



**San Mateo County
Flood and Sea Level Rise
Resiliency District**

Requests Proposals for the

**Millbrae and Burlingame Shoreline Area
Protection and Enhancement Project**

RFP Number 2022-01-18

Release Date: January 18, 2022

**Deadline to Respond:
February 16, 2022 at 5:00 PM**

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Introduction

San Mateo County has more people and property at risk from the first few feet of sea level rise than any other county in California. This fact led to the creation of the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) in January 2020, the first independent countywide government agency to work across jurisdictional boundaries to build solutions to the climate change impacts of sea level rise, flooding, and coastal erosion. By working at a regional scale, OneShoreline facilitates the sharing of expertise, advances aligned and equitable benefits across communities, and provides a unified voice to secure state, federal, and private funds. Resilience to this transformative challenge requires a holistic approach to:

- Geography – OneShoreline is the vehicle through which San Mateo County and its cities can align efforts across jurisdictions, within the context of an entire watershed or regional shoreline;
- Threats – OneShoreline focuses on climate change’s multiple water-related impacts (sea level rise, extreme storms, coastal erosion, and drought), and partners with wildfire agencies;
- Objectives – OneShoreline reduces these threats and looks for opportunities to incorporate green infrastructure, environmental and recreational enhancements, and public and private land into its efforts.

OneShoreline is putting this approach into action by acting as the lead agency of the project that is the subject of this Request for Proposals (RFP). Other partners on this project include the Cities of Millbrae and Burlingame, and other significant asset owners impacting and benefitting from the project, including San Francisco International Airport (SFO).

The primary objective of the project is to protect against the FEMA 100-year flood event with approximately 6 feet of sea level rise (equal to approximately 10 feet above today’s high tide). This objective removes properties from the FEMA Special Flood Hazard Area designation and establishes long-term regional resilience against sea level rise. Other key objectives include enhancements to recreational trails and ecosystems within the project area.

OneShoreline requests proposals from qualified consultants to complete 100% design, environmental compliance, and permitting for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project (Project), advancing the effort to the point of a shovel-ready construction project. Qualified consultants or consultant teams should have, for similar projects, demonstrated success in project management; data collection to develop engineering designs, including hydraulic modeling, geotechnical engineering, land surveys and similar needs; the development of construction plans and specifications that satisfy FEMA requirements and incorporate natural infrastructure; preparing documentation to satisfy the California Environmental Quality Act (CEQA) and, if applicable, the National Environmental Policy Act (NEPA); and securing environmental regulatory permits. OneShoreline encourages suggestions by prospective consultants to modify the scope of work described below to enhance the efficiency and efficacy of project deliverables.

Submittal Process

Please submit four hard copies, and one electronic copy via email, of the proposal by:

February 16, 2022, 5:00 PM local time, to:

Makena Wong, Associate Project Manager
San Mateo County Flood and Sea Level Rise Resiliency District
1700 S. El Camino Real, Suite 502
San Mateo, CA 94402
Projects@OneShoreline.org
650-844-8310

Proposals must be in font size 11 pt and not exceed 30 pages, including any supporting materials. We encourage prospective consultants to participate in a pre-proposal workshop on February 2, 2022 at 10:00 AM Pacific Time via Zoom:

Join Zoom Meeting via the following link: <https://oneshoreline-org.zoom.us/j/96034921794?pwd=dXlGSzJNbEN5NGxOWkVjNGRBUFRFUT09>

Meeting ID: 960 3492 1794

Passcode: 512886

One tap mobile

+16699009128,,96034921794#,,,,*512886# US (San Jose)

+12532158782,,96034921794#,,,,*512886# US (Tacoma)

Additionally, questions submitted by email to Projects@OneShoreline.org with the subject line "Millbrae-Burlingame RFP" by February 4 at 5:00 PM will be answered in a FAQ document posted at OneShoreline.org/document-library by February 9 at 5:00 PM, along with any RFP addenda. Proposals shall be valid for one hundred twenty (120) days after the February 16 response deadline.

Interviews of prospective consultants are expected to occur March 3, 4 and 7, 2022, in person at OneShoreline's offices at 1700 South El Camino Real, San Mateo, CA.

Project Budget

All tasks described within the enclosed Scope of Work shall be included within a proposal's fee schedule and itemized according to required and optional tasks.

