, Fish and Game Code, Section 1602, cultural and archaeological statutes, noise ordinances, and traffic laws.

Consultant will prepare a technical memorandum describing additional data requirements and environmental issues not previously identified or provided. The technical memorandum will be submitted to the Project Team for review.

Deliverable:

1. Technical Memorandum #1 - Additional Data or Studies Required

4.2 Prepare Field Investigation Plan. Based on the data requirements identified under subtask 4.1, Consultant will develop a field investigation plan and submit it to the Project Team for review. These investigations may include water quality impact assessments, wetland delineations, investigation of cultural resources, traffic studies, and other environmental considerations required under CEQA or NEPA.

Deliverable:

1. Technical Memorandum #2 - Field Investigation Plan

4.3 Conduct Field Investigations. Based on the results of the Field Investigation Plan and Technical Memorandum #1, the Consultant will conduct investigations and/or studies necessary to fulfill the requirements of CEQA and/or NEPA, with prior SFCJPA approval.

Deliverable:

1. Technical Memorandum #3 - Field Work Outcomes including Site Visit Survey Notes, Photographs and Other Appropriate Documentation

Task 5.0 Draft Environmental Impact Report/Environmental Impact Statement

5.1 Prepare Notice of Preparation/Notice of Intent. In collaboration with SFCJPA, Consultant will prepare the Notice of Preparation (NOP) and Notice of Intent (NOI) as required by CEQA and NEPA. Consultant, in coordination with the Project Team, will prepare a distribution list for the NOP/NOI and submit to SFCJPA for review.

Deliverables:

1. Distribution List
2. Draft NOP and Final NOP (One electronic copy in MS Word format)
3. Draft NOI and Final NOI (One electronic copy in MS Word format)

5.2 Conduct Environmental Scoping. In collaboration with District, Consultant will schedule and plan public scoping meeting(s). At SFCJPA's direction, Consultant will take the lead in conducting the public scoping meetings, presenting the project to the public and tracking public comments received. Consultant will provide documented public comments to SFCJPA.

Deliverables:

1. Public scoping materials
2. Documented Public Scoping Comments in MS Word or Excel

5.3 Refine Project Description (Optional: this task will be conducted at SFCJPA's discretion.)

Consultant will work with the Project Team to refine the Project Description, based on the results of the scoping process, to produce a draft detailed project description for use in the CEQA/NEPA process. The revised Project Description is subject to SFCJPA review, and may require two (2) drafts prior to finalization.

Deliverables:

1. Draft Refined Project Description
2. Revised Refined Project Description
3. Final Refined Project Description

5.4 Prepare Administrative Draft EIR/EIS, Including Mitigation Monitoring and Reporting Program.

The first EIR/EIS delivered to SFCJPA will be an Administrative Draft document. The Project Team will review the Administrative Draft, and provide consolidated comments to Consultant for use in preparing the Draft EIR/EIS. Documents prepared for compliance with CEQA and NEPA will be prepared in such a way that the document fully satisfies both CEQA and NEPA requirements.

As part of the Administrative Draft EIR, Consultant will prepare a Mitigation Monitoring and Reporting Program for the project. Required format is a matrix showing impacts, mitigation measures, timing, status, and document references.

Deliverable:

1. Administrative Draft EIR/EIS, Including Mitigation Monitoring and Reporting Program. Ten (10) bound paper copies, one camera-ready copy and one electronic copy in MS Word format required.

5.5 Prepare Draft EIR/EIS, including Mitigation Monitoring and Reporting Program. Based on Project Team comments provided to Consultant, Consultant will revise the Administrative Draft EIR/EIS. The resulting document will be the Draft EIR/EIS, including the Mitigation Monitoring and Reporting Program. SFCJPA will review a screen check copy of the EIR/EIS to ensure that comments have been incorporated prior to printing.

Deliverables:

1. Screen Check Draft EIR/EIS (electronic copy in MS Word format)
2. Draft EIR/EIS - Twenty (20) bound paper copies, Ten (10) CDs in PDF format, and one electronic copy in PDF and MS Word format)

Task 6.0 CEQA Public Noticing and Participation Requirements

6.1 Prepare Notice of Completion. In coordination with SFCJPA, Consultant will prepare the Notice of Completion for filing with the State Clearinghouse.

Deliverable:

1. Draft and Final Notice of Completion (One electronic copy in MS Word format will be required).

6.2 Prepare Notice of Availability. In coordination with SFCJPA, Consultant will prepare the Notice of Availability for publishing in the Federal Register.

Deliverable:

1. Draft and Final Notice of Availability (One electronic copy in MS Word format will be required).

6.3 Prepare for and Attend Public Hearing. Consultant will provide support for SFCJPA staff for the public hearing to present the project and collect public comments on the Draft EIR/EIS. Support may include responding to technical questions at the hearing. Consultant will record public comments during this meeting/hearing.

Deliverable:

1. Meeting notes with public comments.

6.4 Respond to Public Comments. SFCJPA will collect and collate written public comments on the Draft EIR/EIS and provide these collated comments to Consultant. In collaboration with SFCJPA, Consultant will prepare responses to public comments on the Draft EIR/EIS for review by SFCJPA.

