



SAN FRANCISQUITO CREEK  
JOINT POWERS AUTHORITY

## Request for Proposals San Francisquito Creek Annual Maintenance Permits

### Background

The San Francisquito Creek Joint Powers Authority (SFCJPA) is composed of five member entities: City of East Palo Alto, City of Menlo Park, City of Palo Alto, Santa Clara Valley Water District (Valley Water) and the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline).

Since about 2004, the SFCJPA has led an annual walk with our member entities of San Francisquito Creek from Sand Hill Road to West Bayshore Road to identify trash, debris, dead trees or other items that require action to reduce the risk of bank overtopping during the rainy season.

The SFCJPA leads this walk over the course of two days every August or September with our member entities, and Stanford University, who is the largest landowner in the upper watershed. We also include local non-profit organization, Grassroots Ecology, because they organize voluntary creek cleanups. The trash cleanups are not part of this scope since no permits are required for hand removal of trash. Likewise, Stanford University is working on their own permitting for routine maintenance on their lands in the upper watershed.

The annual maintenance route is approximately 5.15 miles along San Francisquito Creek in the channel:

- Downstream location near 1982 West Bayshore Road, East Palo Alto: 37°27'08.7"N 122°07'40.8"W
- Upstream location near 1850 Sand Hill Road, Building 2 Palo Alto: 37°25'46.9"N 122°11'24.3"W

San Francisquito Creek is an intermittent stream and is typically dry most of the year, except for the rainy season; it is also considered to be a “flashy,” with rapid changes in stream flow in response to storm events.

This Scope of Work describes developing and securing environmental permits to allow the following routine maintenance activities within San Francisquito Creek: dead and downed tree removal and invasive plant management. No sediment removal maintenance is part of this permit. The Scope of Work describes the anticipated tasks to obtain environmental compliance documents and the required permits to authorize routine maintenance activities in city and San Mateo County easement areas along San Francisquito Creek. Private landowners along the creek, and in some cases across the creek, are responsible for maintenance on their property.

### Scope of Work

This scope of work describes the activities needed to permit the following routine maintenance work for the benefit of our member cities and OneShoreline:

1. Removal of downed trees in the creek channel bottom (large woody debris) that may cause blockage in the creek during the wet season and cause overbanking.
2. Removal of standing dead trees or “hangers” (large broken tree limbs that are still attached) along creek if deemed to be a potential issue.
3. Management of invasive plant species to improve the health of the creek habitat and stream hydrology. This includes trees such as acacia, eucalyptus and tree-of-heaven, and also includes invasive ivy and shrubs, such as star thistle, giant reed, and other mapped species. The top species mapped on San Francisquito Creek are acacia, Italian buckthorn, poison hemlock, Algerian ivy,

English ivy, Cape ivy, Himalayan blackberry, and broom.

This scope does not include implementation of the permitted activities. That would occur by our member entities under the permits acquired in this scope and held by the SFCJPA. Member entities will be required to provide needed information to the SFCJPA to document and administer the permits. Therefore, the permits would need to allow SFCJPA member entities to perform this work.

It is envisioned that the routine maintenance activities will be a self-mitigating program, such that actions to manage invasive plant species will mitigate for actions to modify or re-align large woody debris.

## **Task 1. Technical Studies**

### **Task 1.1 Biological Conditions Report**

The SFCJPA completed an EIR in September 2019 that describes existing information on potential biological resources in the project area. A *Draft Biological and Essential Fish Habitat Assessment for The San Francisquito Creek Flood Protection, Ecosystem Restoration, And Recreation Project Upstream Of Highway 101* was developed in November 2019. This report was updated in May 2022 for the Reach 2 project permitting. The consultant will review these reports and determine if an updated *Draft Biological and Essential Fish Habitat Assessment* is required.

If an updated report is required, data sources may include U.S. Geological Survey quadrangle maps, U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory maps, the California Natural Diversity Database (CNDDDB), other technical literature related to the biotic resources of the project vicinity, regional planning documents (such as general plans), species data compiled by the California Native Plant Society (CNPS) or other public interest groups, and resource agency data.