Project Schedule

This Project will begin with contract execution on approximately March 29, 2022 and work must be completed by January 30, 2026 for a project duration not to exceed 46 months.

Proposal Requirements

Each proposal should label and order each section as follows:

1. Cover letter identifying the materials submitted and the name/title of the person to contact regarding the proposal, signed by an individual authorized to execute legal documents for the proposer.
2. Title page and table of contents. Number all pages of the proposal.
3. Exceptions to the RFP requirements or to the final revised RFP, if any.
4. Organizational chart of the project team, including team leads and key staff who will be actively working on the project. If a person must be added to the team, a resume will need to be submitted and the new individual must be approved by OneShoreline.
5. Technical Proposal, including:
 - Overview diagram of project workplan
 - High-level discussion of the project vision and approach to the project, including any suggested modifications to the project tasks
 - A detailed Scope of Services addressing each task outlined in this RFP in the order presented, including a summary of key deliverables listed at the end of each task, how these deliverables will be developed, and any assumptions
6. Project schedule, with milestones, deliverables, dates, and a project management plan

7. Itemized fee schedule, by task
 - Include a Labor Hours and Cost Table that provides the estimated labor hours and cost by job classification for each resource per task and subtask.
 - Subconsultant team staff should be listed separately to clearly show percent markup sub-totals.
8. List of team members who will be assigned to the project, their role on the project, and experience relevant to their role. Substitutions will need to be submitted to OneShoreline for approval before charging to the project. This includes:
 - Biographies of key technical staff
 - List of any subconsultants, their roles, and personnel assigned to the project
 - All applicable licenses and license numbers relevant to the project, the names of the holders of those licenses, and the names of the agencies issuing the licenses
9. Description of previously completed projects of similar scope and services to those proposed in this RFP, and two references regarding each of those experiences
10. Description of any pending litigation or litigation against the firm, or any of its proposed subconsultants that is active or has been settled in the past three (3) years
11. Acceptance of:
 - OneShoreline's Standard Agreement and Insurance Requirements
 - OneShoreline's Non-Collusion and Conflict of Interest Statement
 - Both templates are available for review at OneShoreline.org/document-library. Potential applicants should be confident in their ability to comply with the provisions contained within these documents prior to submitting a proposal.

OneShoreline reserves the right to modify the RFP's scope of work, make corrections, and reject any or all proposals. OneShoreline may also correct errors in the RFP and contact the proposers with any clarifications. Consultant shall ensure full compliance with Federal, State and local laws, directives, and executive orders regarding California Public Contract Code and other provisions of laws applicable to this project.

OneShoreline staff and others will evaluate the proposals provided in response to this RFP based on the following criteria:

- Quality and completeness of proposal;
- Quality of the proposed solution, products and/or services to be provided;
- Experience of the firm(s) and the staff to be assigned to the project, including experience with projects of similar scope and complexity;
- Project cost;
- 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 Consultant.

Background

San Mateo County is a largely urbanized county in the San Francisco Bay (Bay) Area and faces a significant flood risk, in large part due to its expansive exposed shoreline along the Bay and the Pacific Coast. Flooding is the most significant recurring hazard effecting San Mateo County, and it is the county most vulnerable to sea level rise in California.

The Cities of Millbrae and Burlingame along the Bay include highly developed lands vulnerable to flooding from two sources: 1) major storms that overwhelm creeks and storm drain systems, and 2) high tides that exacerbate this flooding and will only get worse with sea level rise. These hazards threaten several billion dollars worth of regionally-significant assets, including major electrical distribution and water treatment facilities, regional public transit corridors (BART and Caltrain) and an intermodal transportation center, a regional water treatment plant, hazardous material sites, U.S. Highway 101, major corporate sites, and many local businesses and homes.

In late 2019 and early 2020, Millbrae¹ and Burlingame² completed separate efforts to evaluate shoreline alternatives that address current and future climate-driven hazards. Meanwhile, immediately to the north, SFO is planning and designing a Shoreline Protection Program to protect the entire perimeter of the airport from sea level rise.³ In 2020, OneShoreline brought together these partners to advance their independent efforts in a coordinated and connected way. Through OneShoreline, project partners will establish common objectives and assumptions; share technical information, environmental mitigations, and costs, and utilize public and private land rights to meet the Project goals.

