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July 3, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR KIT CARSON PARK WETLAND PERMITS MITIGATION AREAS

To Whom It May Concern:

The City of Escondido ("City") is seeking proposals for the maintenance and monitoring of 7.68 acres of wetland/riparian habitat mitigation area in Kit Carson Park. The area is comprised of two distinct but related projects, established per Regional General Permits (RGPs) for Utilities maintenance activities.

The consultant must perform and report on activities in compliance with approved Mitigation and Monitoring Plans as detailed in the Scope of Work and attached to this RFP. The contract will extend from August 2018 through approximately June 2021. **This is a prevailing wage project.**

PROJECT LOCATION AND INFORMATION

The adjacent mitigation areas are located in Kit Carson Park near Eagle Scout Lake (see Attachment A). The table below summarizes each project's status and the services requested in this RFP. All activities must align with approved Mitigation and Monitoring Plans (Attachments B and C).

Regional General Permit (RGP)	Mitigation Area Size	Year installation completed	Expected agency sign-off	RFP Contract Objectives
RGP 87 (Sewer Outfall)	3.24 acres	December 2012	June 2019	Maintenance, Monitoring and Reporting per plans. May require supplemental plantings, invasive plant or tree removal outside the area boundaries to support long term success of the project. RGP 87 will move to long-term maintenance program for the duration of this contract following sign off.
RGP 94 (Channel Maintenance)	4.44 acres	January 2016	June 2021	

SCOPE OF WORK

Task 1: Project Management

- Attend one kick off field visit with city staff to clarify roles.
- Support City in achieving final sign-off and acceptance of mitigation areas. Coordinate with regulatory agencies including Army Corps of Engineers, California Department of Fish & Wildlife, and/or Regional Water Quality Control Board. Perform site visits with agencies as requested or required.
- Manage updates of Mitigation and Monitoring Plans if needed or required by City staff.

Task 2: Mitigation Area Maintenance to Approved Mitigation Plan Standards

- Perform maintenance of both areas per approved Mitigation and Monitoring plans (Attachments B and C)
- Consultant should perform a minimum of four (4) visits per year, spaced and supplemented as needed to manage invasive plants.
- Work to include, but not limited to: weed and invasive removal to plan standards for native and non-native cover; debris and trash removal; irrigation management; monitoring for vandalism or other human traffic; plant care and replanting, if needed; and erosion control, if needed; signage and temporary fencing, if needed.
- RGP 87 did not meet native cover benchmarks for sign off in spring 2018. Replanting in some areas, mainly around transect 5, will be required. (Attachment D)

Task 3: Monitoring and Reporting

- Documentation of mitigation site visits, work performed, habitat condition, and other pertinent information. Timely reporting to city staff of any site performance concerns or compliance issues.
- For RGP 94 site, perform California Rapid Assessment Method (CRAM) monitoring in Year 3 and Year 5.
- For RGP 87 site, perform CRAM monitoring in 2019
- Deliverables:
    - RGP 87 – Memos summarizing each maintenance visit, describing maintenance activities and site condition including recommendations.
    - RGP 87 – Draft and Final Annual Report per the Mitigation Plan.
    - RGP 94- Memos summarizing each required quarterly visit as outlined by the mitigation plan.
    - RGP 94 – Draft and Final Annual Report per the Mitigation Plan.
    - All project files at the conclusion of the contract, to include but not limited to: field visit logs, notes, pictures, maps, GIS files, etc.

Task 4: Optional RGP 94 Adjacent Invasive Plant Removal

- Project success may require invasive plant or tree removal outside the area boundaries to support long term success of the project.
- For the purposes of this RFP, consultant should assume removal of 21 trees and arundo. (per map provided in Attachment E)

CONTENTS OF THE PROPOSAL

1. Proposed Project Team
   List roles and responsibilities of all team members (maximum 2 double-sided pages).

2. Project Team Qualifications and References
   Include information on the qualification of all team members. Team members should have demonstrated experience with similar projects. Please include a list of representative and similar past projects with a contact's name and phone number in your proposal. Any sub-consultants used for supporting services not performed by members of your firm must be listed separately in your proposal (maximum 5 double-sided pages).

3. Scope of Work and Approach
   Include information on the Consultant's approach to the project, potential challenges and how these challenges will be addressed (maximum 7 double sided pages).

4. Cost Summary
   Provide detailed information (maximum 3 double sided pages) on the proposed fee for services, including the number of hours assigned to each task and the associated hourly rate for each of the team members. Include Payment Terms (typically Net 30).

5. Proposed Schedule
   Provide information outlining the schedule for major milestones in project design (maximum 2 double sided pages, page sizes greater than 8 ½ x 11 inches are allowed for the schedule only).

6. This is a Public Works Project requiring the payment of prevailing wages. Registration with the Department of Industrial Relations (DIR) and submittal of certified payrolls to the DIR will be required. The City will also require that certified payrolls be attached to any billing for this project, unless prevailing wage is required only for sub-contracted work.
   a. Registration with the DIR is required prior to bidding on any Public Works Project. All proposals must include your DIR registration number and CSLB number on the proposal and clearly identify what portions are considered Public

Works. Proposals must also break out labor, materials, freight and sales tax separately. Proposals submitted outside of these guidelines will not be considered.

b. For more information, visit the link below to read more about the Department of Industrial Relations and the laws governing Public Works Projects.
    i. http://www.dir.ca.gov/Public-Works/PublicWorks.html

GENERAL

An electronic copy of consultant's proposal is to be submitted on or before 4:00 pm on July 23, 2018 via email to emarrone@escondido.org.

Attachment F is the City's standard form of contract for professional services. Please take note of the insurance requirements detailed in Paragraph No. 8. Be sure to review your current insurance policy and verify that your firm's coverage meets these minimum requirements. You will be required to provide an insurance certificate before entering into a contract with the City.

SELECTION PROCESS

The proposals will be evaluated based on the qualifications of the proposed team for experience with similar projects, proposed schedule, and the value for the service provided. The highest rated firm(s) may be interviewed by the City of Escondido.

Sincerely,

Elisa Marrone, AICP
Environmental Programs Specialist
Utilities Department

ATTACHMENTS

Located in ftp://ftp.escondido.org/KCP%20Wetland%20Permit%20Mitigation/

- Please cut and paste the link in your browser
    - Username: **util**; Password: **(Dv)3BwE**

A.1 – Map of RGP 94 mitigation area
A.2 – Map of RGP 87 mitigation area
B – RGP 94 Mitigation Plan – "Wetland/Riparian Mitigation and Monitoring Plan for City of Escondido Channel Maintenance Activities" (March 2015)
C – RGP 87 Mitigation Plan – "Updated Final Wetland/Riparian Mitigation and Monitoring Plan for City of Escondido Sewer Outfall Project Operation and Maintenance Activities Project" (August 2013)
D – RGP 87 Transect Map
E – Map of optional trees and arundo patches adjacent to projects
F – Contract for Professional Services