Following review of the existing information, a single reconnaissance-level field survey of the creek maintenance area may be indicated to document the current biological conditions. The dominant habitat type will be described. The reconnaissance survey will also be used to determine the potential for occurrence of special-status plants and animals.

Information will be synthesized into a revised and/or updated draft report that describes existing biological conditions, including existing habitats, potential for occurrence of special-status plants and animals, any potentially jurisdictional or sensitive habitats, and any other biological resources that might be of concern. The report will also describe minimization measures necessary to reduce impacts to sensitive biological resources.

Deliverables: Updated draft Biological Conditions Report as indicated by data review (electronic)

### **Task 1.2 Wetland Delineation Report**

The information in the *Draft Biological and Essential Fish Habitat Assessment* may indicate if a Wetland Delineation Report will be required in accordance with the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and the regional supplements for the Arid West Region.

This will be completed via a site visit to map wetlands and other waters of the U.S./state within the maintenance area along the creek. As noted above, San Francisquito Creek is an intermittent stream; however, certain areas are continuously wet as a result of stormwater discharges and in the upper watershed (not part of this scope) where the creek is on bedrock, small pools will remain year-round.

If indicated by data review, a draft Wetland Delineation Report will be prepared for review by SFCJPA and member entities. Following review, this report will be revised as needed and submitted the wetland delineation to USACE with the Clean Water Act (CWA) Section 404 application package as described in Task 3.1, below.

If requested by USACE, the SFCJPA will organize and attend one field visit with USACE to review the wetland

delineation findings. Based on feedback received from USACE, the report will be revised. Under this scope of work, it is assumed that refinements to the wetland delineation at this point would be minor and related to adjustments to report mapping or minor text edits.

Deliverables: Draft and final Wetland Delineation Report (electronic; GIS files)  
Revised Wetland Delineation Report, following incorporation of USACE comments (electronic), as indicated by data review

Meetings: Field visit with USACE to review wetland delineation, if requested

### **Task 1.3 Cultural Resources Assessment Report**

A cultural resource testing investigation, and Area of Potential Effects (APE) was completed October 5, 2021, for a 1.8-mile area of the creek from the upstream side of West Bayshore Road to the area immediately upstream of the Pope-Chaucer Bridge. A qualified archaeologist will review this confidential report and determine if additional information is needed for potential historic resources and buried archaeological sites.

The results of the 2021 background research and survey effort determined that there are no historic properties, including archaeological resources, in the 1.8 mile of creek. However, based on this report, and information from Stanford University, the banks of San Francisquito Creek are sensitive to tribal and cultural artifacts, and it may be assumed that the APE is all along the creek in the maintenance area.

The testing program did not uncover any tribal or cultural artifacts; however, that does not preclude their presence. Work under this routine maintenance program will include the following provisions for actions in the event that cultural resources are encountered:

- Training of site personnel to recognize cultural resources, including basic artifact, and feature recognition;
- Regulatory context;
- Outline of discovery protocols, including the understanding that if maintenance personnel observe cultural material, they must stop work in that area and notify the SFCJPA immediately;
- Direction that cultural materials and human remains are not to be disturbed;
- Establish a Temporary Exclusion Zone (TEZ), clearly marked with temporary fencing around the find with a 100-foot buffer. No earth moving activities are allowed inside the TEZ except archaeological investigations necessary to complete the post-review discovery process.
- If potential human remains are found, the SFCJPA will immediately notify the County Coroner and the Native American Heritage Commission (NAHC). The SFCJPA will also contact USACE so that the USACE can initiate the post-review discoveries process at 36 CFR 800.13. The phone calls will occur as soon as possible, on the same day as the discovery. The notification must include a description of the nature and location of the find and actions that are being taken to protect the find.

Maintenance activities will be immediately stopped if cultural resources are encountered. If it is determined that a significant cultural resource is in the project area (i.e. a resource determined eligible for listing in the National Register of Historic Places and the California Register of Historical Resources) and it cannot be avoided, the project may have an adverse effect on a historic property. If there is federal agency involvement, such as permitting or funding, a Memorandum of Agreement (MOA) may be required. The MOA would be an agreement document between SFCJPA, the federal lead agency, the State Historic Preservation Officer, and Native American tribes to resolve adverse effects to a historic property. The project can proceed once adverse effects are resolved, usually through development and implementation of an archaeological data recovery program.