The primary objective of the Project is to protect against the FEMA 100-year flood event with approximately 6 feet of sea level rise (equal to approximately 10 feet above today's high tide). This objective removes FEMA Special Flood Hazard Area designation and establishes long-term resilience against sea level rise. Beyond its flood protection objective, the Project will prioritize nature-based solutions, such as opportunities for restoring and establishing habitat in conjunction with engineered structures, and closing existing gaps in the San Francisco Bay Trail to enhance public access and recreational connectivity.

Activities along the Millbrae-Burlingame Bay shoreline are scoped from the SFO-Millbrae border to the San Mateo-Burlingame city boundary (see Appendix A for project footprint map). Moving inland from the Bay shoreline, the Project area also encompasses the reaches of creeks and canals that are/will be tidally-influenced and flood-prone with sea level rise. This includes reaches of El Portal Canal in both Millbrae and Burlingame, the Highline and Lomita Canals in Millbrae, as well as Easton Creek, Mills Creek, Sanchez Creek, Gilbreth Creek, and Burlingame Lagoon in Burlingame.

Scope of Work

Generally, the major tasks of this RFP include:

- Identify and close the data gaps necessary to complete engineering design, environmental clearances and construction;
- Develop project alternatives and 100% design of a preferred alternative; and
- Complete the development of a Draft and a Final Environmental Impact Report as required by CEQA, all documentation required to secure necessary environmental permits, and, if required, documentation required pursuant to NEPA.

Quality Management

OneShoreline shall be responsible for ensuring that all deliverables are met. Close coordination between Consultant, OneShoreline, and other OneShoreline-designated project partners throughout the course of the project is required. This will ensure that critical information will be made available to the appropriate project team members in a timely manner. For environmental documentation, deliverables shall adhere to applicable CEQA guidelines and formats.

¹ [City of Millbrae Sea Level Rise Adaptation Assessment, July 2020](#)

² [Development and Screening of Burlingame Shoreline Strategies, October 2019](#)

³ [SFO Shoreline Protection Program](#)

The draft version of each deliverable will be submitted to OneShoreline for review and comment. OneShoreline will provide the consolidated comments of all project partners to Consultant, and these consolidated comments shall serve as the basis for the final version of the document. For technical memoranda and other deliverables, OneShoreline review period will be 2-3 weeks. For larger deliverables, such as an EIR or other lengthy documents, OneShoreline review period will be 4-5 weeks.

Consultant Responsibilities

- The Consultant is responsible for performing this scope in compliance with all applicable federal, state, and local laws, regulations, standards, and guidelines;
- The Consultant will submit draft deliverables in electronic format and final deliverables in both electronic and hardcopy format unless otherwise directed by OneShoreline;
- The Consultant will prepare documents in accordance with CEQA guidelines and formats;
- The Consultant will prepare a set of 30%, 60%, 90%, and 100% construction documents for the Project that incorporate forward-thinking design and emerging techniques that minimize construction costs and maximize flood mitigation and recreational/ecosystem connectivity enhancements. Portions of this Project may be constructed in phases;
- The Consultant will provide Quality Assurance/Quality Control (QA/QC) on all services performed by the Consultant. The Consultant is expected to work closely with OneShoreline throughout the Project to ensure critical information used for design and environmental analysis is available in a timely manner;

All documents produced by the Consultant will be well written in standard, proper English. The Consultant will ensure the technical level of writing be understandable by both technical and non-technical personnel at various agencies, and will either clearly explain or define terms specific to various fields in the text. 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 OneShoreline.

Tasks

The Consultant will perform the following four major tasks, which are followed by a detailed preliminary scope of services for the proposed work.

Task 1.0 — Project Management

Task 2.0 — Data Collection

Task 3.0 — Design Plans, Specifications, and Cost Estimate

Task 4.0 — Environmental Documentation and Permits

Task 1.0 — Project Management

The Consultant will provide project management services during the term of the Agreement. The Consultant's project manager will be responsible for providing any needed subconsultants, managing of the Consultant team, monitoring the project budgets and schedules, providing status updates to relevant steering groups, and maintaining an efficient and effective document tracking system. Key project staff should be available for telephone consultation and team meetings (including virtual, in person, or field review meetings) throughout the duration of the Project 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 and final project work plan, including QA/QC, developed using widely accessible scheduling software. Consultant will refine the work plan and schedule based on OneShoreline comments. Consultant will meet with the OneShoreline Project Manager to finalize the scope of services, budget and baseline for the project schedule.