Deliverable:

1. Draft Response to Comments. An electronic copy in MS Word format required for a screen check. This document will be part of the Final SEIR, and so the final version will be included under Task 7.1. One electronic copy in MS Word format required.

Task 7 Final Environmental Impact Report/Environmental Impact Statement

7.1 Prepare Final EIR/EIS. Based on the public comments and the Draft Response to Comments, Consultant will prepare the Administrative Final EIR/EIS, incorporating the public comments and responses and content of the Draft EIR/EIS. The Administrative Final EIR/EIS will include the Mitigation Monitoring and Reporting Program.

Consultant will provide the Administrative Final EIR/EIS to SFCJPA for review. Based on comments on the Administrative Final the Consultant will prepare the Final EIR/EIS. SFCJPA will review a screen check copy of the Final EIR/EIS to ensure that comments have been incorporated.

Deliverables:

1. Administrative Final EIR/EIS - one electronic copy in MS Word format required.
2. Final EIR/EIS, including the Mitigation Monitoring and Reporting Program, Response to Comments, and technical appendices (for example, maps, GIS files, presentation materials, technical data).

For the Final SEIR, Thirty (30) to forty (40) bound paper copies, one camera-ready copy, 10 CDs in PDF format, and one electronic copy in PDF and MS Word format.

7.2 Prepare Findings and Statement of Overriding Considerations. In coordination with SFCJPA, Consultant will prepare the CEQA Findings and Statement of Overriding Considerations (if needed), as directed. Consultant will submit the Draft Findings and Statement of Overriding Considerations to SFCJPA for comment, and prepare the final version of these documents based on comments resulting from that review.

Deliverables:

1. Draft and Final Findings and Statement of Overriding Considerations

7.3 Prepare Notice of Determination (NOD). Consultant will prepare the Notice of Determination, in coordination with SFCJPA.

Deliverable:

1. Draft and Final Notice of Determination. One electronic copy in MS Word Format required.

7.4 Prepare Notice of Availability (NOA). Consultant will prepare the Notice of Availability in coordination with SFCJPA.

Deliverable:

1. Draft and Final Notice of Availability. One electronic copy in MS Word Format required.

7.5 Assist with Public Hearing/Adoption of SEIR. Consultant will provide support to SFCJPA for the public meeting where the SFCJPA Board of Directors considers the Final EIR/EIS for approval. This support may include answering technical questions at the meeting/hearing. Consultant will record public comments during this meeting, and provide these to SFCJPA.

Deliverables:

1. Meeting notes and public comments

Task 8.0 Additional Optional Services

8.1 Development of a Program Level Comprehensive Plan for SFCJPA planned activities (Comprehensive Plan). Consultant may be asked to develop a bound document that describes and illustrates the various project elements that are currently at different stages of development throughout

the San Francisquito Creek Watershed and along the Coastal areas of Palo Alto, East Palo Alto and Menlo Park. This document would describe each project element, its history, lead agency, funding source, anticipated schedule, and purpose in the context of the comprehensive flood protection, ecosystem restoration, and recreational enhancement suite of projects being contemplated, planned, and designed by the SFCJPA, its member agencies, and other partner organizations. The primary purpose of the Comprehensive Plan will be as a tool for use in communications to elected officials and the Public when describing SFCJPA activities, and to substantiate the long-term comprehensive goals and benefits of these efforts when seeking public or agency approval of funding mechanisms for future implementation of individual project elements that comprise the Comprehensive Plan.

8.2 Supplemental Services

1. The SFCJPA may require Supplemental Services from Consultant during the term of any agreement resulting from this RFP that have been anticipated to be needed for completing this Project, subject to triggers from other activities. Prior to performing any Supplemental Services, Consultant must obtain written authorization from the SFCJPA. Written authorization will state the agreed upon scope of the services requested, associated not-to-exceed fees, and any schedule impacts.
2. Details of the specific scope of services, rationale for additional work, deliverable, and fees for any Optional Services will be developed with the SFCJPA and submitted in writing prior to approval for Consultant to begin providing the services.
3. The tasks listed below are, but not limited to, the possible type of services that SFCJPA may require from Consultant and Consultant will not consider the list all-inclusive.
 - a. Additional technical studies
 - b. Public outreach and support
 - c. Additional meetings with private parties, SFCJPA or District staff, and/or regulatory agencies
 - d. Preparation of permit applications

Background Materials Available:

The SFCJPA, its member agencies, the Corps of Engineers and various other organizations and institutions have conducted numerous planning, data collection, hydrologic and hydraulic modeling, and preliminary design activities over the past 8 years in preparation for the implementation of the construction elements contemplated for the Project. Among others, the following relevant information will be provided to the selected consultant during Task 1.

- Corps Environmental Setting Report (final draft)
- Hazardous, Toxic and Radioactive Waste Report
- Biological Resources Report
- Initial Cultural Resources Investigation