The consultant will develop an updated APE map for use in evaluating cultural resource impacts for the project area. The APE will be submitted for review and confirmation by SFCJPA. The Consultant will

determine if additional information is needed and assess the likelihood of unrecorded cultural resources based on historical references and the distribution of environmental settings of nearby sites based on site specific work included in this scope of work.

To comply with AB-52, the Native American Heritage Commission (NAHC) in Sacramento will be contacted to determine whether Native American sacred sites are known to be located in or near the project area and to request a list of Native American tribes in both San Mateo County and Santa Clara County near the creek that have a traditional and cultural affiliation with the project area. Note that the response from the NAHC can take 3-4 weeks; as described in Public Resources Code Section 21080.3.1(b)(2), contacted tribes must respond to the project notification letters within 30 days. The consultant will also send request letters to relevant historical societies or other institutions to determine if any areas of historical concern have previously been documented. Responses from historical societies are generally received within 1 month.

A cultural resources field inventory was conducted in 2019 in Reach 2 and Reach 3; however, due to the dense vegetation in the creek and steep bank areas, the field examination of the ground surface was not useful. The consultant will determine if a ground survey is indicated, since the APE is assumed to be the entire maintenance area. If the qualified archaeologist determines that it is needed, it will be conducted after any record search results are received. Archaeologist(s) will examine the ground surface within the APE by walking closely spaced transects. Trowels or hoes may be used to clear vegetation and increase ground surface visibility. Any identified archaeological resources will be recorded on the standard California Department of Parks and Recreation (DPR) Form 523. These will include photographs and a site map, and global positioning system data will be collected to accurately delineate the locations of all resources. DPR record updates will be prepared for any resources within the APE that had been recorded previously.

After additional record search and field inventory, if indicated, are completed, the consultant will prepare update the existing Cultural Resources Assessment Report. The report will include, at a minimum, a project description, project location, results of the literature search (historic and prehistoric), results of the field studies, a summary of findings and conclusions. The report will include mapping of archaeological site location data and survey coverage areas, as appropriate.

Resources identified will not be evaluated for eligibility for inclusion to the California Register of Historical Resources (CRHR) or the National Register of Historic Places (NRHP). This scope assumes that, if potentially significant archaeological resources are identified on the project property, measures will be taken to avoid impacts so that there is no need to formally evaluate their significance.

Compliance with Section 106 of the National Historic Preservation Act (NHPA) is a condition for receiving a discretionary federal approval, such as a CWA Section 404 permit. The cultural resource assessment report for the cultural resources inventory will comply with the requirements of Section 106 of the NHPA and be prepared according to the inventory requirements of the California Office of Historic Preservation. This report will be submitted to USACE as part of the CWA Section 404 permit application described in Task 3.1. A copy of the report will also be submitted to the NWIC.

Deliverables: As indicated by above, updated draft and final Cultural Resources Assessment Report (electronic)

## **Task 2 California Environmental Quality Act Documentation**

### **Task 2.1 Prepare Project Description**

The Project Description will form the fundamental basis from which to engage resource agencies, initiate California Environmental Quality Act (CEQA) impact evaluations, and to prepare permit applications. Based upon the general description of maintenance activities described above, the consultant will develop a Project Description for the project that is consistent with CEQA statute and guidelines. Specifically, the Project Description will include the standard information required by CEQA Guideline Section 15124, such as a site location map, description of the proposed project and its goals, project features, construction methods, and long-term operations and management.

The consultant will submit the draft Project Description for SFCJPA review, revise it based on comments received, and resubmit it to the SFCJPA with the administrative draft Initial Study/Mitigated Negative Declaration (IS/MND) as part of Task 2.2.

Deliverables: Draft and Final Project Description (electronic)

Meetings: Two (2) conference calls/meetings with SFCJPA

### Task 2.2 Prepare Initial Study/Mitigated Negative Declaration

This scope of work assumes that an Initial Study/Mitigated Negative Declaration (IS/MND) is the appropriate CEQA pathway for routine maintenance and invasive plant management activities in San Francisquito Creek. If, during development of the project description this assumption changes to indicate a different CEQA compliance pathway is more suitable (e.g., if a significant impact is identified that cannot be mitigated to a less-than-significant level), the consultant will inform and discuss such change in direction with the SFCJPA.