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

Consultant will develop a master list of project deliverables, in collaboration with the OneShoreline Project Manager. 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 in an electronic format approved by OneShoreline.
2. Master List of Deliverables

1.2 Prepare Invoices, Progress Reports and Scheduling Revisions

Consultant will submit monthly invoices with activities and milestones, progress reports, and project schedule reports. These documents and their content will be prepared in an agreed-upon format between Consultant and OneShoreline.

Deliverables

1. Monthly invoices, status reports, and project schedule updates.

1.3 Attend Project Management Meetings

Consultant will attend monthly project management meetings with OneShoreline. Consultant will prepare the meeting agendas and action items in consultation with OneShoreline Project Manager. These meetings will be conducted remotely until circumstances allow for in-person meetings at the OneShoreline office in San Mateo.

Deliverables

1. Meeting preparation materials
2. Meeting agendas
3. Summary of meeting action items

1.4 Attend Meetings with Project Partners

All relevant project partners will be engaged throughout the project planning and design process, including city managers, public works directors, and city staff from the Cities of Millbrae and Burlingame. These partners will convene at regular intervals – up to every six months – to receive updates and give input on key project milestones. Consultant will attend these meetings, and will prepare the meeting agendas and action items in consultation with the OneShoreline Project Manager. These meetings will be conducted remotely until circumstances allow for in-person meetings at the OneShoreline office in San Mateo.

Deliverables

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

1.5 Support on Presentations at Key Meetings – OPTIONAL

If deemed necessary, Consultant will support OneShoreline and the Cities of Millbrae and Burlingame on preparing materials for any potential presentations at City Council meetings, public workshops, or meetings with key property owners.

Deliverables

1. Meeting Presentation Materials, as requested

Task 2.0 — Data Collection

Consultant will work with OneShoreline, the Cities of Millbrae and Burlingame, and other project partners to identify and gather any relevant and readily-available existing information for the Project and Project site. After existing work has been reviewed and synthesized, Consultant will collect information needed to close key data gaps and begin design and environmental clearances.

2.1 Identify, Gather, and Review Existing Information

Consultant will work with OneShoreline to identify, gather, and review any relevant background information for the Project and Project site. Such information may include, but is not limited to: existing engineering data/studies for the Project area, including elevation and land surveys, hydrologic and hydraulic studies, groundwater studies, and geotechnical data; biological or cultural resource studies, as well as 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; additional hazards and hazardous materials assessments for the Project area; and CEQA documents for similar projects and/or geographies.

Consultant will gather data that analyzes environmental conditions, 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, California Fish and Game Code, cultural and archaeological statutes, noise ordinances, and traffic laws.

Deliverables

1. Digital folder with an organized file structure of all background information identified

2.2 Prepare Field Investigation Plan

Based on the inventory of existing data compiled under Subtask 2.1, Consultant will compile a list of key data gaps that will inform the scope of data collection efforts and flag environmental issues not previously identified or provided. Consultant will also develop a field investigation plan to address these data requirements. All this information will be compiled into a technical memorandum to be submitted to OneShoreline for review. Field investigations may include, but are not limited to, the following:

- *Elevation Survey*: Comprehensive elevation surveys of existing flood protection facilities (e.g. canal berms and shoreline levees), critical facilities, and the surrounding marshland to fully understand the landscape and its vulnerabilities will be completed.
- *Land Survey*: A land survey to verify property ownership and boundaries in relation to the shoreline and creek reaches of interest will be completed.
- *Identifications of Easement/Right-Of-Way Needs*: Based on the assessment of existing right-of-way and easements, Consultant shall identify the needs and limits for new and additional right-of-ways and easements required for the construction

and maintenance of the Project. Additionally, Consultant shall prepare easement documents as necessary to pursue necessary right-of-ways, including but not limited to, preparation of meets and bounds, easement plats, and legal descriptions as applicable. Consultant should coordinate with relevant City staff for determining best approach for obtaining such easements and their timing.

