

REQUEST FOR PROPOSALS:

GLENWOOD PRESERVE PHASE TWO LONG-TERM MANAGEMENT PLAN

Presented by:

City of Scotts Valley
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Request for Proposals Glenwood Preserve Long-Term Management Plan

Invitation

The City of Scotts Valley, Scotts Valley Water District and the Land Trust of Santa Cruz County are pleased to announce the opportunity for consultants to provide expertise in the development of a Long-Term Management Plan (LTMP) for the 160-acre Glenwood Preserve, located in Scotts Valley, California. It is anticipated that the Land Trust of Santa Cruz County will work in partnership with the City of Scotts Valley to manage the Preserve. The LTMP is intended to guide management of the Preserve to protect and enhance its natural resource values, while accommodating low-intensity recreational use that is compatible with the natural resource objectives for the site.

Background

The 160-acre Glenwood Preserve was created as part of the 49-unit Glenwood subdivision. The Environmental Impact Report prepared for the project required an Open Space Management Plan (OSMP), which was adopted by the City Council in June 2003. The OSMP addressed requirements for the first of two phases of management for the Preserve. Phase One covered initial management during which public access was not authorized and baseline data on sensitive species and habitats was collected. Baseline data collected during Phase One will provide the basis for developing an appropriate management program to address public access under Phase Two, the Long-Term Management Plan (LTMP).

The primary goals of the Phase One OSMP were to 1) maintain the existing habitat conditions in order to preserve the suitability of the grassland habitats of sensitive species, including the Ohlone tiger beetle, Scotts Valley spineflower, Opler's Longhorn moth, Mount Diablo cottonweed, and Gray's clover; and 2) preserve and maintain the existing condition of sensitive habitats including wetland, riparian, and native grassland. Because the Preserve's sensitive species are primarily found in grassland habitats, the OSMP focused on maintaining grassland habitat to achieve these goals. The primary management method utilizes grazing, wherein horses are rotated among four pastures to achieve conditions favorable to the sensitive plant species. Baseline data were collected each year and the grazing regime was modified in response to weather and other conditions.

The developer has been responsible for implementing the OSMP, including preparing annual monitoring reports. The developer's responsibilities related to the OSMP will end on June 19, 2009. The City, Water District and the Land Trust have released this RFP to solicit proposals to prepare the Phase Two Long-Term Management Plan.

Project Objectives

The City of Scotts Valley seeks a qualified consultant or firm to:

1. Prepare the Phase Two Long-Term Management Plan (LTMP), which will guide use and management of the Glenwood Preserve to maintain populations of listed species, protect and restore sensitive habitats, and maintain water quality and other open space values;
2. Coordinate closely with staff from the City, Land Trust, and regulatory agencies to develop a phased public access component within the LTMP;
3. Conduct the necessary environmental review under the California Environmental Quality Act (CEQA) and assist the City in securing the necessary regulatory agency approvals. At this time, it is anticipated that the appropriate CEQA document would be a Mitigated Negative Declaration and that a Safe Harbor Agreement would be necessary from the US Fish and Wildlife Service.

Scope of Services

The following list reflects the minimum tasks necessary to prepare the LTMP. Respondents to the RFP should feel free to suggest other tasks or services.

1. Review existing information including the Phase One OSMP (prepared by Wetlands Research Associates, 2003), the five annual monitoring reports for the Glenwood Preserve, the Environmental Impact Report, aerial imagery, and existing GIS data.
2. Prepare a stand-alone LTMP. Plan elements should include at minimum:
 - a. Introduction
 - b. Existing / Baseline Conditions
 - c. Plan Goals and Objectives
 - d. Management Strategies and Actions
 - e. Monitoring Program
 - f. Detailed Implementation Plan / Schedule / Costs
 - g. Appendices
3. Develop integrated and adaptive management strategies and specific actions to accomplish the goals and objectives. These should include at minimum:

- a. Sensitive Species Protection. Outline specific management and monitoring actions to protect and enhance habitat for the Ohlone tiger beetle, Scotts Valley spineflower, Opler's Longhorn moth, Mount Diablo cottonweed, Gray's clover, and sensitive habitats including wetland, riparian, and native grassland.
 - b. Exotic Plant Control. Identify and prioritize vegetation management strategies and locations to control exotic species.
 - c. Range Management. Refine existing range management plan as necessary to manage vegetation in order to maintain habitat for OTB and spineflower, as well as other sensitive habitats. This element should address animal stocking rates, pasture rotation, residual dry matter, monitoring requirements, infrastructure requirements, and public access considerations. Horses are currently used to control grassland vegetation but the City would consider cattle grazing as an alternate method if deemed feasible.
 - d. Water quality and erosion control. Identify best management practices and specific projects to protect water quality and manage water supplies on the Preserve.
 - e. Public Access. In coordination with City and Land Trust staff and resource agency personnel, and stakeholders, develop a phased public access plan that identifies staging area and trailhead location(s), trail system layout, trail use, design standards, signage, maintenance and monitoring, patrol and enforcement, and education/environmental interpretation opportunities.
 - f. Facilities management and maintenance. Coordinate with City and Land Trust staff to identify strategies and costs associated with maintaining the Preserve infrastructure, including fences and other grazing infrastructure.
 - g. Coordinate with the Scotts Valley Water District regarding the feasibility of installing a well and necessary infrastructure on a portion of the site which will not impact any of the protected species.
1. Prepare CEQA documentation. The City will serve as the Lead Agency for review and approval of the LTMP. In coordination with the City, prepare a draft and final Mitigated Negative Declaration (MND) for the project.
 2. Coordinate with USFWS to secure other project approvals. It is anticipated that impacts to federally-listed species can be avoided. However, the Service may require a Safe Harbor Agreement prior to approval of the LMP.
 3. Participate in up 6 meetings with City, Water District and Land Trust staff to develop and refine specific work activities and project deliverables, review draft materials, and two meetings with the Scotts Valley City Council during their review of the Draft and Final Management Plans, and certification of the MND.