The consultant will prepare an Administrative Draft IS/MND that contains the required sections as outlined by the CEQA Guidelines. Technical analyses and impact assessments will be prepared using the impact topics prescribed in Appendix G of the CEQA Guidelines. The consultant will use the results of the IS to focus the impact analysis to those environmental resource topics most affected by the proposed project (e.g., Air Quality/Greenhouse Gas [GHG] Emissions, Biological Resources, Hydrology and Water Quality, etc.) while reducing the level of analysis on the remaining resource topics (e.g., Agriculture, Minerals, Population and Housing, etc.). Each topical section will include a description of the environmental and regulatory setting, as applicable; clearly describe project impacts; identify the level of significance based on the applicable thresholds; if needed, provide mitigation measures to reduce the impact to a less-than-significant level; and identify the level of significance after mitigation.

The Admin Draft IS/MND will contain the following sections:

**Introduction.** This section will instruct readers on how to find information in the IS/MND and will explain the regulatory purpose of the document, the public's role, and steps in the process.

**Project Description.** Developed in Task 3.1 and revised per SFCJPA comments.

**Environmental Analysis.** The Administrative Draft IS/MND will contain environmental analysis for the following issue areas, according to Appendix G of the CEQA Guidelines:

Aesthetics	Hydrology and Water Quality
Agriculture and Forestry Resources	Land Use and Planning
Air Quality	Noise
Biological Resources	Population and Housing
Cultural Resources	Public Services and Utilities
Energy Resources	Recreation
Geology, Soils, and Mineral Resources	Transportation
Greenhouse Gas Emissions	Tribal Cultural Resources
Hazards and Hazardous Materials	Wildfire
Cumulative Impacts	Mandatory Findings of Significance

**Agencies and Persons Contacted, References and Literature Cited, and Report Preparers**

**Appendices.** Appendices that provide additional information about technical topics will be included in the IS/MND, as needed.

The consultant will submit electronic files of the Administrative Draft IS/MND to SFCJPA staff for review. The consultant will meet with SFCJPA staff to discuss comments and agree on appropriate revisions. The consultant will then prepare a Screen-check Draft IS/MND that incorporates the revisions.

The Screen-check Draft will be submitted electronically for SFCJPA staff review. The consultant will finalize the IS/MND based on comments received on the Screen-check Draft IS/MND. SFCJPA staff will review and confirm electronic files prior to producing the IS/MND for public circulation.

Public notice is required for the intent to adopt a Negative Declaration (ND) or Mitigated Negative Declaration (MND). The consultant will prepare a draft Notice of Intent (NOI), Notice of Completion (NOC) for submittal to the State Clearinghouse, and public notices (as required).

The SFCJPA will post the Public Draft IS/MND and notices to the State Clearinghouse CEQA portal. The SFCJPA will be responsible for payment for and posting of on-site notices and legal notices in the newspaper.

Following the close of the public comment period on the IS/MND, The consultant will review the comments received and meet with SFCJPA staff to discuss the comments received and the approach to responses. The consultant will then prepare a memorandum that briefly considers the comments received and provides responses for SFCJPA staff to use in considering adoption of the IS/MND and approval of the proposed project and that can be appended to the IS/MND, if determined necessary.

A draft and final memo will be prepared. The consultant will be available to attend the approval hearing with SFCJPA staff to support the review and approval process of the IS/MND. For the purposes of cost estimating, assume that SFCJPA will receive no more than 5 substantive public comments.

The consultant will prepare the Notice of Determination (NOD) for team review. The SFCJPA will file the NOD with the State Clearinghouse, San Mateo County Clerk, Santa Clara County Clerk, and pay CEQA filing fees.