- *Hydrologic and Hydraulic Study:* A comprehensive hydrologic and hydraulic study of all drainage canals in the Project area should be completed, taking into account future conditions aligned with the Project's flood protection objective. Recent hydrologic and hydraulic studies of shoreline and creeks in the Project area have focused on the impacts of water from the Bay and not the combination of Bay and fluvial events. Further hydrologic and hydraulic studies will be developed to incorporate fluvial and combined flooding effects into the current understanding of flood risk, such as backwater effects. In addition, the study should determine what is required to obtain FEMA accreditation, including FEMA's interior drainage and close system requirements.
- *Geotechnical Data:* Geotechnical information along the Bay and creek channels, including the Easton Creek, Mills Creek, Sanchez Creek, Highline and El Portal Canal embankments, must be verified to analyze constructability and inform the design of infrastructure.
- *Condition Assessment of the Highline Canal Tide Gate:* The Highline Canal Tide Gate appears to be a significant low point in elevation that is particularly vulnerable to shoreline flooding. An assessment of these tide gates would need to be conducted in order to determine the costs needed to raise these gates for future conditions.
- *Data on Listed Species:* Data will be collected on the specific listed species that may be impacted by the construction, siting, or operation of proposed facilities.
- *Data for Biological Assessment Report:* Data will be collected on the presence of sensitive habitats and an evaluation of the potential for rare, threatened, or endangered species of flora and/or fauna to occur in the project vicinity.
- *Data for Cultural Resources Survey Report:* Data will be collected assessing the potential for buried archaeological resources in the project vicinity, per requirements for CEQA/NEPA cultural resource evaluation and Section 106 of the National Historic Preservation Act (NHPA) compliance.
- *Wetlands Delineation:* The boundaries of wetlands and other waters that are expected to be regulated by the U.S. Army Corps of Engineers (USACE) as waters of the U.S will be delineated. The project team will delineate the boundaries of these features according to methodologies outlined in the USACE Wetland Delineation Manual and other USACE guidance.

Deliverable

1. Technical Memorandum #1 – Field Investigation Plan

2.3 Conduct Field Investigations

Building upon Technical Memorandum #1, the Consultant will conduct investigations and/or studies necessary to begin design and environmental clearances, with prior OneShoreline approval. Investigation and/or study outcomes will be documented in a second technical memorandum.

Deliverable

1. Technical Memorandum #2 – Field Work Outcomes including Site Visit Survey Notes, Geotechnical Evaluations, Surveys, Photographs and Other Appropriate Documentation

Task 3.0 — Design Plans, Specifications, and Cost Estimate (PS&E)

The Consultant shall develop and submit Plans, Specifications, and Estimates (PS&E) for the Project based on the preferred alternative, incorporating the holistic approach to objectives described in Task 4.1. These design documents will incorporate design techniques that minimize construction costs and maximize flood mitigation objectives, and ecosystem and recreational connectivity enhancements where feasible. Early in the design process, OneShoreline may also work with the Consultant to explore whether it is advisable to pursue adaptive, phased approaches to construction for portions of the project footprint. While the long-term objective of the project is to achieve flood protection from the FEMA 100-year event with approximately 6 feet of sea level rise, the project team may take a phased approach along certain reaches rather than building all infrastructure to its full elevation at once.

Plan Sheets will be drafted in 24"x 36" AutoCAD format with standard city title blocks. Plans shall be developed so that they can be clearly read on half-size (11"x17") prints. Construction bid documents and specifications, cost estimates, and bid summary sheets shall be produced with Microsoft computer programs. Reproducible original printed documents and their computer files in commonly used formats shall be provided.

3.1 30% Plans, Specifications, and Cost Estimate (PS&E)

In parallel with the alternatives analysis process in Task 4.1, the 30% submittal will initiate the process of representing the preferred alternative in sufficient detail to guide construction. Deliverables will be developed using appropriate digital format, e.g. CAD or GIS format.

Deliverable

1. 30% PS&E documents in electronic and paper formats as approved by OneShoreline.

3.2 60% PS&E

Based on OneShoreline comments (consolidated into a single submittal) provided to Consultant, Consultant will revise the 30% PS&E Submittal to create a 60% PS&E Submittal. Reporting for 60% will include a revised outline of specifications and a preliminary bid schedule.

Deliverable

1. 60% PS&E documents in electronic and paper formats as approved by OneShoreline.

3.3 90% PS&E

The Consultant will revise the 60% Submittal to create a 90% Submittal. Draft technical specifications and bid schedule at the 90% Submittal will be provided.

Deliverable

1. 90% PS&E documents in electronic and paper formats as approved by OneShoreline.

3.4 100% PS&E

The Consultant will revise the 90% Submittal to create Final Design Documents - drawings, cost estimate, specifications, and bid schedule.

Deliverable

1. 100% PS&E documents in electronic and paper formats as approved by OneShoreline.