Project Deliverables

The project will be deemed complete when the City accepts the following:

1. Draft and Final Long-Term Management Plan, including the elements described above.
2. Background materials, site photographs, and GIS data developed over the course of the project.
3. Materials for and presentation at the workshop with the City Council.

Project Schedule

The following calendar reflects the City's preliminary schedule for completion of the LTMP and MND.

April 8, 2009	Request for Proposals issued
May 8, 2009	Proposals due to the City of Scotts Valley
May 18-22, 2009	Potential interviews with consultants
June 3, 2009	Award of Contract by the City Council
June 8, 2009	Project kick-off meeting with City and Land Trust
November 2009	Admin Draft LTMP due
February 2010	Final LTMP and MND

Qualifications of Consultant

The consultant must have the following qualifications to be considered for this project:

1. Familiarity with the listed and sensitive species that occur on the Glenwood Preserve, and demonstrated experience preparing successful management plans for maintenance and restoration of sensitive habitats.
2. Experience preparing CEQA documents and securing regulatory agency permits and project approvals.

Proposal Contents

Proposals shall include the following information:

1. A description of how the consultant intends to conduct the project. Please keep proposals to no more than eight (8) pages, not including qualifications.

2. A detailed list of the necessary tasks to complete the project and an estimated fee proposal divided by task. Please identify tasks to be performed by sub-consultants, if any, and their estimated fees.
3. An hourly rate schedule for work proposed by the consultant and all sub-consultants.
4. An organization chart for the project showing the names and roles of the key personnel assigned.
5. The principal representative who will be the primary contact with the City. The proposal must contain the qualifications and experience of the principal representative, who should have the authority to make decisions for his/her organization. The principal representative must have the ability to commit the necessary periods of time to conduct the work as described in the RFP.
6. All other staff that will be assigned to the project team must be identified, including his/her responsibilities, time commitment, and expertise.
7. A summary of a minimum of three related experiences of the consultant or firm on this type of project completed within the last five years, including the name and telephone number of a client contact for each job cited.
8. A statement of the firm's acceptance of the City's insurance and indemnification requirements, or any reservations the firm has with the requirements. See attached *Draft Agreement for Professional Services* (Attachment 2).
9. Detailed project schedule including milestones.

Selection Criteria and Procedure

The City will select a consultant for the project based solely on the information contained in the proposal. The City may contact consultants to clarify items contained in their proposals, and may choose to schedule interviews depending on the number of responses to the RFP.

Procedure. An evaluation committee comprised of City, Water District and Land Trust staff will review the merit of the proposals received. The objective of the evaluation committee will be to choose a qualified and experienced consultant, whose proposal best meets the evaluation criteria and is most responsive to the City's needs. Failure of a consultant to provide, in the proposal, information requested in this RFP may result in disqualification of the proposal.

Criteria. The proposals will be evaluated on the consultant's experience with similar projects, the quality of the consultant's work based on project references, the proposed approach to the project, the qualifications of the assigned personnel, ability to provide the required insurance coverage and sign the City's agreement for services, and the proposed fee and overall cost effectiveness of the proposal.

Insurance Requirements. Consultants are responsible for ensuring that they are capable of meeting the City's insurance requirements. The requirements are covered in the *Draft Agreement for Professional Services*.

Award. Upon selection of a consultant by the evaluation committee, City staff will issue a letter of intent and negotiate with the top-ranked consultant to execute a formal Agreement for Professional Services based on the attached sample format. Staff will present the proposal to the City Council for their approval at their regular meeting on Wednesday, June 3, 2009. Attachment 2 is a *Draft Agreement for Professional Services* that the consultant is urged to review prior to submitting a proposal.

Rejection of Proposals. The City reserves the right to reject any or all proposals received and to request additional information as deemed necessary and appropriate.

Proposal Submission Deadline

Each respondent is required to submit, by mail or delivery, four (4) copies of the proposal, by **May 8, 2009 at 5:00 p.m.** to:

Susan Westman, Community Development Director

**City of Scotts Valley
One Civic Center Drive
Scotts Valley, CA 95066**

Consultants may make inquiries concerning this RFP to obtain clarification of its requirements. All inquiries should be made to Susan Westman, Scotts Valley Community Development Director, at (831) 440-5630 or swestman@scottsvalley.org, or to Matt Freeman, Director of Conservation with the Land Trust of Santa Cruz County, at (831) 429-6116 or matt.freeman@landtrustsantacruz.org.

Attachments:

Attachment 1 – Draft Scotts Valley Agreement for Professional Services