Deliverables: Administrative Draft IS/MND (electronic files)  
Screen Check Draft IS/MND (electronic files)  
Public Draft IS/MND (3 hardcopies; electronic files)  
Draft and Final Response to Comments Memorandum (electronic)  
Draft and Final NOI, NOC, NOD and other notices as requested

Meetings: One (1) conference call to kick off CEQA process  
Two (2) conference calls to review and discuss comments on the draft IS/MND  
One (1) conference call to discuss comments and IS/MND certification

This scope of work has the following assumptions:

- Preparation of an IS/MND is the most suitable CEQA compliance pathway based on our current understanding of the project. If an Environmental Impact Report (EIR) is determined to be required, the consultant will discuss with SFCJPA, and an additional scope of work or contract amendment may be prepared.
- Routine maintenance activities and invasive species removal provide the basis for the Project Description.
- The consultant will prepare an IS/MND concentrating on the impact analysis to those environmental resource topics most affected by the proposed project while reducing the level of analysis on the remaining resource topics. Resource documents include information and findings of the SFCJPA's 2019 Final Environmental Impact Report for this area, *County of San Mateo, Routine Maintenance Program, Environmental Impact Report (EIR)* (State Clearinghouse No. 2019012009) and Valley Water's long standing *Stream Maintenance Program*.
- NEPA compliance will not be required.

- SFCJPA will be responsible for publishing the CEQA document and notice submissions to the State Clearinghouse CEQA portal.
- SFCJPA will receive no more than 5 substantive public comments on the Public Draft IS/MND, and that one comment letter can contain more than one substantive comment or that form letters will repeat the same comment(s) and these will only be considered to be one substantive comment.

### **Task 3 Environmental Permitting**

Project activities will require environmental approvals from USACE, the San Francisco Bay Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife (CDFW). The following subtasks describe the workplan to develop, submit and obtain environmental permits for the project.

#### **Task 3.1 CWA Section 404 – USACE**

The project will require authorization from USACE under the CWA Section 404 for fill and/or dredge within jurisdictional waters of the U.S. The consultant anticipates that the project will qualify for a Nationwide Permit (NWP) No. 3, Maintenance. The consultant will prepare a Pre-construction Notification (PCN) and an application package. The consultant will submit a draft application package to SFCJPA for review. The consultant will address one round of comments from SFCJPA and revise and submit the permit application package to USACE. The application package will include:

- Cover letter to introduce the project;
- PCN form;
- Covered routine maintenance activities;
- Technical studies, including the biological conditions report, wetland delineation report, and cultural resources assessment.

Deliverables: Draft and revised PCN permit application package (electronic)

Meetings: Up to two (2) conference calls with SFCJPA and USACE

#### **Task 3.2 CWA Section 401 – RWQCB**

The project will require authorization from the RWQCB under CWA Section 401 for fill and/or dredge in waters of the state. The consultant will prepare the following permit application items:

- Cover letter to introduce the project;
- Form R2C502-E, Application for 401 Water Quality Certification and/or Report of Waste Discharge Requirement (401 WQC/WDR), which is the standard permit application form for RWQCB permits;
- Description of Routine Maintenance Activities and Invasive Plant Management Plan;
- Technical studies, including the biological conditions report and wetland delineation report;
- Mitigation Monitoring and Reporting Plan; and
- CEQA compliance documentation.

The draft 401 WQC/WDR application package will be submitted to SFCJPA and member entities for one round of review and consultant will revise and submit the permit application package to RWQCB.

Before submitting the 401 WQC/WDR application package to RWQCB, a Pre-filing Meeting be requested. The SFCJPA will submit a Pre-filing Meeting request to the RWQCB, and the consultant should assume that a meeting will be held. Following the pre-filing meeting, the consultant will revise the application materials

and resubmit to SFCJPA for a second round of review, including all graphics.

Supplemental information or data may be requested by RWQCB during the application review process. The consultant will support the information response process with RWQCB so that final permits are obtained and the MMP is approved.

SFCJPA will be responsible for paying and processing the application fee required by RWQCB.

Deliverables: Pre-filing Meeting Request submitted to RWQCB (electronic)  
Draft RWQCB Application submitted to the SFCJPA (electronic)  
Revised RWQCB Application submitted to RWQCB (electronic)

Meetings/Calls: One (1) pre-filing meeting with SFCJPA and RWQCB  
Up to five (5) conference calls with SFCJPA and RWQCB

### **Task 3.3 US Fish and Wildlife Services (Section 1602) and California Department of Fish and Wildlife (CDFW)**

The consultant will prepare a standard application for a Streambed Alteration Agreement (SAA) following the application format provided in the CDFW Environmental Permit Information Management System (EPIMS) External Permitting Portal. The consultant will also prepare supplemental information, as needed, to support the application. The consultant will prepare and submit a draft version of the application and supplemental information for review by SFCJPA. The consultant will revise the application materials based on one (1) round of comments and upload the material to the EPIMS portal until the application is deemed complete.