Task 4.0 — Environmental Documentation and Permits

Consultant will complete a Draft Environmental Impact Report (EIR), and, based on comments received on that Draft EIR, prepare a Final EIR as required by the California Environmental Quality Act (CEQA). Consultant will also prepare all documentation required to secure environmental regulatory permits from federal and state agencies, which include: the U.S. Army Corps of Engineers, including the Corps' consultation with the National Marine Fisheries Service and U.S. Fish and Wildlife Service; California Department of Fish and Wildlife; San Francisco Bay Regional Water Quality Control Board; and the San Francisco Bay Conservation and Development Commission.

Additionally, based on funding sources and/or permitting requirements, it may be necessary to analyze the environmental effects of the project in the context of the National Environmental Policy Act (NEPA). While OneShoreline encourages the development of a Joint NEPA/CEQA document if supported by the identified NEPA lead agency, Consultant may propose an approach to address CEQA and NEPA jointly or separately, as they deem appropriate based on their understanding of the Project, noting challenges and benefits of each approach. In addition, Consultant should provide their experience with NEPA and their qualifications of preparing a joint NEPA/CEQA document. All task elements associated with NEPA compliance shall be considered optional services at this time, including the entirety of Task 4.13 and any additional components in Task 4 that may require effort beyond what is required for CEQA to also comply with NEPA.

4.1 Alternatives Analysis and Project Description

Consultant will leverage the information collected in Task 2 to refine and analyze alternatives developed in both Millbrae and Burlingame's previous sea level rise adaptation studies, as well as other alternatives that may be proposed by Consultant. In parallel with the design process in Task 3.1, Consultant will then work with OneShoreline and its partners to select a preferred alternative.

The alternatives analysis will take a holistic approach to objectives, including multi-benefit and multi-hazard considerations where possible. This includes evaluating nature-based solutions, such as opportunities for restoring and establishing habitat in conjunction with engineered structures (e.g. "living shorelines") where feasible. Alternatives will also incorporate measures that address climate-driven hazards beyond flooding, such as waterfront parks, green spaces, and trails compliant with the San Francisco Bay Trail that not only enhance recreation and bike/pedestrian access to and along the Bay shoreline, but also mitigate extreme heat effects. For each alternative, a detailed assessment of the technical performance, environmental compliance challenges, and planning-level cost estimates will be developed. The final decision criteria for the alternatives analysis and selection will be established by OneShoreline based on input from the project key partners and stakeholders.

This task will also provide written documentation that demonstrates the appropriate level of analysis required to comply with CEQA, NEPA, and environmental regulatory permits, such as establishing the Least Environmentally Damaging Practicable Alternative under Section 404(b)(1) of the Clean Water Act. Consultant will document sufficient information about each alternative to demonstrate meaningful evaluation, analysis, and comparison with the proposed project per CEQA/NEPA guidelines, including a "no project" alternative and the "environmentally superior alternative."

The project description, a detailed write-up of the preferred alternative required for CEQA documentation, will be developed and will include project background, project objectives, a description of proposed components, and will describe each component in sufficient detail to facilitate determination of the nature and scale of environmental impacts, including area of disturbance and construction equipment scenarios. The project description will also identify discretionary approvals by regulatory agencies.

Deliverables

1. Draft/Final List of Decision Criteria
2. Discussion of Alternatives, including planning-level cost estimates
3. Project Description

4.2 Prepare Initial Study and Notice of Preparation

Following identification of a preferred alternative in Task 4.1, Consultant will prepare the initial study to identify the environmental resource topics to be addressed in the EIR that could result in a potentially significant impact, and a Notice of Preparation (NOP). Consultant, in coordination with the OneShoreline Project Manager, will prepare a distribution list for the NOP, and distribute and publish the NOP as required by CEQA.

Deliverables

1. Draft/Final CEQA Initial Study
2. Draft/Final NOP
3. NOP Distribution List

4.3 Conduct Environmental Scoping

In collaboration with OneShoreline, Consultant will schedule and plan public scoping meetings as required by CEQA, as well as track and forward all public comments received to OneShoreline.

Deliverables

1. Public scoping materials
2. Documented Public Scoping Comments

4.4 Refine Project Description – OPTIONAL

If deemed necessary by OneShoreline, Consultant will work with the OneShoreline Project Manager 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 process. The revised Project Description is subject to OneShoreline 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

4.5 Prepare Administrative Draft EIR, including Mitigation Monitoring and Reporting Plan

The first EIR delivered to OneShoreline will be an Administrative Draft document. OneShoreline will review the Administrative Draft and provide consolidated comments to Consultant for use in preparing the Draft EIR. Documents prepared for compliance with CEQA will be prepared in such a way that the document fully satisfies CEQA requirements. As part of the Administrative Draft EIR, Consultant will prepare a Mitigation Monitoring and Reporting Plan for the project. The required format is a matrix showing impacts, mitigation measures, timing, status, and document references.

Deliverable

1. Administrative Draft EIR, including Mitigation Monitoring and Reporting Plan – six (6) bound paper copies, and one electronic copy in PDF and MS Word format

4.6 Prepare Draft EIR

Based on OneShoreline comments (consolidated into a single submittal) provided to Consultant, Consultant will revise the Administrative Draft EIR. The resulting document will be the Draft EIR.

Deliverable

1. Draft EIR – eight (8) bound paper copies, eight (8) CDs in PDF format, and one electronic copy in PDF and MS Word format

4.7 CEQA Public Noticing and Participation

In coordination with OneShoreline, Consultant will prepare the Notice of Completion for filing with the State Clearinghouse. Consultant will attend the public hearing where OneShoreline presents the project and collect public comments on the Draft EIR. Additional support may include responding to technical questions at the hearing. Consultant will record public comments during this meeting. OneShoreline will collect and collate written public comments on the Draft EIR and provide these collated comments to Consultant. In collaboration with OneShoreline, Consultant will prepare responses to public comments on the Draft EIR for review by OneShoreline.

Deliverables

1. Draft/Final Notice of Completion
2. Public Hearing Meeting notes with public comments
3. Draft Response to Public Comments. An electronic copy in MS Word format required for a screen check. This document will be part of the Final EIR, so the final version will be included under Task 4.8.

4.8 Prepare Final EIR

Based on the public comments and the Draft Response to Comments, and additional comments by OneShoreline and its partners, Consultant will prepare the Final EIR, and include in that the public comments and responses. OneShoreline will review a screen check copy of the Final EIR to ensure that all required and requested items have been incorporated prior to printing.

Deliverables

1. Screen Check Final EIR – One electronic copy in MS Word format
2. Final EIR, including the Mitigation Monitoring and Reporting Plan, Response to Comments, and technical appendices - fifteen (15) bound paper copies, fifteen (15) CDs in PDF format, and one electronic copy in PDF and MS Word format

4.9 Prepare Findings and Statement of Overriding Considerations

If needed, Consultant will prepare the CEQA Findings and Statement of Overriding Considerations, as directed by OneShoreline. Consultant will submit the Draft Findings and Statement of Overriding Considerations to OneShoreline for comment and prepare the final version of these documents based on comments resulting from that review.

Deliverable

1. Draft/Final Findings and Statement of Overriding Considerations

4.10 Prepare Notice of Determination (NOD)

Consultant will prepare the Notice of Determination, in coordination with OneShoreline.

Deliverable

1. Draft/Final Notice of Determination

4.11 Assist with Public Hearing/Certification of Final EIR

Consultant will provide support to OneShoreline for the public meeting where the OneShoreline Board of Directors considers the Final EIR for certification. This support may include answering technical questions at the meeting/hearing. Consultant will record public comments during this meeting and provide these to OneShoreline.

Deliverable

1. Meeting notes and public comments

4.12 Permitting Support

Consultant will identify all federal and state regulatory requirements and permits, including, but not limited to, those of the U.S. Army Corps of Engineers, National Marine Fisheries Service, U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, San Francisco Bay Regional Water Quality Control Board, and the San Francisco Bay Conservation and Development Commission. The Consultant will prepare permit applications with the necessary documentation, including design plans and reports, Environmental Assessments and Wetlands Delineations, and analyses required for findings of the Least Environmentally Damaging Practicable Alternative by the agencies requiring such findings, and Consultant will ensure the project design meets all regulatory requirements.