The consultant will review the draft permit and recommend changes to the SFCJPA.

SFCJPA will be responsible for paying the application fees for the SAA.

Deliverables: Draft SAA Application Package submitted to SFCJPA (electronic)  
Revised SAA Application Package uploaded to EPIMS (electronic)

Meetings/Calls: Up to two (2) conference calls

This scope of work assumes:

- 404(b)(1) Alternatives Analysis for USACE is not needed.
- If USACE determines that the project does not meet Nationwide Permit requirements and elects to authorize the project under an alternative permitting pathway, such as a standard permit, then The consultant will discuss the permitting process with SFCJPA and an amendment to this scope of work may be required.
- The consultant will prepare and submit a draft version of the application materials and supplemental information for review by SFCJPA. The consultant will revise the application materials based on one (1) round of comments.
- SFCJPA will be the primary contact with regulatory agency staff through the permitting process.

### **Task 4 Preparation of Invasive Species Removal Plan**

The consultant will provide a draft Invasive Plant Management Plan as part of this project. The plan will be for invasive plant management for a smaller section of the creek (approximately 3 miles) than the annual maintenance walk area, this is the from El Camino Real to Highway 101, because that is where most invasive species have been mapped.

- Downstream Location (West Bayshore Road) 37°27'12.3"N 122°07'47.2"W

- Upstream Location (El Camino Real): 37°26'46.5"N 122°10'17.4"W

The San Francisquito Creek Bank Stabilization Master Plan documented that approximately 65% of the riparian habitat within the San Francisquito Creek is highly threatened by invasive plant species and that non-native infestation of native plant communities is greatest along the lower portions of the creek where concrete-lined banks abut residential development.

This plan should target at a minimum three invasive trees: Eucalyptus, Acacia and Tree of Heaven as well as invasive herbaceous species, such as cape, Algerian and English Ivy, giant reed, star thistle and Stinkwort.

Several sources of information are available to support this effort, including the San Francisquito Creek Bank Stabilization and Master Plan, GIS maps developed of invasive species in the creek by Valley Water and Grassroots Ecology, and a draft internal plan developed by SFCJPA.

This plan is a complement to other invasive removal plans that are being developed by Stanford University for the Upper Watershed (Tom Zigterman, personal communication, 2023).

Deliverables: Draft and Final Invasive Species Plan (electronic)

Meetings/Calls: Two conference calls or web-based meetings with SFCJPA staff

This plan would be submitted as part of the Routine Maintenance Program permit applications as it is integral to the program.

## **Task 5 Preparation of the Routine Maintenance Mitigation Monitoring and Reporting Plan**

This task covers the draft and final Mitigation Monitoring and Reporting Plan (MMP) for routine stream maintenance and invasive plant species management from El Camino Real to Highway 101 for lands where cities and/or counties have easements and are not otherwise covered under other permits for stream maintenance activities. The MMP will describe how the program will be implemented and specify the reporting requirements. One draft will be prepared as part of the permit application package and the final will be developed after permits are issued.

Deliverables: Draft and Final Mitigation Monitoring and Reporting Plan (electronic)

Meetings/Calls: Two conference calls or web-based meetings with SFCJPA staff and Resource Agency staff

## **Task 6 Project Management and Coordination**

The consultant will provide project management support to coordinate project activities and communicate regularly with the SFCJPA project manager. Tasks will include tracking the project budget and schedule.

Deliverables: Monthly invoices with progress reports describing work accomplished during the billing period and any challenges to meet scheduled deliverable dates or delays  
Meeting notes (electronic)

Meetings/Calls: Periodic communications with SFCJPA staff

## Schedule

The SFCJPA would like to have this work completed by October 2026. The consultant will develop a schedule that is feasible.