Deliverables

1. Completed Draft and Final permit application forms and exhibits
2. Meeting(s) with permitting agencies
3. Additional data or clarifications in response to agency requests

4.13 Compliance with National Environmental Policy Act (NEPA) - OPTIONAL

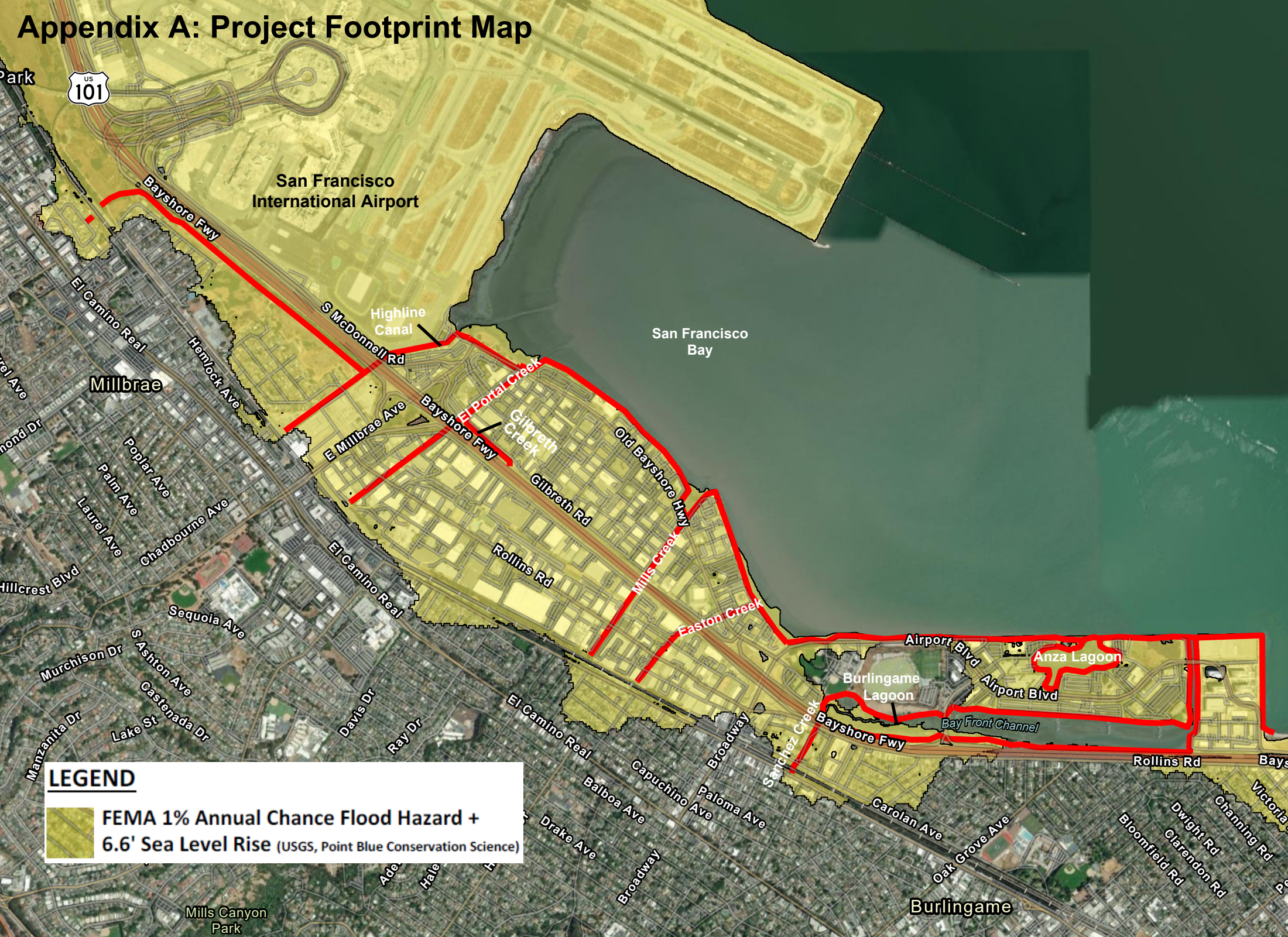
Compliance with NEPA may be required for the project. As early as possible, the Consultant and OneShoreline shall determine whether NEPA compliance is necessary, based on the project description and project alternative(s).

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 allows, Consultant shall prepare a joint CEQA/NEPA document.


Deliverable

1. NEPA documentation (EA or EIS), or joint Joint CEQA/NEPA document

Appendix A: Project Footprint Map



LEGEND

 FEMA 1% Annual Chance Flood Hazard + 6.6' Sea Level Rise (USGS, Point Blue Conservation Science)