The Schedule for this RFP is:

- March 11, 2025 – SFCJPA issue the Request for Proposals
- March 25, 2025 – Deadline for questions
- **April 11, 2025 – Proposals due**
- April 14-25, 2025 – Proposal review
- April 28 - May 2, 2025 – Interviews, if needed
- **May 5, 2025 – Notification of Award**
- May 7-14, 2025 – Legal review of draft contract
- May 22, 2025 – Agendize recommended contract for Board consideration.

## Cost Estimate

The consultant will develop a cost estimate by task to complete the above work on a time-and-materials basis, with a total not-to-exceed budget.

## General Conditions

The consultant must comply with [SFCJPA's standard contract terms and conditions](#).

## Submission Details

Please submit an electronic copy by email or similar electronic transfer. Proposal shall be valid for up to 120 days after submittal. **Proposals must be submitted by April 11, 2025, to:**

Tess Byler, Senior Project Manager

Email: [tbyler@sfcjpa.org](mailto:tbyler@sfcjpa.org);

Cc: Denean Ni, Project Manager

Email: [dni@sfcjpa.org](mailto:dni@sfcjpa.org);

## Proposal Requirements

Each proposal must contain the following:

- A cover letter with contact information
- Cost estimate by task
- Brief description of previously completed similar projects
- List of team members or subcontractors, their role, and personnel assigned to the project
- Designation of a project administrator who will be responsible for billing and accounting
- 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
- Statement of acceptance of Consultant Agreement and Insurance Requirements
- Conflict of Interest Statement
- Statement regarding record of compliance with applicable laws, regulations, policies, guidelines, and orders governing prior or existing contracts
- Three references from work with similar type, scope, or complexity

## Evaluation and Scoring Criteria

The proposals will be reviewed by the SFCJPA staff and possibly staff from its member agencies based on the following criteria.

Proposal Evaluation and Scoring Criteria	Points Range
<p><b>Responsive Proposal – contains all the following:</b></p> <ul style="list-style-type: none"> <li>• A cover letter with contact information</li> <li>• Cost estimate</li> <li>• Brief description of previously completed projects of similar scope,</li> <li>• List of team members or subcontractors, their role, and personnel assigned to the project</li> <li>• Designation of a project administrator who will be responsible for billing and accounting</li> <li>• 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</li> <li>• Statement of acceptance of Consultant Agreement and Insurance Requirements</li> <li>• Conflict of Interest Statement</li> <li>• Statement regarding record of compliance with applicable laws, regulations, policies, guidelines, and orders governing prior or existing contracts</li> <li>• Three references from work with similar type, scope, or complexity</li> </ul>	<p>Y/N</p> <p>“No” to any of the bullet point list disqualifies.</p>
<b>Responsive Proposal Scoring Criteria</b>	
Completeness of proposal	1 - 10
Quality of the solution, goods and/or services to be provided as demonstrated by a well-organized and clearly communicated proposal	1 - 15
Familiarity with the San Francisquito Creek Watershed.	1 - 10
Demonstrated and verifiable experience and expertise in CEQA, environmental permitting, and regulatory compliance.	1 - 20
Experience and knowledge in preparing mitigation monitoring plans, invasives species removal plans, and development of stream maintenance programs.	1 - 25
Cost to the SFCJPA (Lower number for higher cost relative to other proposals)	1 - 10
References	1 - 10
	100 Points Max.

Proposals should clearly demonstrate the prospective consultant’s capacity to perform the work requested in the RFP. If after evaluation of the proposals the SFCJPA is not able to select a preferred candidate, interviews may be scheduled with the highest-ranking candidates to complete evaluations. The [SFCJPA’s Standard Agreement template](#) should be reviewed. Prospective consultants should consider their ability to comply with the provisions contained within the SFCJPA Standard Agreement prior to submitting a proposal.

Questions or requests for clarification may be directed to the SFCJPA point of contact via email at any time between the issuance of this RFP and **March 25, 2025**. All questions and responses will be made available to all prospective consultants prior to the proposal due date.

## **Contract Award**

The award, if made by SFCJPA, will be to the consultant or consultant team offering a proposal deemed to provide the best value to SFCJPA, with price and other factors listed in the Scoring Criteria considered.